

OSC Student Dress Code policy



Purpose

The purpose of the Student Dress Code is to outline Officer Secondary College's requirements for student dress and appearance and to provide information about uniform purchase and support, dress code implementation and exemption processes.

This dress code has been developed by Officer Secondary College's School Council in close consultation with our school community to ensure that it respects the rights of individual students whilst reflecting the values and interests of our community. Interpretation of what is deemed to be acceptable under the terms of this policy is at the discretion of the Principal or their representative.

The Student Dress Code aims:

- To foster a sense of community and belonging and encourages students to develop pride in their appearance
- To support Officer Secondary College's commitment to ensuring that our students feel equal and are dressed safely and appropriately for school activities.
- To reduce student competition on the basis of clothing
- To enhance the profile and identity of the school and its students within the wider community.
- To promote safety on the College grounds

The School Council has developed a dress code that we believe is cost effective for families.

Scope

Students are required to comply with this Student Dress Code while traveling to and from school, during school hours and when attending school activities, unless explicitly stated in the activity permission letter.

Uniform and Appearance

The full list of Officer Secondary College's compulsory school uniform items are available at Appendix A to this policy.

General appearance

While at school, travelling to or from school or participating in school activities, Officer Secondary College students must comply with the following:

- Uniforms must be clean and in good repair
- Uniforms must be clearly marked with the owner's name
- Winter shirts should be tucked in at all times
- Ties need to be worn neatly covering a fastened top button
- Summer and winter uniforms, as well as a sports uniform, are prescribed, and are required to be worn.
- Sports Uniform should only be worn on dedicated Sports / PE day. Sports Uniform should not be worn on Health Class days. Skins / Compression wear must not be visible if worn.
- The following additional layers of clothing may be worn underneath the uniform for added warmth, provided these undergarments are completely hidden.
 - A plain white short sleeved t-shirt under the summer shirt.
 - A plain white long/short sleeved t-shirt under the winter shirt
 - A plain white or black long/short sleeved t-shirt under the PE Shirt
 - All undershirt must not have a logo on them.
- Non uniform jackets, jumpers, hoodies and hats are not permitted. Logo socks are not permitted.
- Plain black scarves and black gloves can be worn in cold weather. The OSC Beanie Hat is the only Beanie Hat acceptable to be worn. All buildings are heated and students will be asked to remove scarves, OSC Beanie and gloves inside.
- In line with the Department of Education and Training guidelines about bomb threats in schools, the Officer Secondary College back pack with embroidered logo is the only bag approved by School Council for use at school.
- No modifications to uniform items are to be made. Dress length must be appropriate for a school/professional environment. Infringements to this will be treated as an 'Out of Uniform' issue.
- Students who are dressed unsuitably for school or consistently out of uniform may be required to change into school-supplied uniform items or internally suspended. Ongoing inappropriate dress may result in detention,

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suspension or exclusion from school programs. Parents will be contacted regarding appropriate uniform for students at this College.

- Parents/Guardians seeking exemptions to the Dress Code due to religious beliefs, ethnic or cultural background, student disability, health condition or economic hardship must apply in writing to the Principal.
- In Technology subjects, inappropriate shoes for these subjects will result in students being unable to participate in the practical component of these subjects.

Jewellery and cosmetics

- Students are not permitted to wear decorative jewellery to school. Stud earrings and sleepers worn in the ears, and watches, are the only acceptable jewellery. Jewellery may be required to be removed for OH&S reasons (at the discretion of the classroom teacher).
- Facial piercings must be small and discrete and facial piercings may be required to be removed for OH&S reasons (at the discretion of the classroom teacher)
- Facial cosmetics may be worn discretely and should not be noticeable (no false eyelashes, no excessive mascara, no heavy eyeliner, no coloured eye shadows and no bright lipstick).
- Only discrete coloured nail polish can be worn.
- Tattoos must not be visible.

Hair and Sun safety

- Long hair is required to be tied up for OH&S reasons at the discretion of the classroom teacher
- Non-natural hair colours and/or extreme hairstyles are not permitted
- Facial hair is permitted provided that it is well groomed in Senior Students

As we are a secondary school, we expect students to take responsibility for being sun smart by wearing a school hat during outdoor activities or staying in the shade, if they are not wearing sunscreen. Officer Secondary College recommends all students to wear the college approved Sunsmart head cover when outside during Terms 1 and 4. Officer Secondary College Hats are not to be worn inside. The Officer Secondary College Sun Hat is the only hat acceptable for use at Officer Secondary College.

Hats are not to be worn inside.

Students are permitted to wear sunglasses during outdoor activities. Sunglasses should be close-fitting, wrap-around that meet the Australian Standards 1067 and cover as much of the eye area as possible.

Purchase of Uniform

Uniform items can be purchased from PSW (407 Princes Hwy, Officer VIC 3809), or parents may order it directly from <https://www.psw.com.au/schools/officer-secondary-college.html>

Support for families experiencing difficulty

Please contact the Assistant Principal, your child's SSLCL or the Business Manager to discuss support that we may be able to provide to families experiencing difficulty meeting uniform costs, including information about eligibility for uniform support through State Schools' Relief. Further information about State Schools' Relief is also available on their website: <https://www.ssr.net.au/>

Officer Secondary College also has a limited supply of uniforms available to families to borrow on request.

Implementation

Officer Secondary College will ensure that this Student Dress Code is communicated to all families and students through our website and at regular intervals through assembly, news letters etc. We will assist students who may be experiencing difficulties complying with this policy where possible.

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Officer Secondary College Students wearing non-compliant uniform items may be asked to change into a compliant item of clothing provided by the school.

- A signed and dated note from the parent/guardian is required at all times when a student is out of uniform. Failure to provide an explanation will result in a detention. A note is valid for 3 school days. Please note – a uniform pass will not be granted for Hoodies, Non School Jumpers, Jackets and Hats.
- Students who are not wearing the approved uniform must report to their Learning Community Assistant before 8:45 to get a uniform pass.
- It is the student's responsibility to maintain the signed uniform pass and produce it when requested. Failure to produce the signed uniform pass will result in a detention being issued.
- If the item of clothing can be removed - the student's non-uniform item will be labelled and stored by the Learning Community Leader, Sub School Leader or Assistant Principal. It will be returned to the student at the end of the day.
- Parents/Guardians will be contacted by the Learning Community Leader if the student continues to be out of uniform. Out of Uniform issues will be documented on Compass by the Sub School Administration Assistant, Learning Community Leader, Sub School Leader or Assistant Principal.
- Any student who fails to follow teachers' instructions regarding uniform will be issued with detention (or suspension).
- Exceptions to the Uniform Policy may be allowed when documented medical or religious reasons exist which are approved by the Principal / Assistant Principal.

Measures taken by Officer Secondary College to address concerns about student non-compliance with the Student Dress Code will also be addressed in accordance with our Student Wellbeing and Engagement Policy.

Exemptions to Student Dress Code

We recognise that there may be situations where the application of this dress code may affect students unequally.

Students and their parents or carers may apply either in writing or in person to the Principal for an exemption to this Student Dress Code if:

- an aspect of this code prevents the student from complying with a requirement of their religious, ethnic or cultural beliefs or background
- the student has a particular disability or health condition that requires a departure from the dress code
- the student or their parents/carers can demonstrate particular economic hardship that prevents them from complying with the dress code.

When the Principal receives a request for an exemption, they will:

- consider the grounds for the exemption request
- explain the process to the student and/or their parents/carers
- encourage the student and/or their parents/carers to support their application with evidence.

The Principal or delegate will then try to negotiate a resolution that is acceptable to all parties. If an exemption is not allowed, then written reasons will be provided to the student and/or their parents or carers.

Concerns about this student dress code

Officer Secondary College welcomes feedback from the school community in relation to this Student Dress Code. If you have a concern or complaint about the Student Dress Code, further information about raising a concern or complaint is available in our school's *Parent Complaint Policy*, available on the Officer Secondary College Website.

Further Information and Resources

- Officer Secondary College Parent Complaint Policy
- Officer Secondary College Student Wellbeing and Engagement Policy

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- Department of Education and Training [Student Dress Code](#)
- Department of Education and Training [Student Engagement policies and guidelines](#).

Office Use Only

Date Implemented	March 2021
Author	Hamish Moffett
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Responsible for Review	Principal team

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APPENDIX A: Officer Secondary College UNIFORM ITEMS

Officer Secondary College Uniform is outlined below and is available from PSW in Officer.

SUMMER	WINTER
Hip Short Sleeve Shirt / Blouse- Embroidered Logo	Long Sleeve Shirt / Blouse- Embroidered Logo
Male / Female Elastic black shorts / pants- Embroidered Logo	Male / Female Elastic black shorts / pants - Embroidered Logo
Summer Dress	Winter Skirt
Socks-White or Black (no logo)	School Tie
	Socks – White or Black (no logo)
	Tights- Black
Please note that no logos will be permitted on socks.	
Summer and Winter	
Soft shell Jacket-Embroidered Logo	
Wool Blend Jumper- Embroidered Logo	
Optional -Twill Blazer- Embroidered Logo	
Slouch Hat- Embroidered Logo.	
Back Pack with Embroidered Logo	
Black leather school shoes.	
PHYSICAL EDUCATION UNIFORM	
Sports Polo with Embroidered Logo	
Sports shorts with Embroidered Logo OR	
Track pants w/zip cuff with Embroidered Logo	
Socks – White or Black (no logo)	

- All school shoes (Male and Female) must be fully enclosed black leather lace up school shoes.
- From 2016, T-Bars are not to be worn at Officer Secondary College due to OHS reasons.
- **NOTE:** Fashion shoes with a raised heel or platform sole must not be worn. Slip-ons are not permitted for safety reasons.

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Acceptable	Not Acceptable with either OSC School Uniform or Sports Uniform.
	
	
	 <p>(Acceptable with OSC Sports Uniform)</p>
	

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 A black leather oxford shoe with laces, shown from a side profile. A green checkmark is to its right.	 A black wedge shoe with a textured surface, shown from a side profile. A red X is to its right.
 A black leather oxford shoe with laces, shown from a side profile. A green checkmark is to its right.	 A black sneaker with laces, shown from a side profile. A red X is to its right.
 A pair of black oxford shoes with laces, shown from a top-down perspective. A green checkmark is to the left.	 A black sneaker with white laces, shown from a side profile. A red X is to the left.
 A black leather oxford shoe with laces, shown from a side profile. A green checkmark is to its right.	 A white slip-on shoe with a textured surface, shown from a side profile. A red X is to its right.
<p>Sports Uniform</p>  A blue and white athletic shoe with laces, shown from a side profile. A green checkmark is to its right.	 A black sneaker with white laces, shown from a side profile. A red X is to its right.

Any shoe with a raised heel.