



Student Uniform Policy

Policy: At Al-Taqwa College we endeavour to teach our students the necessary skills to be successful in life, one of these skills is pride in Appearance. As such, the college aims to strictly enforce the uniform policy to ensure that students are properly presented to show respect for the college and for themselves.

Scope: All staff, parents and students

Resources: Educational and Training Reform Act 2006
 Educational and Training Reform Regulations 2007
 Privacy Act 1988
 National Privacy Principles
Student Wellbeing and Management Policy (Primary) 2014
Uniform Warning Notices- Primary (Appendix 1)

Who	Key steps	Clarification
		<p>Male Grades 3-12</p> <ul style="list-style-type: none"> ▪ Sky blue shirt with Logo ▪ Navy Jumper with blue stripes and logo ▪ Tie ▪ Grey pants with black belt ▪ Black/navy socks ▪ Black leather lace-upshoes or black leather school boots ▪ Navy blazer with logo (compulsory for years 6-12)) <p>Female Grades 3-12</p> <ul style="list-style-type: none"> ▪ Sky blue shirt ▪ Blue tunic (available in summer and winter, summer can only be worn in Term 1 and 4) ▪ Red jumper with logo ▪ White scarf ▪ Black tights(black or navy in primary) ▪ White socks(navy in primary) ▪ Black leather buckle-up shoes ▪ Navy blazer with logo (Compulsory for grade 5 and up) <p>Foundation -2 (and sports for 3-6)</p> <ul style="list-style-type: none"> ▪ Sky blue polo (long or short sleeve) ▪ Navy track suit pants ▪ Navy bomber jacket with logo

		<ul style="list-style-type: none"> ▪ Navy socks ▪ Runners (black/navy Foundation – 2 students. No bright/ highlighted colours) <p>Sports year 7-10 unisex</p> <ul style="list-style-type: none"> ▪ Navy track suit pants with logo ▪ Sky blue polo (long sleeves for girls) ▪ Navy and sky blue sports jacket ▪ White sports socks ▪ Runners (no bright/highlighted colours)
Students	Transition arrangements	<ul style="list-style-type: none"> ▪ Grade 6 students may purchase the secondary sports uniform
Students	Travelling to and from school	<ul style="list-style-type: none"> ▪ All students must wear their complete uniform school uniform, including blazer (yrs 5-12) and tie (yrs 3-12), to and from school each day ▪ If it is too hot for blazer and jumper the jumper can be removed, but the blazer must be brought to school at all times.
Students	Properly fitted and worn	<ul style="list-style-type: none"> ▪ All uniform items must be correctly fitted and worn ▪ Skirts must be ankle length but must not touch the ground ▪ Shirts must be tucked in, with the top button done up and tie on ▪ Coloured tops are not to be worn under the uniform
Students	Hair and accessories	<ul style="list-style-type: none"> ▪ Males must have their hair cut at one length ▪ Hair must be one colour only ▪ No styling products are to be used ▪ Hair must not be below the neckline ▪ Students are not permitted to wear any jewellery except for one wrist watch ▪ No make-up may be worn, this includes nail polish ▪ A raincoat is available for purchase for wet weather ▪ Navy bags with the school logo are available for purchase from the school uniform shop PSW and are compulsory. ▪ Winter gloves, scarves and beanies must be navy only ▪ Navy caps with or without the school logo can be worn with the sports uniform, and for all primary students the” no hat, no play” rule applies in terms 1 and 3. ▪ Runners (navy/black)

Students	Sports classes	<ul style="list-style-type: none"> ▪ Male students are permitted to wear the sports uniform on the day they have sports class ▪ Female students (secondary only) must wear their normal school uniform to and from school, they must get changed into their sports uniform before class and change back when the sports class is finished
Students and Teachers	Breach of Uniform policy	<ul style="list-style-type: none"> ▪ Teachers will be responsible for ensuring that students are properly attired ▪ Breaches of the uniform policy will be dealt with according to the Student Wellbeing and Management Policy 2014



Quality Education for Quality Life

ABN 32 079 146 958

Main Campus:
201 Sayers Road
Truganina Victoria 3029 AUSTRALIA
Phone: 61 3 9269 5000
Fax: 61 3 9269 5070
Email: adminoffice@wicv.net
Website: www.al-taqwa.vic.edu.au

Assalamalaikum

FIRST REMINDER NOTICE **Incorrect School Uniform**

Dear Parent/Guardian

We are writing to you regarding your child _____ of Grade _____ who has attended school in the wrong uniform.

