



# Student/Parent Uniform Process

Secondary (Year 7 - 12)  
2025



## STUDENT / PARENT UNIFORM PROCESS

Purpose – To clarify uniform processes including detention follow-up Secondary (Years 7-12)

| This process is to further elaborate on the College processes as outlined in the College Uniform Policy 2025 |  |
|--|--|
| THE OUT OF UNIFORM PROCESS   | <ol style="list-style-type: none"> <li>1. Parent writes a note outlining the circumstances why the student is out of uniform</li> <li>2. Student goes to Terrace 3 (Years 7 – 9) or the office (Years 10-12) before school to borrow a uniform. If there is no uniform available, the staff will issue a uniform pass.</li> <li>3. The borrowed uniform is returned the next day.</li> </ol>   |
| FINANCIAL HARDSHIP   | <p>If a student and/or parent/caregiver advise a Head of Year (HOY) that uniform concerns are a result of financial difficulties, the HOY will notify the Year level Deputy and seek support – where possible – through the Student Services Team. A uniform will be given using existing “spares” or purchased through a financial hardship application to finance.</p>   |
| DETENTION ISSUE AND NOTIFICATION FROM STAFF  | <p>Staff issue detentions for Uniform Infringements <b>where no note has been received</b>. Staff will notify (verbally in-class) the students that a detention has been logged in Compass. Heads of Year (HOY) will regularly post the list of detentions on a noticeboard for checking.</p> <p><b>Be aware:</b> Students are still expected to change into the school uniform regardless of having a note or not. The note stops them getting a detention, it does not mean that they can wear what they want. No note = detention issued.</p> |
| DETENTION PROCESS FOLLOW UP FROM HOY AND DP  | <p>Detentions must be completed within 1 week. HOYs record when the detention has been attended. Failure to attend detention after 1 week will result in a warning of non-compliance of school policy as per the 2025-2028 Student Code of Conduct. Consequence becomes 2 afternoon detentions. Failure to do afternoon detentions will likely be a suspension.</p>  |
| DETENTION COMPLETION   | <p>The Detention Room is open on both campuses at 2nd lunch (11:20am – 11:50am)</p>  |
| DETENTION LENGTH   | <p>Each detention (1) is worth a time period of 15 minutes</p>   |
| DETENTION LISTS  | <p>A list of outstanding detentions is posted on a noticeboard by HOYs weekly.</p>   |

Plain navy tracksuit pants and trousers are allowed. Similarly plain navy or white undershirts are allowed. Signature sport jackets that have a hood should NOT have the hood on during school time.