

Heritage College

Uniform Policy



Document Control

Revision Number	Implementation Date	Review Date	Description of Changes	Prepared By	Approved By
002	15 Nov 2021	Nov 2022	Approved	Exec Leaders	School Council
003	02 Nov 2022	Nov 2023	Minor Changes	Exec Leaders	
004	15 Sep 2023				



Rationale

Wearing the college uniform is a condition of enrolment at Heritage College. For the student, uniform instils a sense of belonging and reinforces pride in appearance. Students are ambassadors who represent Heritage College within the local community, and consistency in uniform represents Heritage College at the highest possible standard.

Aims

This policy aims to achieve the following:

- To create a comprehensive statement for all uniform items;
- To provide transparency regarding uniform decisions;
- To provide clear, easy-to-understand direction on how to wear both Academic and Sports Uniform;
- To provide direction on the overall image of the college in the community.

Definition

- Academic Uniform: the assembled uniform elements for academic dress.
- Sports Uniform: the assembled uniform elements for sporting events.
- Graduand Uniform: the assembled uniform elements for graduation events.
- Formal Wear: the requirements for non-uniform formal wear for special events.
- Official Supplier: the supplier of Heritage College Uniform elements, Noone Imagewear.
- Uniform Committee: representatives selected for decisions regarding uniform.
- Uniform Stakeholders: selected to steer decisions by Uniform Committee.

Implementation

- The Uniform Policy applies during school hours, travelling to and from school, during excursions and sporting events.
- The Principal is responsible for the implementation of the Uniform Policy. Heads of School, School Coordinators, Level Leaders, Uniform Coordinators and teaching staff are to be aware of and uphold the policy.
- Parents are to uphold the policy by purchasing uniform items only from the Official Supplier.
- Quality second-hand uniform items may be purchased from [Sustainable School Shop](#).
- Uniform items that are not purchased from the Official Supplier do not form part of the official uniform collection and families will be notified that they are in breach of the policy and what steps can be taken to rectify.
- Students are to abide by the policy at all times.
- Garments are to be well-fitting. Tailoring may be required from time to time and it is recommended that this is carried out by the Official Supplier at a minimal cost. It is recommended this is undertaken through the holiday period as a minimum two-week turnaround applies.
- From time to time, free dress may be permitted during Free Dress Days and Camps. Students are expected to abide by the guidelines outlined below.



Academic Uniform

- Summer and Winter Academic Uniform items are specified in the Appendices.
- The academic uniform is to be clean and neatly pressed at all times. Students wearing uniform elements that are noticeably damaged, torn, pilling or discoloured will receive a written request to update the garment.
- The Summer Academic Uniform is worn during Terms 1 and 4. The Winter Academic Uniform is worn during Terms 2 and 3.
- Year 6 students continuing on to Heritage College Secondary (Officer Campus) will be presented with a blazer upon graduation. Blazers are compulsory for all Years 7 - 11 students and are recommended for students in Year 12.

Sports Uniform

- Sports uniform is required for sporting events or sports-related classes.
- Failure to wear the Sports Uniform without a written explanation from parent/guardian may prevent the student from participating in Sport and Recreation classes until the uniform is remedied.
- Subsequent breaches without remedy may deem students ineligible to participate in inter-school competitions.

School Captains

- School Captains are expected to attend campus events in their Academic Uniform with blazers. A blend of sports and academic uniforms is not acceptable.

Formal Events and Ceremonial Days

- Throughout the year there are a number of special occasions where students will be required to wear Academic Uniform. For these occasions, please note the following:
 - **Summer events.** Blazer must be worn as a first preference (compulsory for students in Years 7 to 10). If students do not have a blazer, the college pullover in good condition may be worn.
 - **Winter events.** Pullover may be worn in addition to the blazer.
- Events such as Valedictory Dinner or Year Level Graduations are held at the conclusion of the academic year and have a formal dress code. Prior to the event, students must plan their outfit using the guidelines provided in Appendix C (Special Events, Photo Day & Graduation). Failure to do so may jeopardise student participation in the event.

Graduand Dress Code

- Year 12 students attend Presentation Night to receive their Year 12 award and are expected to wear the Winter Academic Uniform. Students must follow college standards for dress and appearance as set out in Appendix C (Special Events, Photo Day & Graduation) below. Students will be checked prior to the ceremony, and failure to abide by guidelines may jeopardise student participation in the event.

Uniform Committee

- A Uniform Committee is established to make informed decisions on behalf of the college community and speak on behalf of stakeholders. Feedback and questions relating to uniform and dress standards are welcomed by emailing uniform@heritagecollege.vic.edu.au.
- Should any change to the prescribed uniform as set out in the attached Appendices be required, a period of consultation with stakeholder groups will be undertaken. Considerations regarding durability, cost and suitability will be considerations.
- The uniform range is selected from fine quality materials in conjunction with the official uniform supplier. Any amendments will be agreed upon and approved by the Uniform Committee.



Communication

- The Uniform Policy, including details of uniform items, will be available to staff and parents via the website and SEQTA Engage. Updates will be communicated via the college newsletter and SEQTA Engage.

Breach of Uniform

- If a student is not in proper uniform in the first academic or sports period of the day, a note of explanation is required. Notifications in writing should be supplied to the Uniform Coordinator at the start of the day by emailing uniform@heritagecollege.vic.edu.au.
- The college follows the PB4L model for wearing uniform. The college has a four-step process if a breach of uniform occurs (refer to the [procedure for uniform breach](#)).

Exemptions

- Parents seeking exemptions to the Uniform Policy must first apply in writing to the Principal. There are no guarantees that exemptions will be granted.

Uniform Coordinators

- Designated Uniform Monitors are appointed throughout each campus. During the year, Uniform Monitors will perform uniform checks to protect the integrity of the uniform. Students out of uniform will be recorded in SEQTA. Notices will be sent to parents advising them of breach and to remedy the situation within seven days.
- Monitors will be selected from both staff and student leaders and confirmed by the Head of School each year.

Evaluation

This policy will be reviewed as part of the College's annual review cycle.

Supporting Documents

- Second-hand Uniform Shop Policy
- Procedure for uniform breach (academic and sports)

Ratified by Heritage College School Council 15 November 2021.

Appendixes

- Appendix A Academic Uniform Direction - Summer
- Appendix B Academic Uniform Direction - Winter
- Appendix C Sports Uniform Direction - Summer and Winter
- Appendix D Attire & Grooming
- Appendix E Events & Graduation



Appendix A: Academic Uniform Direction - Summer

Summer Academic Uniform (Terms 1 and 4) <i>All items must be purchased from the Official Supplier, Noone Imagewear</i>	
Primary Students	
Boys and Girls (Prep)	
<p>Compulsory Garments Sports Shorts (embroidered, navy) Sports Short Sleeve Polo (embroidered, navy) Sports Track Pants (fleecy, double knee, navy) Sports Jumper (short zip, polar fleece, embroidered, navy)</p> <p>Optional Garments Softshell Jacket (embroidered, navy) Sports Long Sleeve Polo (embroidered, navy)</p> <p>Compulsory Accessories Sports Ankle Sock (Heritage College branded, white)</p> <p>Sports Shoes Sports Shoe (lace-up or velcro fastening, any colour)</p> <p>Headwear Bucket Hat (Heritage College branded, navy)</p>	
Junior Boys (Years 1 - 6)	Junior Girls (Years 1 - 6)
<p>Compulsory Garments Academic Shorts (embroidered, grey) Academic Short-sleeved Shirt (embroidered, white) Academic Jumper (v-neck, embroidered, blue)</p> <p>Optional Garments Softshell Jacket (embroidered, navy) Academic Pants</p> <p>Compulsory Accessories Academic Sock (Heritage College branded, grey) Bucket Hat (Heritage College branded, navy) Junior Backpack (Heritage College branded, navy)</p> <p>Optional Accessories Scarf (Heritage College branded, navy) Additional Hair Accessories (navy/black)</p>	<p>Compulsory Garments Academic Dress (embroidered, Heritage College check) Academic Jumper (v-neck, embroidered, blue)</p> <p>Optional Garments Softshell Jacket (embroidered, navy) Academic Pants</p> <p>Compulsory Accessories Academic Sock (Heritage College branded, white/blue band) Bucket Hat (Heritage College branded, navy) Junior Backpack (Heritage College branded, navy)</p> <p>Optional Accessories Summer Scrunchie (Heritage College check) Additional Hair Accessories (navy/black) Scarf (Heritage College branded, navy) Tights (navy)</p>
<p>School Shoes (Years 1 - 6) School shoe (black leather, with lace-up, velcro or buckle fastening)</p>	
<p>Primary students must wear the college bucket hat during recess and lunch times and at sporting events during Terms 1 and 4. Students who fail to bring a hat during this time will be limited to outdoor undercover areas during break time.</p> <p>Heritage College accessories such as hats and socks are available to purchase at Reception on campus.</p>	



