

UNIFORM AND DRESS CODE POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact Melba College.
Phone 03 9955 5700.

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PURPOSE

Melba College students are encouraged to take pride in their appearance and wearing their school uniform. We expect all students to make a commitment to always wear their school uniform correctly and consistently.

The purpose of the Melba College Student Uniform and Dress Code Policy is to document-student dress and appearance requirements and policy implementation and exemption processes.

This uniform policy has been developed by Melba College Council in close consultation with our school community to ensure that it respects the rights of individual students whilst reflecting the values and interests of our community.

Aims

The Student Uniform and Dress Code Policy aims to:

- promote equality amongst all students, catering to all gender identities and cultural requirements
- foster student pride in their appearance and connectedness to Melba College
- support Melba College commitment to ensuring that the uniform is durable, cost effective and practical in the education environment
- reduce student competition based on clothing and accessory choices
- enhance the positive profile and identity of the school and its students within the wider community.
- provide a comfortable uniform suitable for all school activities and classes

Principles

It is a requirement for schools and school councils to develop, implement and review their student dress code and uniform policy. The policy sits within the Student Engagement and Inclusion Policy Framework and reflects the College community's aspirations and the unique context of Melba College.

This is critical to embedding a positive school culture and supporting the College's strategic aims.

Inclusions

In developing a dress code and uniform policy the Melba College Council has considered:

- whether or not the school will have a school uniform
- whether or not any such uniform will be compulsory
- equitability and inclusion
- clothing for specific activities (such as sport, laboratory experiments, bags)
- exemption grounds
- methods of enforcement consistent with the Department and local school policies on discipline and student engagement

Further to establish and review the policy, the Melba College Council:

- will work with the school community when developing and reviewing the policy
- assist families having difficulties with uniform costs
- ensure that measures used to enforce the dress codes are consistent with the Department's [Student Engagement](#) Policy and Guidance and the school's Student Engagement Policy
- determine arrangements for the supply of school uniform items (including items which do not need to be purchased through the agreed supplier)
- must comply with written agreements with uniform suppliers and may be subject to legal proceedings if a dispute arises between the parties
- must not make any misrepresentations while making agreements with suppliers

The Melba College Melba College Student Dress Code and Uniform Policy includes:

- exemption processes
- health and safety considerations including those relating to sun protection and risks from jewellery, cords, chin straps, drawstrings, or school bags
- requirements relating to uniform supply arrangements

This policy must not directly or indirectly discriminate against students based on sex, gender, physical appearance, weight, race, ethnic group, nationality, religious beliefs, colour, disability, or socio-economic circumstances.

All aspects of college uniform must comply with OHS standards and policies. Where items do not meet OHS standards, they must be removed upon request by any member of the college staff unless a written exemption is provided from the principal their nominee. Where an exemption is provided an equivalent activity will be arranged for the student.

Melba College will ensure that this Melba College Student Dress Code and Uniform Policy available to all families and students through our website and on COMPASS. A hard copy of the Student Uniform Policy will be provided to all new students.

This uniform and dress code policy will apply to all students enrolled at Melba College.

Purchase of uniforms

- Uniform items can be purchased from [Bob Stewart](#) in Croydon or can be ordered directly from the College website.
- Second-hand uniform sales are conducted from the 'Senior Study Hall' in D Building on-site. Times when the second-hand uniform shop is open will be advertised on COMPASS.
- Non-Melba College logoed items detailed in the policy can be purchased from Bob Stewart.

Families experiencing difficulties

- Please contact the Principal or Melba College Business Manager to discuss support options that may be available to Families experiencing difficulties meeting uniform costs, including information about eligibility for uniform support through State Schools' Relief. Further information about [State Schools' Relief](#) is also available on their website.
- Melba College also has some uniform items available to families to borrow on request.

Disciplinary decisions

- Breaches of the Melba College Student Dress Code and Uniform Policy are determined by Melba College Principal or their nominee.
- Such determination will include the nature of the breach and the consequences to be imposed on an individual student for not complying with the policy.
- Possible disciplinary outcomes are specified in the policy and are in accordance with relevant Departmental policies.

SCOPE

Principles

Melba College students are encouraged to take pride in their school uniform. All students are to wear their school uniform correctly and consistently.

Compulsary Uniform Items

The full list of Melba College's compulsory uniform items is available in **Appendix A** of this policy.

Uniform Rules

- All items must be official college uniform from [Bob Stewart](#) in Croydon or supplied through the school (except for shoes, socks, sport shorts, leggings, track pants, skins, socks and tights).
- Uniform rules apply:
 - at school
 - travelling to or from school
 - participating in school activities
 - when attending school activities
- Uniforms must always be worn as outlined in the rules, be neat and tidy, and be kept in a good state of repair.
- Pants/trousers must not touch the ground.
- Shorts are not to be turned up to create cuffs.
- Dresses, shorts and skirts hemline no shorter than mid-thigh.
- Infringements will be treated as an 'Out of Uniform' issue.
- Non uniform jackets, jumpers and hoodies are not permitted; however, a rain jacket can be worn to and from school when the weather is wet.

