



STPATRICK'S
Technical College



SACE ■ TRAINING ■ APPRENTICESHIPS

Policies & Procedures 5.15

Student Uniform Policy

Ratified by Board of Directors: Nov 2018
Review Date: Nov 2021





INTRODUCTION

The uniform is a defining feature of membership of the St Patrick's Technical College community. It is a very public expression of who we are and what we value. Our expectation is that the uniform is worn in a way that shows a personal discipline, reflects pride in self and a respect for the College. The uniform is also a means of helping to develop unity and pride within our College community.

At St Patrick's Technical College, we believe a student's preparation for gaining employment is enhanced through the promotion of meeting personal responsibilities in regards to uniform and grooming. Many employers require their employees to wear a uniform to help portray a certain image of the business and to fulfil requirements around Work, Health and Safety (WHS). Hence, we believe it is important to assist all students to acquire a sense of pride in their grooming and attire.

The Student Uniform Policy addresses the total appearance of the student travelling to and from the College and while representing the College at official functions or activities on or off site. The uniform is one of the criteria used by employers and the public at large to evaluate the quality of the education offered at St Patrick's Technical College. An essential element in the delivery of education at St Patrick's Technical College is transitioning students into the world of work and the uniform plays an important role in achieving this outcome. As such, the College's uniform requirements were designed, and are reviewed, in consultation with industry representatives to ensure that all aspects of our uniform policy have an industry focus.

In designing the College uniform, particular emphasis is placed on adhering to the standards defined in WHS legislation, particularly when students are spending time in workshops and participating in work experience.

The Student Uniform Policy is approved by the College Board. It is an expectation that all students are to comply with the policy in all its requirements. Indeed, enrolment at the College is dependent upon parents/guardians accepting and supporting the College's uniform policy and rules.

Totally Workwear is our exclusive uniform supplier.



POLICY

All students attending St Patrick's Technical College are to wear the approved College uniform when:-

- Attending College, Registered Training Organisations and work placement with employers;
- Attending designated official College functions and/or activities.

Although appropriate College clothing is expected to be worn by students attending work placement, an employer has the right to authorise alternative forms of clothing if it is considered more suitable for the type of work to be performed and/or the clothing is part of the employer's approved uniform.

The main purpose of the St Patrick's Technical College's uniform is to assist each student to develop a sense of belonging and solidarity with the College and its community. For this reason it should be worn with a sense of pride, which also necessitates attention to personal grooming and presentation. When in College uniform students are to present themselves appropriately, i.e. shirts clean and ironed, shoes polished and trousers belted and fitted on the waist.

Partnering with industry is an important component of College operations and the College hosts many industry visits throughout the year. It is vitally important for students to be well presented at all times by strictly adhering to the Student Uniform Policy.

One of the considerations staff have is to address the issue of personal presentation to ensure students are at all times presenting themselves as employable.

The Principal has the final decision on any interpretation or issue arising from the Student Uniform Policy.



GUIDELINES

Campus Uniform

The campus uniform is suitable for all general activities undertaken at the College as well as being compliant with any workplace a student is likely to visit.

Students are required to wear the following:

- St Patrick's Technical College blue shirt
- St Patrick's Technical College navy pants
- Plain dark socks
- Black leather school shoes or black steel capped leather/leather style safety footwear
- St Patrick's Technical College navy jumper or jacket (as required)

Trade Uniform

The trade uniform is for use on designated trade training days (as advised by teacher/trainer) and includes items compliant with WHS regulations. Uniforms are specific to each trade. Due to the nature of work on and off site, trade uniforms can come into bad condition, in which case they must be replaced.

On designated trade training days, students are required to wear the following:-

- **Automotive/Metals and Engineering/Electrotechnology**
St Patrick's Technical College high-vis orange/navy sliced long-sleeve cotton drill shirt; navy drill pants; black leather style safety footwear. St Patrick's Technical College branded high-vis jumper (as required).
- **Building & Construction/Plumbing**
St Patrick's Technical College high-vis yellow/navy sliced long-sleeve cotton drill shirt; navy drill pants; black leather style safety footwear. St Patrick's Technical College branded high-vis jumper (as required).
- **Food & Hospitality**
St Patrick's Technical College black/white chef's kit; black leather school shoes.
- **Hair & Beauty**
St Patrick's Technical College black shirt; black trousers; black cardigan; black leather school shoes.

Campus and Trade shirts must be tucked in at all times, except for specially tailored shirts. Any other garments which may be worn underneath both uniforms must not be visible.

College Bag

Only the designated official College back pack may be used with both uniforms. Bags are not taken into classrooms or workshop areas.

Footwear

Shoes must be kept clean and tidy. Black leather street shoes, sneakers, sports footwear, sandals, thongs and high heels are not permitted.

Work Experience/Placement Uniform

On Work Experience/Placement, students are expected to wear their St Patrick's Technical College trade uniform, unless the host employer advises other uniform/clothing is more appropriate for their specific workplace.



Workshop Areas

Each workshop area and certain activities have specific WHS requirements. As such, individual teachers have the right to request students to alter the below uniform accessory guidelines in workshop areas/activities where the teacher believes WHS has the potential to be compromised.