Summer Academic Uniform (Terms 1 and 4)

All items must be purchased from the Official Supplier, Noone Imagewear

Secondary Students

Senior Boys (Years 7 - 12)

Compulsory Garments

Academic Shorts (embroidered, grey)
 Academic Short-sleeved Shirt (embroidered, white)
 Academic Jumper (v-neck, embroidered, blue)
 Blazer (compulsory for students in Years 7 - 11;
 recommended for students in Year 12)

Compulsory Accessories

Academic Socks (Heritage College branded, grey)

Optional Accessories

Additional Hair Accessories (navy/black)
 Scarf (Heritage College branded, navy)
 Senior Backpack (Heritage College branded, navy)
 Academic Pants

Senior Girls (Years 7 - 12)

Compulsory Garments

Academic Dress (embroidered, blue and white check)
 Academic Jumper (v-neck, embroidered, blue)
 Blazer (compulsory for students in Years 7 - 11;
 recommended for students in Year 12)

Compulsory Accessories

Academic Socks (Heritage College branded,
 white/blue band)

Optional Accessories

Summer Scrunchie (Heritage College check)
 Additional Hair Accessories (navy/black)
 Scarf (Heritage College branded, navy)
 Tights (navy)
 Senior Backpack (Heritage College branded, navy)
 Academic Pants

School Shoes (Years 7 - 12)

School shoe (black leather, with lace-up, velcro or buckle fastening)



Appendix B: Academic Uniform Direction - Winter

Winter Academic Uniform (Term 2 and 3) <i>All items must be purchased from the Official Supplier, Noone Imagegear</i>	
Primary Students	
Boys and Girls (Prep)	
<p>Compulsory Garments Sports Shorts (embroidered, navy) Sports Short Sleeve Polo (embroidered, navy) Sports Track Pants (fleecy, double knee, navy) Sports Jumper (short zip, polar fleece, embroidered, navy)</p> <p>Optional Garments Softshell Jacket (embroidered, navy) Sports Long Sleeve Polo (embroidered, navy)</p> <p>Compulsory Accessories Sports Ankle Sock (Heritage College branded, white)</p> <p>Sports Shoes Sports Shoe (lace-up or velcro fastening, any colour)</p>	
Junior Boys (Years 1 - 6)	Junior Girls (Years 1 - 6)
<p>Compulsory Garments Academic Pants (embroidered, grey) Academic Long-sleeved Shirt (white, worn tucked-in) Academic Jumper (v-neck, embroidered, blue)</p> <p>Optional Garments Softshell Jacket (embroidered, navy)</p> <p>Compulsory Accessories Tie (Heritage College branded, striped) Academic Sock (Heritage College branded, grey) Junior Backpack (Heritage College branded, navy)</p> <p>Optional Accessory Scarf (Heritage College branded, navy) Belt (black) Academic Shorts</p>	<p>Compulsory Garments Winter Tunic (Heritage College tartan) Academic Long-sleeved Shirt (white, worn tucked-in) Academic Jumper (v-neck, embroidered, blue)</p> <p>Optional Garments Softshell Jacket (embroidered, navy) Academic Pants (tailored, embroidered, navy)</p> <p>Compulsory Accessories Tie (Heritage College branded, striped) Academic Sock (Heritage College branded, navy) Tights (Navy) Junior Backpack (Heritage College branded, navy)</p> <p>Optional Accessory Winter Scrunchie (Heritage College tartan) Additional Hair Accessories (navy) Scarf (Heritage College branded, navy) Academic Shorts</p>



Winter Academic Uniform (Term 2 and 3)

