


# School Uniform Procedure

## School Specific Statement of Practice

DOCUMENT ID	CSMN	
APPLICABLE TO	St Joseph’s Kilaben Bay	
DOCUMENT OWNER	School Community of St Joseph’s Kilaben Bay	
EFFECTIVE DATE	2025	
REVIEW SCHEDULE	Annual	
RELATED DOCUMENTS	<ul style="list-style-type: none"><li>• School Uniform Policy</li><li>• School Uniform Procedures- CSMN</li></ul>	

### 1. Purpose

The purpose of the School Specific Guideline is to outline the culture, development and practice at a school level that implements the Catholic Diocese of Maitland-Newcastle (the Diocese) **School Uniform Procedure**.

The School Specific Statement of Practice does not replicate any information already contained in the Diocesan policy document but provide context about how the school will follow the Diocesan policy.

All elements of the Diocesan policy must be followed and to the extent of any inconsistency, the Diocesan level policy documents will prevail.

### 2. School Context

At St Joseph's Kilaben Bay (SJKB), inspired by Jesus, we strive to *love, learn, and serve* every day.

St Joseph's Primary School, Kilaben Bay is a unique school community catering for students from Kindergarten to Year 6 in the Toronto district and surrounding suburbs.

St Joseph's enjoys a proud reputation of high-quality learning and teaching and strives to create a collaborative and engaging learning community where all learners are supported and encouraged to achieve their unique potential.

### 3. Development

In alignment with the **Diocesan School Uniform Procedure**, St Joseph's Kilaben Bay adopts the following school-specific guidelines to ensure consistency, equity, and respect for our shared Catholic identity while addressing the practical needs of our local school community.

# School Uniform Procedure

## School Specific Statement of Practice

### **1. Purpose**

This statement outlines how St Joseph's Kilaben Bay will implement the diocesan uniform procedure within our unique school context. It aims to promote a sense of belonging, pride, and equality among students while supporting the values of modesty, respect, and unity.

### **2. Uniform Design and Specifications**

In accordance with diocesan standards, the school uniform will include the approved colours, styles, and logos reflecting our school identity. As well as wearing the correct school uniform, children are to be neatly groomed and wear polished shoes (see additional attachment). Socks must cover the ankle.

**Jewellery** must be kept to an absolute minimum e.g. one pair of ear studs (studs only, for safety), one flat signet ring and wristwatch, Neck chains and bracelets are not encouraged due to safety concerns e.g. when playing sport.

For example:

- one plain silver or gold chain necklace (with subtle religious item is desired), or
- one plain silver or gold bracelet or bangle, or
- one plain silver or gold non-raised ring, or
- two plain silver or gold sets of small studs or sleepers limited to two in each earlobe

**Hair must be neat and tidy. Children with long hair should have their hair tied back.**

Hair is to be of natural colour, tidy and neither grown nor groomed in an extreme or exaggerated fashion.

- Shaved heads, lines, steps, undercuts, marked contrasts of length or shape including mullets or rats- tails, and exaggerated layering are discouraged.
- Hair should not obscure the face, including any loose strands, and should be clear of the eyes, cheeks and collar.
- Hair beyond the student's shoulder is to be tied back using pins, clips, ribbons, bands or 'scrunchies' (identified school colours only).

#### **Make-up**

- No coloured nail varnish, eye make-up or false fingernails are to be worn.
- Make up must be restricted to light tinted moisturiser preferably with sunscreen and clear lip/tint gloss.

#### **Footwear Requirements:**

Shoes:

- must be lace-up, not slip-on
  - must be black hard polishable leather (no strap or buckle), plain, lace-up and fully enclosed with a heel, and must not extend over the ankle or have a platform. The leather must cover the whole upper foot for safety.

# School Uniform Procedure

## School Specific Statement of Practice

- must have heels or moulded soles (no flats) but of a reasonable height (no more than 3-4 cms).

- cannot be gym-style Converse or similar style/brand, even if they are black leather.

Examples of shoes not permitted include boots, ballet type shoes (those without a strap or lace), suede or canvas shoes, shoes with a strap that only cover the front of the foot, coloured shoes, dangerous high heeled shoes and thongs. Following are some examples of acceptable and unacceptable shoes:

### ACCEPTABLE



### NOT ACCEPTABLE



### Sport Shoes:

Sport shoes are to be appropriate for physical activity:

- must be fully enclosed sport shoe of any colour with laces done up (not tucked in).
- must have clearly defined supportive arch with solid, supportive heel counter.
- Must have a strong thick sole.
  - No boots or high-cut boots, Velcro or straps, Vans, Converse or casual shoes such as slip on or canvas are permitted.

# School Uniform Procedure

## School Specific Statement of Practice

### ACCEPTABLE



### NOT ACCEPTABLE



The summer uniform is worn in Terms 1 and 4 and the winter uniform is worn in Terms 2 and 3. Occasionally, depending on the length of term and weather conditions, this requirement is adjusted.

