



## INCORRECT UNIFORM PROCEDURE

Please send a note in to the tutor if your child is not wearing the correct uniform to explain the reason why and how soon you will be able to resolve the issue – within five days.



Your child will be given a Uniform Report Card (URC) – to be signed daily by their teachers and shown to the Year Office at the end of each day until they are back in correct uniform.



If your child comes into school in the incorrect uniform and does not have a note to explain, then the Year Office Pastoral Manager will contact you and a URC will be issued.



Pupils will be expected to carry a URC if they are not in uniform: it is their responsibility to ask for a card if they know they should have one and they have not brought a note in. Sanctions may be used if they do not comply with this.



Further sanctions will be used if pupils persistently defy the uniform code. This could include being sent home to change.