- Plain black scarves and black gloves can be worn. They are not to be worn inside the classrooms unless an exemption is granted by the principal or their nominee.
- Black caps/bucket hats without any advertising or sponsorship logos can be worn during Phys Ed/Sport lessons and outside during recess and lunch times. Caps/bucket hats must be placed in lockers during class times.
- Any clothing worn under the uniform to provide extra warmth must not be visible.
- Plain wrap-around style sunglasses can be worn for outdoor activities and at recess and lunchtime. They must not be worn indoors.
- Students must wear items from either the Academic uniform lists or Sport uniform lists. Combining items from these two lists will be interpreted as being out of uniform.

Academic uniform items

Purchase from the college uniform supplier [Bob Stewart](#) in Croydon, or as second-hand items through the College, exceptions to this are marked as “any store.”

- V Neck Windcheater (Green)
- Summer dress
- White Polo Shirt
- Short Sleeve shirt (Unisex)
- Long Sleeve shirt (Unisex)
- Box Pleat Skirt
- Stretch Elastic Back shorts
- Stretch Elastic Back pants
- Ladies Expandable Tailored Pants
- Black or white socks (no logos – any store)
- Black tights (no logos – any store)
- Black lace up shoes (see section 16. Shoes for additional information)

Additional items that can be worn with the Academic uniform items are listed below under Universal uniform items and Optional academic uniform items.

Physical education/sport uniform items

Purchase from the college uniform supplier [Bob Stewart](#) in Croydon, or as second-hand items through the college, exceptions to this are marked as “any store.” Phys Ed/Sport Uniform is compulsory for Sport & PE. See Appendix A for garment designs

- Phys Ed Shorts (Plain Black). Logo no bigger than a 20c piece is acceptable (uniform supplier or any store)
- Phys Ed Polo Shirt - Sublimation Design
- Black or white socks (no logos – any store)
- Sport shoes - Appropriate runners/track shoes

The Melba College academic and sports uniform does **NOT** include ‘Booty Shorts’, ‘Hot Pants’ or dance-wear shorts. ‘Booty Shorts’, ‘Hot Pants’ and Dance wear shorts are **NOT** to be worn at Melba College.

Students may wear their sports uniform to school.

Additional items that can be worn with the Physical education/sport uniform items are listed below under Universal uniform items, Optional physical education/sport uniform items and Optional academic uniform items.

Universal Uniform Items

Universal Items can be worn with either the PE uniform or Academic uniform

- Stretch Microfibre shorts (Plain black)
- Rugby Top
- Oxford Jacket
- Black or white socks (no logos – any store)
- Black hat – outdoor use only (no logos – any store)

Optional Academic Uniform Items

- School blazer
- School tie

- Black scarf/gloves (any store)
- Melba College Backpack

Optional Physical Education/sport Uniform Items

- Track Pants (Plain Black) – Optional. Must be designed for athletics/sport. Tight cuffed or zippered at the ankle (see Appendix A). Logo no bigger than a 20c piece is acceptable (Uniform supplier or any store)
- Sports leggings (Plain Black). Logo no bigger than a 20c piece is acceptable – must be three quarter or full-length ONLY. Ultra-tight or-thin leggings must be worn under Phys Ed shorts (any store).
- Sports compression shorts/tights (skins style) of any length (black, white, or skin toned). Logo no bigger than a 20c piece is acceptable. These garments MUST be worn under Phys Ed Shorts (any store)

Shoes

- Shoes allowed: black leather (this includes pleather, faux leather, imitation leather, and synthetic leather).
- T-Bar sandals or boots are not permitted. School shoes must not be higher than ankle height. It is expected all shoe fastenings are made secure.
- Runners are permitted with the sport uniform. Runners may be worn when indicated for excursions.
- When directed by Melba College staff, runners must be changed for black leather (or leather alternative) shoes for classes and events, even if a student is in sports uniform that day.

Belts, Scarfs and Gloves

- Black scarfs and black gloves may be worn outside but gloves are not to be worn inside buildings. When worn indoors scarfs must comply with OHS and be removed if instructed by a member of staff.
- Belts must be plain black with simple buckles (no writing, designs, or logos).

Optional Outdoor Uniform Items

To be worn for outdoor activity only:

- Cap or bucket hat (Plain Black). No logos (any store)
- Wrap-around sunglasses. No large logos (any store)

Religious Attire

- Hijab, turbans, yarmulke, or other religious wear must be black, white, dark green, dark red or terracotta in colour.

Special Uniform Items

- Special event, sporting and international or interstate and travel clothing (approved by the school council on a case-by-case basis).
- Year 12 Top (to be approved by school council annually).