#### Boys: Summer

Shorts	Grey – Polyester/Viscose – monogram SJKB
Shirt	Pale Blue short sleeved School Shirt – logo
Shoes	Black – Polishable
Socks	Plain Grey Ankle ( <i>fold over, not striped</i> )
Hat	Maroon with School Logo

#### Boys: Winter

Trousers	Long	Grey - Polyester/Viscose ( <i>plain style only</i> )
Shirt		Pale Blue long sleeved School Shirt - logo
Track Jacket		Tracksuit Maroon Zippered with School Logo
Shoes		Black – Polishable
Socks		Plain Grey Ankle ( <i>fold over, not striped</i> )
Hat		Maroon with School Logo

# School Uniform Procedure

## School Specific Statement of Practice

### **Boys: Sports Summer**

Shorts	Maroon polyester with School Crest
Shirt	Pale Blue/Maroon Polo with School Logo
Shoes	Joggers
Socks	Plain White Ankle ( <i>fold over, not striped</i> )
Hat	Maroon with school Logo

### **Boys: Sports Winter**

Shorts	Maroon polyester with School Logo
Shirt	Pale Blue/Maroon Polo with School Logo
Track Jacket	Tracksuit Maroon Zippered with School Logo
Track Pants	Maroon Zippered with School Logo
Shoes	Joggers
Socks	Plain White ankle ( <i>fold over, not striped</i> )
Hat	Maroon with School Logo

### **Girls: Summer**

Skirt	Grey/Maroon/Pale Blue Plaid with Pleats and elasticised back (Infants with Bib and Crossover Straps) <i>Shorts (optional) – monogram SJKB</i>
Blouse	Short sleeved Pale Blue with Peter Pan collar - logo
Shoes	Black – Polishable
Socks	Plain Grey Ankle ( <i>fold over, not striped</i> )
Hat	Maroon with School Logo

### **Girls: Winter**

Skirt	As in Summer
Pants	Maroon pleated
Blouse	Long sleeved Pale Blue with Peter Pan collar, long/short sleeve
Track Jacket	Tracksuit Maroon Zippered with School Logo
Shoes	Black – Polishable
Socks	Plain Grey Ankle ( <i>fold over, not striped</i> )

# School Uniform Procedure

## School Specific Statement of Practice

Tights	Plain Grey ( <i>Red Robin-Cotton</i> )( <i>not footless</i> )
Hat	Maroon with School Logo

### **Girls: Sports Summer**

Shorts	Maroon polyester with monogram SJKB
Shirt	Pale Blue/Maroon Polo with School Logo
Shoes	Joggers
Socks	Plain White Ankle ( <i>fold over, not striped</i> )
Hat	Maroon with School Logo

### **Girls: Sports Winter**

Shorts	Maroon polyester with monogram SJKB
Shirt	Pale Blue Polo with School Logo
Track Jacket	Tracksuit Maroon Zippered with School Logo
Track Pants	Maroon Zippered with School Logo
Shoes	Joggers
Socks	Plain White Ankle ( <i>fold over, not striped</i> )
Hat	Maroon with school Logo

Uniform suppliers will be Lowes Glendale as well as our school 'Plus' shop approved by the Diocesan Office to ensure quality, consistency, and affordability.

### ***3. Implementation and Monitoring***

- The **Principal** will oversee compliance and support families with any uniform-related concerns.
- Parents/guardians are responsible for ensuring students wear the correct uniform daily.
- Teachers and staff will model correct uniform standards and guide students respectfully in upholding them.

### ***4. Support and Inclusion***

Recognising that individual or family circumstances may sometimes prevent full compliance:

- Families experiencing financial hardship will be supported through the school.
- Reasonable adjustments will be considered for cultural, religious, or medical reasons, in consultation with parents and school leadership.

### ***5. Communication***

The school will clearly communicate uniform expectations through:

# School Uniform Procedure

## School Specific Statement of Practice

- The newsletter and website
- Regular reminders in the school newsletter

### 4. Implementation

How, What Where and What specific practice in the school.

Implementation	Responsibility
1. The school will adopt a <b>whole-school approach</b> , ensuring uniform expectations are clearly communicated and consistently reinforced across all year levels.	Staff
2. Staff will model and reinforce correct uniform wear through daily practice and positive reinforcement	Staff
3. Each student is expected to wear the full and correct school uniform, including appropriate footwear, hat, and accessories, as outlined in the school's uniform policy.	Students
4. Standards for grooming (e.g., hair, jewellery, and makeup) will align with diocesan and school expectations, promoting neatness and equality.	Staff and Students
5. The school will provide information about approved suppliers and plus shop uniform options to support affordability and accessibility	Staff
6. Students must wear the correct uniform during all school hours, at assemblies, excursions, Mass, and other official functions.	Students
7. Students are expected to maintain uniform standards while traveling to and from school, upholding the school's reputation in the wider community.	Students
8. Students consistently demonstrating pride in wearing the uniform will be acknowledged through House points and Joeys.	Students