



DARAMALAN COLLEGE

College Uniform and Co-curricular Clothing Policy

Related Policies

Purchasing/Procurement Policy
College Uniform Requirements

Rationale

Daramalan College aims to have its students look well dressed in quality items of uniform. In order to achieve this, the College uses preferred suppliers to ensure consistency of colour, fabric and design. The College recognises that students may like and/or be required to wear clothing for special events that are unique to that event and may be kept as a memento so some options are available with co-curricular items of clothing.

Definitions

Official School Uniform: The winter and summer uniform worn during the school day, the sports uniform worn for Physical Education classes and the playing uniforms worn for inter-school and weekend sporting competitions.

Co-curricular clothing: Clothing worn by students, staff and volunteers when participating and training in a co-curricular activity. Playing uniforms for sporting competitions are not included as co-curricular clothing.

College Logo: The official logo used by the College.

Sporting Club Logo: The approved logos used by the six weekend sports.

Policy

1. It is expected that students wear only the approved College uniform.
2. Any variations to uniform are limited for consistency and cost reasons.
3. Changes to the official school uniform will only be made with the approval of the Principal.
4. Items other than those listed in the School Uniform Requirements document are not to be worn as part of the school uniform at any time. The only exceptions to this are:
 - House jerseys may be worn by House Captains when they are participating in House related activities. House jerseys may not be worn to and from school.
 - The Year 12 jersey may be worn after being issued each year. Students' first name or surname will be the only names permitted on the Year 12 Jersey.

5. Any item of clothing using the College name or the official logo must have prior written approval from the Principal before it is ordered.
6. All official school uniform items, including sports uniforms, will be supplied through the College Uniform Shop after the approval form has been signed off.
7. A register of approved College clothing will be maintained.
8. Items of uniform or clothing may not have the College name or official logo on them if other wording (such as sponsor names) is on the item. The other wording needs to be approved prior to ordering.
9. Staff are not entitled to receive free items of clothing but they may purchase items such as co-curricular or House clothing.

Procedures

1. Official School Uniform

- 1.1. The Uniform Shop Manager obtains up to date costing for items of official school uniform and provides these to the Business Manager prior to ordering.
- 1.2. Orders are placed by the Uniform Shop Manager in a timely manner after approval is given by the Business Manager.
- 1.3. Any changes to the design of a uniform are documented on the Uniform Shop order form and signed off by the Principal and Business Manager before an order is placed.

2. Co-curricular Clothing

A proposal for any new item of co-curricular clothing must be accompanied by a drawing or sample of the design, the front and back of the item, colours and the location of wording on the item. This proposal must be submitted in writing to the Principal before any orders are placed.

This proposal also needs to indicate:

- The reason for the item being proposed
- The number likely to be ordered
- How it will integrate with current uniform requirements
- The list of volunteers who would receive this item
- Costing of the item.

Approved by:	College Executive
Contact Staff Member:	Principal
Implementation Date:	January 2021
Supersedes Policy Dated:	January 2018
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