

School Uniform and Appearance Policy

(Aligned with British educational standards, reflecting the ethos and professionalism of British Campus Algeria.)

Policy Statement

At British Campus Algeria (BCA), our school uniform represents our ethos, values, and commitment to fostering a sense of identity, discipline, and equality among students. This policy provides clear guidelines on student attire and appearance, ensuring all students present themselves in a manner that reflects the professionalism and pride of the school community.

Aims of the Policy

1. **Promote Equality:** Create a sense of unity and reduce economic and social disparities among students.
2. **Encourage Professionalism:** Instil a sense of pride and discipline through appropriate attire.
3. **Ensure Safety and Comfort:** Select uniforms that are practical, durable, and suited to learning activities.
4. **Reflect the School's Identity:** Reinforce the school's values through consistent and appropriate presentation.

Part A: Uniform Guidelines

1. School Uniform Requirements

1.1. Primary School (Years 1-6)

- **Boys:**
 - White shirt (short- or long-sleeved) with the school tie.
 - Grey trousers or shorts (weather-appropriate).
 - School blazer with the BCA crest.
 - Black socks and black polished shoes.
 - Optional: School pullover or cardigan for colder weather.
- **Girls:**
 - White blouse (short- or long-sleeved) with the school tie.
 - Grey skirt, pinafore, or trousers.
 - School blazer with the BCA crest.
 - White or grey socks or black tights (weather-appropriate).



- Black polished shoes (flat or low-heeled).
- Optional: School pullover or cardigan for colder weather.

1.2. Secondary School (Years 7-11)

- **Boys:**
 - White shirt with school tie.
 - Navy trousers.
 - School blazer with the BCA crest.
 - Black socks and black polished shoes.
 - Optional: School pullover for colder weather.
- **Girls:**
 - White blouse with school tie.
 - Navy skirt (knee-length) or trousers.
 - School blazer with the BCA crest.
 - White or navy socks or black tights.
 - Black polished shoes (flat or low-heeled).
 - Optional: School pullover for colder weather.

1.3. Physical Education (PE) Kit

- School-branded T-shirt and shorts.
- Tracksuit (school-branded) for colder weather.
- Non-marking sports shoes.
- Optional: Sports socks and cap for outdoor activities.

1.4. Sixth Form (Years 12-13)

- Business attire reflecting professionalism and the school's ethos.
 - Boys: Suit, collared shirt, and tie.
 - Girls: Business dress, skirt/trousers with a blouse, or suit.
 - Shoes must be formal and polished (no trainers or sandals).

2. Appearance Standards

- **Hair:**
 - Neatly styled and kept out of the face.
 - Natural hair colours only.
 - Long hair must be tied back during practical lessons (e.g., science, PE).
- **Jewellery:**
 - Permitted: A single pair of stud earrings and a wristwatch.
 - Not Permitted: Necklaces, bracelets, or rings (exceptions for religious items must be approved).
- **Makeup:**
 - Primary and Secondary: No makeup is permitted.
 - Sixth Form: Minimal, natural makeup is allowed.
- **Nails:**
 - Must be clean and trimmed.



- Nail polish is not permitted.
- **Tattoos and Piercings:**
 - Tattoos must not be visible.
 - Additional piercings (beyond single ear studs) are not allowed.

Part B: Uniform Supply and Maintenance

1. Purchasing Uniforms

- Uniforms and PE kits can be purchased through the school's designated supplier: [Insert Supplier Information].
- A limited stock of second-hand uniforms is available for families in need.

2. Maintenance

- Parents/guardians are responsible for ensuring uniforms are clean, well-maintained, and correctly sized.
- Lost or damaged items must be replaced promptly.

Part C: Enforcement of the Policy

1. Daily Checks

- Teachers will conduct uniform checks during morning registration.

2. Addressing Non-Compliance

- **Minor Issues:**
 - Verbal reminder to correct the issue.
 - Note sent home to parents.
- **Repeated Non-Compliance:**
 - Formal warning and meeting with parents.
 - Temporary exclusion from activities requiring proper uniform (e.g., PE, school trips).

3. Exceptional Circumstances

- Parents/guardians must inform the school in writing of any temporary issues preventing compliance (e.g., delayed uniform orders, medical needs).

Part D: Supporting Inclusion

1. Religious and Cultural Considerations

- The school will make reasonable adjustments to accommodate religious attire, such as hijabs or turbans, provided they align with the school's colours (navy, grey, white).

2. Financial Support



- Families facing financial hardship may apply for assistance with uniform costs. Applications are handled confidentially by the school office.

Part E: Communication with Parents and Students

1. Policy Availability

- The School Uniform and Appearance Policy is available on the school website and in the parent handbook.

2. Annual Reminders

- Parents will receive reminders about uniform expectations at the start of each academic year.



Example Communication Templates

Uniform Non-Compliance Letter

Subject: *Uniform Policy Reminder*

Dear [Parent/Guardian Name],

During recent uniform checks, we noticed that [Student's Name] was not in full compliance with the School Uniform and Appearance Policy. Specifically:

[Detail the issue, e.g., incorrect shoes, missing tie].

We kindly request that this is addressed by [Insert Date]. Should you need assistance or have any concerns, please contact [Insert Contact Information].

Thank you for your cooperation in upholding our school's standards.

Kind regards,
[Your Name]
[Position]



Financial Assistance for Uniform Costs

Subject: Uniform Assistance Application

Dear [Parent/Guardian Name],

We understand that uniform costs can be challenging for some families. British Campus Algeria offers a confidential assistance program to support those in need. If you wish to apply, please complete the attached form and return it to the school office by [Insert Deadline].

Kind regards,
[Your Name]
[Position]

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