



“A South African School with an International Perspective”

UNIFORM POLICY

Philosophy

The International School of Helderberg is one of three International Education Systems (IES) schools in South Africa. At Helderberg International School, we believe that a student's uniform and appearance has an impact on his/her attitudes and behaviours. School pride, respect for the school community, the education process, and the students themselves, are in part, shown in the student's attire and grooming. The Uniform Policy also helps maintain a sense of modesty and equality while educating students about what is appropriate dress for the time and place of formal education.

Aims and Objectives:

- It is our school policy that all children wear a school uniform when attending school and school related activities where appropriate.
- Our policy on school uniforms is based on the notion that the school uniform:
 - promotes a sense of pride in the school and creates a sense of community/ belonging towards the school and the IES group of schools;
 - is practical and smart;
 - identifies the children with the school;
 - prevents distractions in class;
 - makes children feel equal to their peers in terms of appearance;
 - is designed with health and safety in mind.

Uniform upkeep:

As part of our respect for the school and its image, students are required to wear well-maintained uniforms. Should an article of uniform clothing become tattered, torn, discoloured, ill fitting, buttons lost, etc., the student/family is required to mend or replace the article. School shoes must be polished and trainers/takkies/sports shoes must be kept clean. Tights may not be laddered. Uniforms must always be clean.

Accountability:

The Uniform Policy reflects the entire ISH and IES community and thus it will be the responsibility of the student, the parents, the teachers, and the administration to uphold. All stakeholders must familiarise themselves with the uniform and hair regulations as ignorance of these is no excuse for failure to comply with the regulations.

- It is the student's responsibility to choose and wear the appropriate clothing to school.

- It is the parent's responsibility to scrutinise the uniform before the student leaves for school.
- It is the teachers' responsibility to monitor and ensure the Uniform Policy is adhered to during the school day and at school related activities.
- It is the Student Leadership's responsibility to assist the School in monitoring this policy.
- The home room teacher will be the primary communicator in following up with students and parents.

Uniform Sizing and Cleaning Information:

- All clothing must be appropriately sized.
 - No bare midriffs are allowed.
 - Skirts and shorts may be no shorter than 5cm above the knee.
 - Boys' trouser length must be worn on the ankle, but not longer than the heel of the shoe.
- Please follow the wash/care instructions in the label and ensure whites are washed separately to prevent discolouration.

Deviations

In exceptional cases, such as a foot injury, burglary etc. a letter of explanation will be required from the parent.

- The letter will need to be handed to the teacher/tutor
- Supporting documentation will need to be included e.g. doctor's note

GENERAL UNIFORM RULES

Full uniform: Students must wear full uniform at all times whether at school, school functions or in public. Socks and shoes must be worn at times, unless permitted for special reasons e.g. Special games, break time activities, etc. All shirt buttons must be done up.

School Bags:

School bags should offer adequate structural support for the contents. Please note that bags with **inappropriate or offensive slogans and logos printed** on them are **NOT permitted**.

Raincoats:

Plain navy rain jackets/ raincoats may be worn. (No slogans, images, graphics or embellishments including fur and decorative elements are permitted.)

Scarves and gloves:

Plain navy scarves and full finger gloves may be worn.

Belts:

Plain black leather belts must be worn, with small plain buckles, as part of the high school uniform.

Sports Shoes:

Mainly white shoes may be worn.

Badges:

Only school issued badges may be worn.

Make-up:

No makeup whatsoever is allowed with school uniform. Students are only permitted to wear moisturizer and sunblock over natural skin.

Nails:

No nail polish is allowed. This includes both nail extensions and gel/acrylic or other overlays including nail diamantes and décor. Nails may not be longer than the tips of the fingers.

Tattoos and body art:

No visible tattoos (permanent or non-permanent) and body art are permitted.

Hats:

Students are advised to wear a hat or sunscreen at break.

Primary School students are not permitted to play outside during warm weather without wearing a hat or sunscreen during break time.

School hats are compulsory for all students in outdoor education activities.

Grooming: Students' hygiene and grooming is paramount. Students should bath and brush teeth daily. Hair should be brushed daily and washed regularly. Deodorant should be worn when developmentally appropriate. Only roll on/ non aerosol deodorants are permitted on campus. Grooming items (brushes, combs, deodorant sticks etc.) and hats may not be shared.

Specific Occasions:

1. **Formal and Informal Days:** *The formal uniform is compulsory on certain days, outings, prize giving and school functions, as well as during exams, unless otherwise specified.*

Formal and Informal uniform may not be mixed, or worn at the same time, including mixing P.E. uniform and sports uniforms with formal and informal uniform attire

- Assembly days: *Primary School: Mondays 08h00am*
High School: Thursdays 13.00pm

2. **Civvies Days:** Students may only wear clothing suitable to the educational environment on days allocated to 'civvies days'.