Uniform Accessories

Jewellery

Jewellery should be inconspicuous and of a gold or silver nature only, with a wristwatch being the exception. Costume jewellery is not permitted.

Piercings

Up to two simple plain stud/sleeper earrings per ear, in the lobe or outer part of the ear, may be worn. Studs may be no bigger than 5mm in diameter and sleepers no bigger than a 5 cent piece.

All other visible piercings, e.g. nose, tragus, septum, eyebrow, facial, clear inserts to keep open extra piercings, spacers, are not permitted.

Rings

Up to two small simple plain rings per hand may be worn.

Necklaces

One thin simple plain necklace with one small simple pendant may be worn.

Bracelets

Only designated medic alert bracelets may be worn.

Hair

Hair must be kept in a clean, neat and tidy manner. For WHS reasons, hair longer than collar length or which has the potential to fall across the face must be tied/pinned back. Shaved parts must not be shorter than a number 2 comb (6mm). Extreme or unusual cuts/styles e.g. rats tails, mowhawks, extreme length variations, patterned cuts, unnatural hair colouring, dreadlocks etc are not permitted. Hair accessories are to be navy or black. Decorative flowers, hair extension clips, bandanas are not permitted.

College based and Year 11 SbAT students are to be clean shaven at all times. Only Year 12 SbATs who are on the College's SbAT program are permitted to sport neat and tidy facial hair.

To avoid unnecessary expense and frustration, students are asked to consult with the 11/12 Student Manager prior to styling hair in a manner that may create unwarranted attention.

Belts

A plain black leather belt with a small non-decorative buckle may be worn.

Scarves

A plain navy or black scarf may be worn outside of workshops.

Make Up

Make up, including spray tans, is to be natural in colour and discreet. Students in the Hair & Beauty trade are permitted to have creative self-expression within the boundaries of professionalism for their industry.

Nails

Acrylic nails may be worn by students in the Hair & Beauty trade.



Body Art

Visible body art is not permitted. Body art can only be covered with already approved College uniform items.

Beanie/Cap

A student can wear the College approved beanie or cap:

- To and from the College.
- In the outdoor areas of the College during recess and lunch.
- In the outdoor Automotive, Construction, Plumbing and Metals Annex workshops during lessons, based on the expectations of the teacher/trainer.
- During work experience, based on the expectation of the supervisor/employer.

A student cannot wear the College beanie or cap:

- In all indoor areas such as; classrooms; science labs; the hub; design studios; corridors; offices; student kitchen area; etc.
- In indoor Commercial Kitchen, Metals, Woodwork, Electro and IT workshops.
- When directed not to by a staff member or their employer/boss.

Notes:

- The beanie/cap must be clean and in good condition with logo to be worn facing the front.
- The beanie/cap can be used in permitted areas as a method to remove hair from the face in lieu of using a hair tie.

PERSONAL PROTECTIVE (SAFETY) EQUIPMENT

Glasses, gloves and ear muffs are required to be purchased for certain trade areas and must be used as instructed by teachers/trainers in trade areas.

PROCUREMENT

The St Patrick's Technical College uniform has been developed in association with local work wear supplier Totally Workwear, Salisbury, and has been selected as suitable for a technical college environment. The uniform consists of items suitable for all activities undertaken whilst at the College. A combination of the College logo and name is embroidered on all shirts, jumpers, jackets and hats. The TAFE SA logo is added to College trade uniforms.

A deposit is required at the time of placing any order.

Supplier Details: Totally Workwear, 166 Park Terrace, SALISBURY SA 5108

COMPLIANCE

All students commit observance with the guidelines defined in the Student Uniform Policy by signing the *Student Agreement (Appendix 1)*. The signature is countersigned by the student's parent/guardian.

Consequences of Non-Compliance

Generally, with minor and unrepeatd infringements, students choosing not to comply with this policy will receive a verbal warning and be asked to correct the infringement as soon as practicable.

Where the Principal, or delegate, deems there is a serious or repeated choice to breach the uniform policy, the Principal, or delegate, may insist on the problem being rectified before the student is allowed to return to classes.



Refusal to comply may result in suspension until such a time as the Principal, or delegate, is assured that the student will choose to adhere to the policy. In cases of continued refusal to abide by the policy, the College Board reserves the right to cancel the enrolment of the student.

RELATED POLICIES

- *5.11 - Student Code of Conduct*
- *5.13 - Enrolment*
- *Work Health & Safety (WHS)**

** Catholic Safety Health and Welfare (CSH&W) policy*



APPENDIX 1

STUDENT AGREEMENT

I hereby acknowledge I have read and agree to abide by the Student Uniform Policy.

Student Name:

Student Signature:

Date:

ACKNOWLEDGEMENT BY PARENT/GUARDIAN:

I hereby acknowledge that I have read the Student Uniform Policy and discussed it with my child. I understand why efforts are made to encourage appropriate wearing of the student uniform and that my child is responsible for the appropriate wearing of the uniform whilst at the College. I agree to support the College whilst it may be supporting my child to abide by the Student Uniform Policy.

Parent/Guardian Name:

Parent/Guardian Signature:

Date: