



December 2016

Dear Parent or Carer

Re: School Uniform

www.adeyfieldschool.org

One of the school's key core values is 'look smart' and I am pleased that the vast majority of students wear their school uniform with pride. However, as we have come closer to the end of term an increasing number of students have been arriving at school without key items of school uniform.

I have been asked to clarify what the expected uniform is and the procedures followed should a student arrive at school with a piece of uniform missing. Firstly, a copy of the expected uniform is in the Parent Zone of the school website. In terms of the procedures for not having appropriate uniform, these are outlined below:

- If a student arrives at school with a note from a parent or carer advising the school of the missing item and a time scale for its replacement a note will be issued for a maximum of two weeks.
- If a student arrives having forgotten or misplaced an item of uniform and without a note then the student will be asked to remain in the Pastoral Centre until a parent can be contacted and the item of uniform brought into school.
- If we are unable to contact a parent, or a student has more than one piece of uniform missing they will be retained by the Pastoral team.

We will endeavour to support the student and we ask that parents or carers contact the school to advise of any difficulties in maintaining a high standard of uniform.

Additionally we expect that students present themselves appropriately. This means wearing their blazer with sleeves rolled down, shirt tucked in and top button fastened with their tie to the neck.

When we return in January the school will expect that all students have the appropriate uniform every day. Repeated failure to meet the school's expectations will lead to sanctions being imposed on a student.

Please do not hesitate to contact me at school should you have any further queries regarding uniform.

Yours sincerely

Scott Martin
Headteacher

Look smart. Be polite. Work hard.

