Procedures for non-compliance

Students failing to wear the full school uniform or refusing to comply with the school dress code are not permitted to:
• access classrooms where workplace health & safety restrictions apply;
• access the school oval unless accompanied by a teacher and/or during scheduled HPE/sport lessons;
• participate in school organised sport or excursions; and
• represent the school publicly.

Note: Students must wear a hat or cap at all times when in the sun (school cap or hat available from the uniform shop or a plain black or navy blue hat or cap). This means that students without a hat or cap will not participate in physical education or sports activities.

Step 1 All staff are expected to encourage and monitor compliance with this policy, including students’ general appearance and dress.

Step 2: Before school
Students not compliant with this policy must, before school, provide their POD or year level coordinator with note signed from a parent or care-giver. The note must be dated and state the reason for non-compliance. The POD or year level coordinator will provide the student with a uniform pass for the current day only. The POD or year level coordinator will maintain a record of uniform pass details and forward the note to the office for processing.

Step 3 Roll marking teacher and subsequent teachers throughout the day
Teacher checks for uniform and dress code compliance. Non-compliant students who do not have a current uniform pass are issued a Uniform Detention Notification.

Step 4 Detention supervisor
• Students issued with a detention notification are required to complete a 20 minute detention at lunch 2. Disciplinary action as per the school’s Responsible Behaviour Plan for Students 2010-2012 will be the probable outcome for non-compliant students ie, those refusing to attend the required detention.
• Details of the uniform or dress code infringement and action taken will be recorded.
• Parents will be contacted by phone if the infringement is reoccurring.

Step 5 Administration
If there is no improvement, the principal, deputy principal, or student coordinator will contact the parent regarding the student’s non-compliance. A letter will be sent home requesting the parent/caregiver attend an interview.

IMPORTANT: The success of these strategies is dependent on rigorous follow-up by parents and staff and accurate record keeping.
**School Uniform and Student Dress Code**

The school uniform, including sports uniforms, and school dress code is determined by the Principal in consultation with staff and the Parents’ and Citizens’ Association, as representatives of parents and students. Workplace health and safety legislation informs this policy.

Students’ personal presentation and dress must at all times reflect school community values and expectations and must reflect positively on the school. Where conflict arises, the principal will seek advice from the Dress Code Review Committee consisting of the principal, and one (1) representative of staff, students, parents (as nominated by the P and C Association) and the Executive Director (Schools), Moreton East District, Education Queensland.

Students participating in school organised functions, including excursions, must wear full school uniform. Unless otherwise notified, students are required to wear full formal or day uniform. All school representative team sports must be played in approved school sports uniforms. Students will not be permitted to enter classrooms where WH&S restrictions apply. In particular, this applies to shoes.

Any short or long term variation to the school dress code must be approved by the principal or delegated authority.

The School Uniform and Dress Code is published in student diaries and on the schools’ website. It is also explained to all parents and students as part of the school’s enrolment procedure.

**Forest Lake SHS has three (3) approved uniforms:**

1  **Daywear uniform**
   Boys  woven pin-stripe shirt, navy blue tab shorts; navy socks with school logo or plain black or navy socks (anklet or mid-calf length); black laced fully enclosed shoes with leather or heavy duty vinyl upper which completely covers the upper foot; navy bucket hat or navy cap with school logo or plain (no logos) black or navy blue hat or cap. Senior school students (years 10-12) may wear the FLSHS dress tie.
   Girls  woven pin-stripe blouse with tie, navy blue box pleat skirt (knee length); navy socks with school logo or plain black or navy socks (anklet or mid-calf length); black laced fully enclosed shoes with leather or heavy duty vinyl upper which completely covers the upper foot; navy bucket hat or navy cap with school logo or plain (no logos) black or navy blue hat or cap. Senior school students (years 10-12) may wear the FLSHS dress tie.

2  **Sport uniform**
   Unisex shorts with school initials; polo shirt with school logo; navy socks with school logo or plain black or navy socks (anklet, or mid-calf length); plain white socks; fully enclosed sports shoes; and navy cap or bucket hat with school logo or plain (no logos) black or navy blue hat or cap. Additional items of sport specific uniform as detailed in the FLSHS sport uniform policy, available from the HOD (HPE and Sport) and the webpage, may be worn at specific times.

**Note:** Sports shoes with mesh inserts do not meet workplace health and safety requirements and are not suitable for classroom access where workplace health and safety concerns exist eg. practical subjects.

3  **Winter Uniform**
   In addition to the daywear and sport uniform, students may wear a navy fleecy jacket or navy fleecy top, navy long trousers for boys and girls. Girls may choose to wear navy or black pantyhose or tights with their navy box pleat skirts.
   A microfibre tracksuit (pants and jacket) in school colours is also available. It is preferred that microfibre items be worn with the sports uniform only.

**Note:**
1. The full day or formal school uniform is to be worn each school day, however on those days when a student has HPE, dance, sport or other practical activities as approved by a HOD, the correct sport uniform may be worn. If wearing the sport uniform, students may be required to bring fully enclosed leather upper shoes or similar for classes where WH&S requires this eg science, ITD, cooking etc.

2. Year 12 students may wear senior jerseys to school with either day or sports’ uniform. Jerseys are not to be worn while participating in excursions or representing the school.

**Student Dress Code and Workplace Health and Safety**

1  **Acceptable items of jewellery include:**
   - Medical alert jewellery
   - One watch
   - Standard studs and/or standard sized sleepers in ears
   - Flat ring/s
   - Items of significant religious belief. Any items worn around the neck must be unseen, that is on a long chain or lace or with shirt buttons done up.
   
   **Notes:**
   - Visible body piercing other than in ears (as above) is discouraged. However, clear plastic facial piercing and skin coloured, solid spacers may be worn provided they do not pose a WH&S risk.
   - On receipt of a written request from a parent or care-giver, the principal will seek advice from an independent third party regarding the religious or cultural significance of jewellery. Any approved jewellery must be worn inside the student’s shirt, that is, it must be unseen.
   - During specific activities, where safety is of prime importance, students may be required to remove all jewellery.

2  **Covered footwear and socks**
   Must be worn at all times. If a medical condition prevents this, a note from parents is required and students may have restricted access to areas of the school and curriculum activities.

3  **Protective clothing**
   is provided for subjects that require it, for example industrial design and technology (safety goggles).

4  **Sun safety**
   is a priority at Forest Lake SHS.
   - Whilst outdoors and not under covered shade structures, students are to wear a school approved hat or cap.
   - Depending on the activity, students may choose to wear sunglasses, which comply with the Australian Standards in eye protection (AS1067).
   - Sunscreen is available from health and physical education staff. It is the student’s responsibility to apply sunscreen as per the manufacturer’s directions.

5  **Make-up**
   Including nail polish and body glitter, is not to be worn to school. Minimal foundation may be worn if medical grounds exist and substantiated by a doctor.