



WOODBURN PRIMARY SCHOOL - School Uniform Policy

1) Purpose, Legal Basis and Accountability

This policy sets our uniform requirements. We choose to have a uniform and therefore comply with the School Uniforms (Guidelines and Allowances) Act and the associated statutory guidelines issued by the Department of Education. The Board of Governors (as the manager of the school) is legally responsible for compliance, record-keeping, consultation, monitoring affordability and publishing all required information. The Department may issue a formal direction if a school is not adhering.

2) Guiding Principles

We adopt the five statutory principles:

- **Affordability & Accessibility** – Uniform policies must avoid unfair or excessive costs and ensure items are widely available from multiple suppliers, including supermarkets and online sources.
- **Equality & Inclusion** – Our policy complies with human rights and equality legislation; we provide reasonable adjustments (eg fabrics, fastenings) for pupils with disabilities or SEN, especially those with sensory needs and we avoid discrimination.
- **Comfort & Practicality** – Uniform must be comfortable, practical, easy to maintain and suitable for all seasons, supporting learning, play, active travel and participation.
- **Transparency & Consultation** – We will consult with parents/pupils when devising or reviewing the policy and publish information about uniform – costs, suppliers, rationale behind choices.
- **Participation & Wellbeing** – Uniform costs must not deter applications or participation in school activities; pupils will not be penalised for uniform issues caused by affordability issues.

3) Uniform Requirements (Local Arrangements)

Core Items (Compulsory)

- Top - Red school V-neck sweatshirt with school logo **OR** red school cardigan with school logo **OR** red school fleece with school logo. (available from uniform suppliers in Carrickfergus).
- School tie – (black & red stripes with school emblem – elastic or tie, available from uniform suppliers in Carrickfergus).
- White shirt – (generic – short or long sleeved).
- Black school shoes or plain black trainers – no other colours.
- Bottoms - Grey trousers **OR** grey shorts **OR** grey pinafore **OR** grey skirt – (generic).
- Red/white checked / gingham summer dress – (generic optional for seasonal comfort).
- White school polo shirt with logo – (optional for seasonal comfort from uniform suppliers in Carrickfergus).

PE Kit (Generic)

- Black shorts **OR** black leggings **OR** black tracksuit bottoms (generic)
- White school polo-shirt with logo (optional) **OR** plain white polo-shirt / white t-shirt (generic)
- Own training shoes suitable for indoor and outdoor PE.

Rationale – Generic items ensure affordability, comfort and equal treatment. Branded PE kit is not compulsory.

Branding – The only required school specific items are the school top with logo and the school tie. All other items are generic items and may be purchased from multiple suppliers, including supermarkets and online retailers, supporting value for money.

4) Rationale and Design Choices (Transparency Requirement)

We publish the rationale behind each item and our overall design:

- **Colours red/grey/white/black** – Common, widely available colours to reduce cost and increase supplier choice.

- **Limited branding** – A single branded outer layer – V-neck sweatshirt or cardigan or fleece and school tie promotes school identity whilst minimising cost.
- **Footwear** – Black shoes / plain black trainers avoid brand specific requirements and support safety, uniformity and practicality (no coloured accents)
- **Seasonal suitability** – Optional red/white checked/gingham summer dress / grey shorts support comfort; pupils remove sweatshirt/cardigan/fleece when warm. Unbranded coats are permitted.

5) **Affordability, Unfair Costs and Access (Guideline 1)**

We will minimise unfair costs by:

- Keeping branded items to a minimum (only the school top and tie are compulsory)
- Ensuring multiple suppliers (independent retailers, chains, supermarkets, online) for all generic items.
- Publishing typical price ranges and costs and update aftermarket checks.
- Considering affordability with particular sensitivity to lower-income households (FSM eligibility is used as a benchmark), while recognising varied family circumstances.
- Revising requirements if lower-cost comparable items are identified that are widely available and of similar quality.

If we propose an arrangement that limits suppliers, we will publish a Value for Money Declaration (start/end dates; item-by-item cost comparisons; total uniform cost with vs. without the agreement), as required.

6) **Equality, Human Rights and Reasonable Adjustments (Guideline 2)**

We comply with equality and human rights legislation and welcome open conversations with parents/carers. For pupils with SEN or disabilities (including sensory needs), we will agree reasonable adjustments (eg alternative fabrics, softer seams, different fastenings, elasticated waistbands) without additional cost compared with standard items. We will also assess potential indirect discrimination and remove or modify any requirement that could unfairly impact a protected group.

7) **Comfort, Practicality and Maintenance (Guideline 3)**

Uniform items must support daily school life, active play, travel and learning (including Foundation Stage pedagogy), be suitable across seasons, and be easy to clean (machine washable where possible). We will prefer practical materials (eg acrylic over wool for outerwear where appropriate) to reduce cost and maintenance burden.

Additionally, school provides outdoor suits for children in Foundation Stage when required to ensure inclusion, comfort and safety without extra parental cost. (School specific provision)

8) **Consultation and Record-Keeping (Guideline 4)**

When devising or reviewing the policy, we will consult with parents/carers and pupils (and relevant stakeholders). We will record responses, decisions and rationales and publish consultation outcomes. The most recent consultation (2025 – 2026) found the majority prefer the current uniform choices, which continue under this policy.

9) **Review Cycle and Affordability Checks (Guideline 5)**

Review at least every three years, considering all statutory requirements and published information. Annual affordability check, with earlier review triggered if costs rise or concerns emerge. Transitional periods will be planned for any changes.

10) **Minimising Branded Items (Guideline 6)**

We restrict compulsory branded school specific items to the school top and school tie only. Other generic items are required to help keep costs low. Non branded coats are also permitted.

