



Phoenix House
International School

School Uniform Policy

Version 1.4

The Phoenix House uniform is important to us; it is one of the ways we help children develop self confidence as well as foster community spirit. By wearing and caring for a smart school uniform children learn to feel secure and confident in themselves and their contribution. Our uniform policy reflects our values and reinforces our school's culture of high expectations and academic achievement.

All pupils must dress according to the uniform policy. It is one way in which we identify ourselves as a school community and it promotes a strong, cohesive identity which supports high standards in all areas of school life. It creates harmony between different groups represented in the school, and it enhances security. Smartness and high standards of appearance are expected at all times.

We have a required school uniform for several reasons:

- Uniforms unite the school. Pupils make a commitment that when they put on their PH uniform they will abide by the rules and expectations of the community.
- Uniforms reduce distractions. We are focused on achieving success. When pupils are allowed to wear their own clothing, there is the potential to talk about fashions and styles rather than learning.
- Uniforms make us all equal. No one has to feel bad about the clothes they have or don't have.
- Uniforms look professional. Pupils look neat, ready to learn and proud of their school.

The Head of School and Board of Directors decide the policy for school uniform which is reviewed periodically and request that the policy is adhered to by all families in a consistent way. It is their responsibility to oversee the correct implementation of the school uniform policy as well as ensure that it is consistent with the school's Inclusion, Equality and Diversity Policy. Along with the Head of School, they will review any requests from parents for special exemptions. We ask parents and carers to support all decisions by school staff regarding whether or not clothing is appropriate or inappropriate for school.

On accepting a place at PH, parents agree to adhere to this policy, provide appropriate school uniform and footwear, and make sure the child wears it.

Equal Opportunities

All children have equal access to wearing the PH uniform items regardless of their gender, culture, race, religion, disability or ability. PH is committed to creating a positive climate that will enable everyone to work free from harassment and to achieve their full potential. A smart, shared, accessible school uniform is part of this commitment.

Required Uniform Items

The PH uniform items fall into two categories: *Formal Uniform Items* and *General Uniform Items*, as listed below.

1. Formal Uniform Items

- School Blazer
- School Trousers
- School Shorts/Skort
- School Tie
- School PE Shorts
- School PE Shirt
- School Sweaters/Vests
- School Socks
- School Backpack

2. General Uniform Items

- Long Sleeve Shirt
- Short Sleeve Shirt
- Black Leather Shoes
- Black Socks and Tights
- White Sports Socks (PE)
- Outdoor Trainers (PE)
- White Indoor Trainers (PE)
- Sun Hat
- Long Sleeve Art Smock

Outdoor clothing

Pupils should bring a coat to school each day during the colder months. When travelling to and from school, the uniform must be worn correctly and in accordance with the school uniform policy. Uniform should be clean and undamaged. Pupils should carry a spare pair of socks/tights. Uniform items must not be replaced with home clothes unless absolutely necessary. Hats, scarves and boots should not be worn inside the school buildings. Sun hats should be worn outside during the hotter summer months.

Footwear

Pupils must wear closed-toed, hard-soled, all black plain shoes with a flat sole. Black shoes should be polished regularly. Boots are not allowed. Open-toed sandals should not be worn, even in the Summer Term. In the case of extreme weather children can wear boots to school but must change into a pair of shoes on arrival to school. For indoor PE pupils should wear indoor, white soled trainers and can wear any coloured trainers for outdoor PE lessons.

Hairstyles

Pupils' hair should be neatly groomed and tidy at all times. Long hair on both girls and boys should be tied back neatly. Small, dark colour hair bands are permitted. Children's hair should remain their natural colour.

Nail Polish or Make-Up

Pupils are not allowed to wear nail polish or make-up. No temporary tattoos will be permitted.

Jewellery/Accessories

Pupils may wear a watch (with no sound effects, cameras or games) and may wear one pair of small, stud earrings which must be worn in the lower ear lobe. All studs must be removed for PE by the pupil or taken out at home. Stud earrings that cannot be removed by the pupil for PE lessons will be covered with a plaster or tape. Please note that the school will be unable to take any responsibility for any watches or jewellery that are lost. School pins should be worn on the collar of school blazers. Any head scarves should be in the school colours: crimson red, yellow, black or beige, without any ornamentation or patterns.

Naming Clothing and Property

Please ensure all clothing and property is clearly named so that lost articles may be easily traced and returned. Name labels should be located on the inside of clothing and not be visible when the child is wearing the uniform. The school cannot accept responsibility for loss or damage of pupils' property and valuables.

Lost Property

All mislaid items are placed in lost property areas in school. Please ask the school office if you wish to look through the lost property. We endeavour to return all named property. All unclaimed lost property is put out for parents periodically throughout the term. At the end of every term, all unclaimed items of uniform will be disposed of.

Non-compliance with the Uniform Policy

It is the responsibility of all parents and staff to ensure that the school uniform policy is adhered to. There may be good reasons why a pupil is not wearing the school uniform. In this case, parents and carers should share the reasons with the class teacher. Any request to deviate from the school uniform policy for reasons relating to disability, gender or religion must be agreed with the Head of School in advance. The school will always be considerate and discrete in trying to establish why a pupil is not wearing the correct uniform. Pupils will never be made to feel uncomfortable.

Parents and carers of pupils that do not wear the correct uniform will be contacted and asked to bring the correct uniform into school. Persistent and defiant non-compliance with the policy will result in an appropriate sanction.

There will be occasions when the school decides that school uniform is not appropriate e.g. when taking part in a physical activity day, wearing different clothes as a part of a fund raising or outdoor education event. Parents and carers will be notified in advance of the revised dress code on these days.

School Uniform Supplier

Familiar, PH's official uniform supplier, supplies a number of key items (refer to Appendix for the prices) which are available to be purchased through the school. There is a wide range of other vendors from where parents can purchase the remaining items.

Second Hand Uniform Shop

Parents are able to purchase second hand uniform items at a reduced price from the school office. Availability of items will depend on the second hand uniform stock at the time of enquiry. PH accepts donations of both Formal and General Uniform items, all items must be in good quality condition. Second hand Formal Uniform items have a fixed price of 50% of the original purchase price.

Date: September 2023

Appendix**1. Formal Uniform Items Price List**

Prices below are in Japanese Yen and include Consumption Tax

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|----------------------------|--------|
| School Blazer | 39,900 |
| School Trousers | 10,900 |
| School Vest | 8,700 |
| School Sweater | 9,800 |
| School PE Shirt | 6,500 |
| School PE Shorts | 4,900 |
| School Shorts | 9,800 |
| School Skort | 10,900 |
| School Socks (3-pair pack) | 3,950 |
| School Bag | 27,500 |
| School Tie | 1,000 |

For custom made uniform sizes, the price will be 1.5 times the indicated price. School uniform prices are subject to review and changes at the beginning of each academic year.