- No offensive/ distasteful slogans, graphics and images may be worn or displayed on clothing and jewellery -these may include but are not limited to: cigarettes, alcohol, drugs, substance abuse, violence, sex, offensive language and swearing.
- No headgear may be worn inside the building (hats, beanies etc).
- Shorts may only be worn no more than five (of student's own) fingers above the knee.
- Miniskirts are permitted with long opaque knee/calf/ankle length leggings only.
- No visible underwear.
- No visible cleavage, bare midriffs, off the shoulder styles and revealing low rise trousers may be worn (i.e. thereby exposing skin on the derriere).
- Wearing civvies is a privilege, which if abused can be withdrawn.
- Long Hair may be worn loose, but must be kept out of the eyes.

GUIDELINES FOR GIRLS

Underwear: Underwear and vests should be white or natural skin tone especially when worn under white garments. Navy or black underwear may be worn under darker garments only. No underwear may be visible. Vests may not be longer than shirt cuff.

Hair:

- Hair of shoulder length must be tied back.
- Hair is to be tied neatly with only **black, navy or white** elastic or hair band and finished off, if preferred with a **black, navy or white ribbon or Alice band**.
- Hair clasps are to be only brown or black bobby pins or clips.
- Hair must be a **consistent natural colour**. No streaks, highlights, lowlights or multiple tone colours are permitted.
- No Mohawks, punk, patterned hair styles permitted. Girls will be sent home to rectify these styles immediately.
- Hair may not be shorter than as per boys' hair specifications

Jewellery

Earrings:

If ears are pierced, **only a single pair** of small sleepers or studs may be worn (gold or silver only). Earrings are to be worn only in a hole on the lobe. No ear stretchers are permitted. Inappropriate earrings will be confiscated and returned at the end of the term.

Watches:

Wristlet watches are to be of a conservative style.

Chains and necklaces:

Chains may only be worn under shirts if they offer special medical information or are of religious significance. **No additional jewellery is allowed. Jewellery is not permitted when playing sport.** Inappropriate earrings will be confiscated and returned at the end of the term.

Shoes:

Black school shoes (lace up, crossbar, T-bar). No boots, ballet flats, slip-ins etc. No suede or fabric shoes – if you cannot polish them, do not buy them.

Socks:

Blue ankle turn down socks only – turned down once; no more than 5 fingers above the top of the shoe – may not be worn calf high: no secret socks or anklets – sock must be visible.

GENERAL GUIDELINES FOR BOYS

Underwear & vests: No underwear and vests may be visible. *White* vests (summer/ thermal, long/ short sleeve are permitted when worn under white shirts - dark vests are permitted under dark shirts. Vests may not be longer than shirt cuff.

Hair:

- Boys should bear in mind that their appearance, while wearing their school uniform, and especially their hair styles will reflect on the school and should at all times be presentable and well-kempt. (short and neat – off the collar and ears) Hair should be washed and groomed **regularly**.
- Hair must remain **a consistent natural colour**. No streaks, highlights, lowlights or multiple tones are permitted.
- No Mohawks, punk styles, patterned hair styles or a style that is unconventional is permitted. Boys will be sent home to rectify these styles immediately.
- Gel is only permitted in small amounts to keep hair neat.
- Facial hair is not permitted. Boys are expected to shave when appropriate.

Jewellery:

Earrings: Earrings and stretchers are not to be worn. Inappropriate earrings will be confiscated and returned at the end of the term.

Watches: Wristlet watches are to be of a conservative style.

Chains and necklaces: Chains may only be worn under shirts if they offer special medical information or are of religious significance. **Jewellery are not permitted when playing sport.** Inappropriate earrings will be confiscated and returned at the end of the term.

Shoes:

Black school shoes (lace up only). No boots or slip-ins etc. No suede or fabric shoes – if you cannot polish them, do not buy them.

Socks:

Option 1 -worn with pants: Blue ankle turn down socks - turned down once; no more than 5 fingers above the top of the shoe

Option 2 worn with shorts: Blue ankle turn down socks

- No secret socks or anklets may be worn – socks must be visible.
- Socks may not be worn over trousers

LOST PROPERTY

All items of clothing and personal items must be marked clearly, with both the student's name and surname.

A cabinet is provided for lost property. Lost items usually turn up the next day and will be placed in the lost property cabinet, so it is advisable to look there the next day. To assist in identifying lost items please ensure that every item of your child's property is clearly marked. The Lost Property cabinet is located in the passage of the Senior Campus Building. The key can be acquired from the Senior Campus Secretary.