11) **PE / Games Kit (Guideline 7)**

Primary-age pupils are not required to purchase branded PE Kits. All standard PE items (black shorts / black leggings / black tracksuit bottoms, white polo-shirt / white t-shirt) are generic. We will ensure no difference in treatment between pupils wearing generic items vs any optional branded items.

Representative team kits will be school-owned and loaned whenever feasible; common equipment will be school-provided to avoid additional costs.

12) Explaining Choices and Publishing Rationale (Guideline 8)

We will publish and keep up to date:-

- The rationale for each item, including any unusual colours and school specific items, with costs and availability.
- Guidance on when items can be purchased (throughout the year as needed).
- How the uniform supports comfort, practicality, and engagement with the curriculum.

13) Loaning Items and Uniform Bank (Guidelines 9 – 10)

- We maintain a stock of pre-loved uniform items and loan items for emergencies or short term use.
- Parents / carers are always welcome to approach any member of staff for uniform support.
- We encourage access to high-quality reused items via school / community uniform bank schemes, supporting affordability and sustainability.
- In June each year we offer a free uniform swop at school.

14) Multiple Suppliers and Value for Money (Guideline 11)

Uniform items are generally available from multiple suppliers. If we identify – via an open, transparent process – that a limited supplier agreement would lower costs, we will publish a Value for Money Declaration (including itemised and total cost comparisons with versus without the agreement, and the start/end dates). Any pre-commencement agreement will expire as directed by the Act / Guidelines.

15) Publication Requirements (Guideline 12)

We will publish and keep up-to-date:-

- This uniform policy.
- Any limited -supplier agreement information (and Value for Money Declaration, if applicable).
- The rationale for uniform items/design.
- The cost of each item (or range) and the total uniform cost (or range).
- Suppliers for each item (including supermarkets / online where applicable).
- The date of the last review.
- Information on loan items and the uniform bank.
- Consultation outcomes and records (summary).

16) Transition Periods for Changes (Guideline 13)

If we change uniform requirements, we will provide reasonable transition periods so families can continue using existing items and suppliers can manage stock. Transition will consider key stages (eg Year 1 and Year 8 adopt new items sooner; Year 7 and Year 14 should not be required to replace items).

17) Access, Participation and Behaviour (Guidelines 14 – 15)

- Uniform costs must not reasonably deter applications or participation in school activities.
- Where a pupil is not in full uniform, we will sensitively explore whether affordability is the reason and will not penalise pupils on that basis; reasonable time will be given to replace lost / stolen / damaged items. Pupils will not be sent home solely due to a single breach caused by affordability.

18) Data Provision to the Department (Guideline 16)

When requested, we will provide uniform cost data and other relevant information to the Department.

19) Itemised Summary & Supplier Access (to be published / updated annually)

Item	Type	Branding	Typical sources	Notes
Red School - V-neck sweatshirt OR Cardigan OR Fleece.	Outer layer	School specific	Local uniform suppliers (Carrickfergus) Gordons / Cuddys £15.99 - £19.99	Offers flexibility and choice of outer layer.
School tie	Accessory	School specific	Local uniform suppliers (Carrickfergus) Gordons / Cuddys £4.99 - £5.50	Elastic or tie.
White shirt (short or long sleeved).	Top	Generic	Supermarkets, multiple retailers, online.	Widely available
Grey - Trousers, shorts, skirt, or pinafore.	Bottoms	Generic	Supermarkets, multiple retailers, online.	Widely available
Black school shoes OR Plain black trainers.	Footwear	Generic	Multiple retailers	No coloured accents / logos
Red / white checked/ gingham dress.	Dress	Generic	Multiple retailers	Widely available Optional seasonal
PE – Plain black -shorts, leggings OR tracksuit bottoms. White polo shirt / t-shirt. Trainers.	PE Kit	Generic	Supermarkets, multiple retailers, online.	Widely available
White polo shirt with school logo.	Top	School specific	Local uniform suppliers (Carrickfergus)	Optional for PE / Optional seasonal

20) How Our Choices Deliver Value for Money

- Minimal branding – compulsory outer layer and school tie. Generic items help to keep costs lower.
- Multiple supplier routes (local, supermarket, online) widen access and maintain competitive pricing.
- Annual publication of price ranges and supplier lists, plus regular reviews and consultation, sustain transparency and affordability for lower income households.

21) Requests for Adjustments & Support (SEN/Sensory Needs)

We welcome open conversations with parents / carers regarding children with special educational needs, particularly sensory needs. We will work together to agree a suitable uniform (eg softer fabrics, altered seams, different fastenings, alternative footwear styles within the colour policy).

22) Complaints and Escalation

Families who believe this policy does not comply with the statutory Guidelines may raise concerns with the school. If unresolved, any individual can raise a complaint with the Department of Education, which may assess and, if satisfied non-adherence has occurred, direct the school to comply; such directions are published.

23) Equality & Human Rights Legislation (Reference)

We are guided by the instruments listed within the Guidelines, including: Human Rights Act 1998, UNCRC, Race Relations (NI) Order 1997, Sex Discrimination (NI) Order 1976, SENDO 2005, Equality Act (Sexual Orientation) Regulations (NI) 2006.

24) Citations (Statutory Guidance Source)

All references above are drawn from the School Uniforms Guidelines that accompany the School Uniforms (Guidelines and Allowances) Act: principles and duties (Guidelines 1 -16), consultation and publication requirements, affordability, multiple suppliers, value for money declarations, PE kit guidance, transition arrangements, participation and behaviour safeguards and data reporting duties.