Your child has been advised by their teacher on how to rectify their uniform, details are listed below.

It is crucial that your child attends school in the correct uniform. We have attached the Uniform Policy for your convenience. Please note that the school uniform must have the College Logo displayed on it.

Al-Taqwa College uniform items are available from the PSW Shop at 58 Westwood Drive, Ravenhall, telephone 9363 8458 for opening hours.

It is crucial that we have your support and cooperation in this matter. Obeying the school rules regarding the School Uniform is part of our value cultivation of respect and responsibility in terms of character building.

Thank you for your cooperation.

Yours sincerely

Teacher

PARENT'S ACKNOWLEDEMENT

I will take the necessary action, as advised above, to ensure that my child returns to school in the correct uniform.

Parent Name

Parent Signature

Date ____/____/____



Quality Education for Quality Life

ABN 32 079 146 958

Main Campus:
201 Sayers Road
Truganina Victoria 3029 AUSTRALIA
Phone: 61 3 9269 5000
Fax: 61 3 9269 5070
Email: adminoffice@wicv.net
Website: www.al-taqwa.vic.edu.au

Assalamalaikum

SECOND REMINDER NOTICE **Incorrect School Uniform**

Dear Parent/Guardian

We are writing to you regarding your child _____ of Grade _____ who has again attended school in the wrong uniform. You were given a First Reminder Notice dated ____/____/____ and unfortunately you have decided not to follow our Uniform Policy which was attached.

Your child has been advised by their teacher on how to rectify their uniform and comply with the Uniform Policy, details are listed below.

If your child continues to attend school in the wrong uniform following this reminder, a Final Notice will be sent home and your child will not be permitted to attend school until they are wearing the correct uniform. You will also be asked to come and collect your child from school.

Al-Taqwa College uniform items are available from the PSW Shop at 58 Westwood Drive, Ravenhall, telephone 9363 8458 for opening hours.

It is crucial that we have your support and cooperation in this matter. Obeying the school rules regarding the School Uniform is part of our value cultivation of respect and responsibility in terms of character building.

Thank you for your cooperation.

Yours sincerely

Year Level Discipline Leader

PARENT'S ACKNOWLEDEMENT

I will take the necessary action, as advised above, to ensure that my child returns to school in the correct uniform.

Parent Name

Parent Signature

Date ____/____/____



Reviewed by Student Wellbeing Coordinator2014/Rima Kanj
Updated by Rkanj2017

Quality Education for Quality Life

/ / 20

Assalamalaikum

FINAL NOTICE **Incorrect School Uniform**

Dear Parent/Guardian

We are writing to you regarding your child _____ of Grade _____ who again has attended school not in the correct uniform.

We have already sent you a **Second Reminder Letter** dated ____/____/____. Unfortunately you have not taken any follow-up action to rectify this issue. Our Uniform Policy clearly states that all students must be in the correct uniform at all times.

Due to your disregard of our policy, your child has been given this **Final Notice**. Your child will be allowed to return to school when they are in the correct uniform. Please refer to the teacher's advice below to ensure the correct uniform is worn.

Al-Taqwa College uniform items are available from the PSW Shop at 58 Westwood Drive, Ravenhall, telephone 9363 8458 for opening hours.

It is crucial that we have your support and cooperation in this matter. Obeying the school rules regarding the School Uniform is part of our value cultivation of respect and responsibility in terms of character building.

Advice by Homeroom Teacher/Coordinator on uniform to be rectified:

Thank you for your assistance.

Yours sincerely

Rima Kanj
Student Welfare and Discipline Coordinator

FINAL NOTICE

Incorrect School Uniform

PARENT'S ACKNOWLEDEMENT

I have received the **FINAL NOTICE** dated ____/____/____

for my child _____ of Grade _____.

I have agreed to take the necessary action as advised by my child's Homeroom Teacher/Coordinator to ensure my child is following the Uniform Policy, before sending them back to school.

Parent Name

Parent Signature

Date ____/____/____