UNIFORM SHOP

ITEMS NOT Stocked:

All items below **must be purchased from the uniform shop** except:

- Blue school socks & hosiery (excluding soccer socks)
- Plain navy cardigans and V-necks
- Plain black belts
- Black school shoes
- White sports shoes/trainers
- White cricket pants
- Tog bags and school bags
- Plain navy rain jackets and raincoat
- Hair accessories
- High School Girls' long navy trousers (Available at Woolworths)

CONSEQUENCES

Students may be sent home to correct their attire, hair/ uniform infringement. In terms of the disciplinary code for students, poor grooming, unhygienic personal habits, hair and dress not in accordance with school standards, dependent on the severity, will bear the following consequences:

- **Counselling and reprimand**

In addition:

Students will be expected to repair the infraction by removing make-up or nail polish using aqueous cream and nail polish remover provided at school.

Male students may be requested to shave using disposable blades provided

Nails will need to be cut before a match

Incorrect items will be confiscated, stored in a lockable safe and parents will be contacted to collect items personally from the school

- **Warning or Demerit**
- **Final Warning/ Parent contact**
- **Suspension/Hearing/ Expulsion**

SUMMER UNIFORM: TERM 1 AND TERM 4

The formal uniform is compulsory on assembly days, outings, prize giving and school functions.

Girls': Formal	Boys': Formal
School skirt (tartan) Fitted white short-sleeve shirt Long sleeve navy V-neck jersey or cardigan Navy blazer (Year 7 upwards) Navy long trousers Blue turndown socks for trousers Blue only turndown socks Black school shoes (lace up, crossbar, T-bar)	Stone colour shorts / trousers (school supplier only) Black belt (compulsory) Formal white short sleeved shirt Long sleeve navy V-neck jersey Navy blazer (Year 7 upwards) Blue turndown socks only Black school shoes (lace up)

Navy school hat or cap	Navy school hat or cap
INFORMAL UNIFORM FOR GIRLS AND BOYS:	
As above but instead of formal shirt, white or navy golf shirt. Instead of jersey, polar fleece top may also be worn.	
SUMMER SPORTS UNIFORM:	
<i>Sports uniform to be worn at sports events and selected outings and PE days only.</i>	
School PE shorts or school tracksuit White or navy short sleeve golf shirt Sport shoes (mainly white) Plain blue ankle socks (not anklets) Navy school hat or cap	
ATHLETICS AND CROSS COUNTRY	
Helderberg International School golf shirt and Helderberg International School PE Shorts	
CRICKET	
White trousers and white Helderberg International School golf Shirt	
TENNIS	
Helderberg International School PE shorts & Helderberg International School golf shirt	
SWIMMING	
Conservative navy or black one-piece with the same colour swimming cap for girls. Black or navy speedo or body tight swimming short.	

WINTER UNIFORM: TERM 2 AND TERM 3

The formal uniform to be worn on assembly days, outings, prize giving and school functions.

Girls': Formal	Boys': Formal
School skirt (tartan) Formal white long sleeve shirt Long sleeve navy V-neck jersey or cardigan Navy blazer Navy long trousers Blue tights (plain ribbed/opaque ; no knee highs) Black school shoes (lace up, crossbar, T-bar)	Stone colour trousers (school supplier only) Black Belt Formal white long sleeved shirt Long sleeve navy V-neck jersey Navy blazer Blue only turndown socks Black school shoes (lace up)

INFORMAL WINTER UNIFORM FOR GIRLS AND BOYS:

As above but instead of formal shirt, white or navy long sleeved golf shirt
Polar fleece top
Navy rain jacket (optional)

****Girls Navy Pants are available as an informal option for High School only***

WINTER SPORTS UNIFORM:

Sports uniform to be worn at sports events and selected outings and PE days only.

Navy school hat or cap
School PE shorts or school tracksuit
White or navy short sleeve golf shirt
Sport shoes (mainly white)
Plain blue ankle socks (not anklets)
Navy school hat or cap

CROSS COUNTRY

Helderberg International School golf shirt

NETBALL

Helderberg International School golf shirt, Helderberg International School P.E. shorts, Navy cycling shorts to be worn under the skirts

SOCCER

Helderberg International School golf shirt and Helderberg International School PE Shorts



HELDERBERG
INTERNATIONAL SCHOOL
SOUTH AFRICA

UNIFORM DEVIATION SLIP

Date: _____

Student Name: _____ Surname: _____

Tutor : _____ Tutor signature: _____

Nature of deviation: _____

Date when deviation will be corrected: _____

Parent/ Guardian's Name: _____ Parent/ Guardian's signature: _____

Date: _____ Preferred contact number: _____

Supporting documents stapled to this slip (please indicate) : Yes No

Document Type: _____