All items must be purchased from the Official Supplier, Noone Imagegear

Secondary Students

Senior Boys (Years 7 - 12)	Senior Girls (Years 7 - 12)
<p style="text-align: center;">Compulsory Garments</p> <p>Academic Pants (embroidered, grey) Academic Long-sleeved Shirt (white, worn tucked-in) Academic Jumper (v-neck, embroidered, blue) Blazer (compulsory for students in Years 7 - 11; recommended for students in Year 12)</p> <p style="text-align: center;">Compulsory Accessories</p> <p>Tie (Heritage College branded, striped) Academic Sock (Heritage College branded, grey)</p> <p style="text-align: center;">Optional Accessories</p> <p>Scarf (Heritage College branded, navy) Senior Backpack (Heritage College branded, navy) Belt, black leather Academic Shorts</p>	<p style="text-align: center;">Compulsory Garments</p> <p>Winter Skirt (Heritage College tartan) OR Tailored Pants (embroidered, navy) Academic Long-sleeved Shirt (white, worn tucked-in) Academic Jumper (v-neck, embroidered, blue) Blazer (compulsory for students in Years 7 - 11; recommended for students in Year 12)</p> <p style="text-align: center;">Compulsory Accessories</p> <p>Tie (Heritage College branded, striped) Academic Sock (Heritage College branded, knee-high, navy) Tights (Navy)</p> <p style="text-align: center;">Optional Accessories</p> <p>Winter Scrunchie (Heritage College tartan) Additional Hair Accessories (navy) Scarf (Heritage College branded, navy) Senior Backpack (Heritage College branded, navy) Academic Shorts</p>

School Shoes (Year 1 - Year 12)

School shoe (black leather, with lace-up, velcro or buckle fastening)

Garment Care and Attention

Academic Jumper: must be in good condition and not faded, overly pilling or failing elasticity at the waist, wrist or neck.

Tailored Pants: cuff areas are to be neat and tidy, not torn or ragged.

Dress and Skirt: to be worn at an appropriate length (touching the knee when standing). Dresses and skirts should be neatly hemmed.

Undergarments: must not be visible. Students with visible undergarments (eg. t-shirts, skivvies, shorts under dresses) will be asked to render them invisible or remove them.

Accessories: short supplies of ties, hats and socks are available to purchase at Reception on campus.



Appendix C: Sports Uniform Direction - Summer and Winter

Sports Uniform <i>All items must be purchased from the Official Supplier, Noone Imagewear</i>
Primary and Secondary
<p>Compulsory Garments</p> <p>Sports Short and/or track pants (embroidered, navy) Sports Polo - long and/or short sleeve (embroidered, navy)</p> <p>Optional Garments</p> <p>Softshell Jacket (embroidered, navy) Windcheater (embroidered with logo)</p> <p>Compulsory Accessories</p> <p>Sports Ankle Sock (Heritage College branded, white)</p>
<p>Sports Shoes</p> <p>Sports Shoe (lace-up or velcro fastening, any colour)</p>
<p>Swimwear</p> <p>Swimwear should be modest at all times. Full cover one piece bathers for girls are preferable.</p>



Appendix D: Attire & Grooming

Attire and Grooming	
Boys	Girls
<p>Facial hair is not permitted. Hair must be secured back with a single tie. Earrings are limited to a single pair of small studs in the lower earlobe. Facial piercings are not permitted. A single wristwatch is permitted. Hair is to be neat and tidy with no unnatural colours or styles. Hair over the eyes or longer than shoulder length must be away from the face The use of coloured nail polish is not permitted.</p>	<p>Light makeup is acceptable. Application or wearing of false eyelashes are not permitted. Earrings are limited to a single pair of small studs or standard 12mm sleepers in the lower earlobe. Facial piercings are not permitted. A single wristwatch is permitted. Hair is to be neat and tidy with no unnatural colours or styles. Hair over the eyes or longer than shoulder length must be away from the face. The use of coloured nail polish, fake and acrylic nails is not permitted. No other jewellery is permitted, including necklaces, bracelets, anklets and additional piercings.</p>
<p>Tattoos Any and all forms of tattoos, permanent or otherwise, are not permitted to be displayed.</p>	



Appendix E: Events & Graduation

Ceremonial Dress for Special Events

Academic Uniform is required.

Students who attend in mixed (sports/academic) or out of uniform will not participate in special events.

Please ensure the white collared shirt is pressed. Long-sleeved shirts (Winter Academic Uniform) are to be tucked in at all times.

Black shoes are to be polished prior to all special events.

Formal Attire for Special Events

All formal attire will need approval by the coordinator of the event.

Graduation Ceremony end Term 4

All Year 12 Graduating Students

Graduands will be robed in a black gown at the ceremony as they receive their award.

In order to maintain the integrity of the Heritage College Graduation Ceremony, all graduating students must wear the Academic shirt and tie from the Winter Uniform range, in addition to the following:

Girls are to wear the Heritage College winter skirt with Heritage College navy knee-high sock.

Summer Academic dress is not appropriate attire for the event.

Boys are to wear the Heritage College tailored pants with grey Heritage College sock.

Shorts are not appropriate attire for the event.

All graduates are to wear black leather footwear in excellent condition for the event.