Jewellery and Piercings

- All jewellery that poses an OHS issue must be removed by the student on request by the principal or their nominee.
- Students are permitted to wear earrings. Earrings must be small and discrete.
- Students with facial piercings must complete the 'Facial Piercings' form (Appendix B). This must be signed by a parent/guardian. Melba College accepts no responsibility for injuries resulting from a student's piercing.
- Students are permitted to have no more than two (2) facial piercings (rings and barbells are not permitted, except for barbells in eyebrows).
- Students are permitted to wear no more than two (2) rings on their fingers, provided they do not present a safety issue.
- Piercing spacers are not to be worn.
- Body piercings and tattoos must not be visible.
- All piercings must be removed or appropriately taped for sporting or physical activities.
- Items of a religious nature are permitted provided they do not present a safety issue and are discreet.
- A watch is permitted at school provided it complies with the ministerial mobile phone policy under **section 5.2.1(2)(b) of the Education and Training Reform Act 2006** and cannot be used to communicate with others. Smart watches are not allowed as per the Melba College Mobile Phone policy.

- The principal or their nominee will apply OHS considerations as to the appropriateness and safety of any piercings or jewellery worn by students.

Hair colour, accessories and hair coverings

- Students' hair must be a natural colour. If clarity is required, a chart illustrating the permitted colour range the range is available at each Assistant Principal's Office.
- The following are not permitted:
 - large or dangerous hair ornamentation
 - hairstyles that form an OHS safety risk or significantly obscure the face
 - offensive words or shapes shaved into the hair
 - coloured hair spray
- Hair accessories are to be in black, white, grey, dark green, dark red or terracotta in colour.
- Long hair must be tied back or covered during practical or hospitality classes.
- Student's beards must be neatly trimmed.
- Hair coverings such as hijab or other religious wear must be black, white, dark green, dark red or terracotta in colour.
- House colours may be worn, including coloured hairspray, on school sports days.
- Items worn for religious purposes that fall outside these uniform rules must be accompanied by a written request and endorsed by the College Principal or their nominee. All significant decisions are to be reviewed and incorporated into the uniform policy by the Melba College Council.
- The principal or their nominee will apply OHS considerations as to the appropriateness and safety of all student hair styles and hair ornamentation.

Makeup and nails

- Only natural coloured make-up is permitted. Makeup must not be applied heavily (false eyelashes, heavy mascara or eyeliner, bright eyeshadow or lipstick is not permitted).
- Nails should be natural looking and neatly trimmed.
- Acrylic nails which are pointy at the tip are not permitted.
- Only clear or natural coloured nail polish is permitted.
- Tattoos must be covered where possible.
- Makeup, tattoos and markings which are applied for religious purposes that are not specified in these uniform rules must be accompanied by a written request and endorsed by the College Principal or their nominee. All significant decisions are to be reviewed and incorporated into the uniform policy upon agreement by the Melba College council.

Sun Smart

- As a secondary college, we expect students to take a responsibility for being sun smart by wearing the college hat or alternatively, a plain black hat during outdoor activities, or staying in the shade and wearing sunscreen.
- Hats are not to be worn inside.
- Students are permitted to wear sunglasses during outdoor activities. Sunglasses should be close-fitting, wrap-around that meet the Australian Standards 1067 and cover as much of the eye area as possible.

Academic uniform required for official events

- Students are expected to own a full academic uniform.
- This uniform must be worn for formal college events including:
 - Award and presentation ceremonies
 - Formal assemblies
 - Student photos
 - Other events and opportunities when notified by the College Principal or their nominee.

Note: Notification of special events and opportunities where a full academic uniform is required may be short notice. Therefore, every student MUST have a full academic uniform available.

Out of Uniform Process

- A notification from the parent/guardian is required when a student is out of uniform.

- Students who are not wearing the approved uniform must submit notes to their Home Group Teacher, Year Level Leader, Sub School Leader or Assistant Principal upon arrival at school.
- Alternatively, parents/guardians can email a note to the Home Group Teacher or Year Level Leader before the start of the school day.
- Notes/emails will NOT be accepted for hoodies.
- Students without a note will be expected to change into loaned items that are provided before the start of the school day. If uniform items are not available a pass will be issued.
- The student's non-uniform item will be labelled and stored in the Year Level Leader's or Sub-School Leader's Office. Students may collect the stored item at the end of the day.
- Out of Uniform issues will be documented by the Home Group Teacher, Year Level Leader, Sub School Leader or Assistant Principal. Parents/Guardians will be contacted by the Year Level Leader if the student is regularly out of uniform. Negotiations will take place to resolve the issue.
- Any student who fails to follow teachers' instructions enforcing this policy will be issued with a detention (or suspension).
- The Assistant Principal or Principal may provide a written exception to the Uniform Policy when documented medical or religious reasons exist. All significant decisions are to be reviewed and incorporated into the uniform policy by the Melba College council.
- Any items deemed to be an OHS issue, in any class, must be removed by the student when requested by a teacher or member of staff. Failure to do so will result in a detention. Accommodation will be made in the class for those with an official exemption provided by a Vice Principal or the Principal.

Disciplinary Outcomes

Uniform rules will be enforced by all Melba College Staff. Students are to follow the instructions without argument. Students who infringe the Uniform Policy will receive a graded series of consequences:

- Verbal warning will be given to the student.
- If a student is out of Uniform for a number of days, parents/ guardians will be notified. If the student continues to remain out of Uniform, including with a note from home, parents/ guardians will be contacted by the Home Group teacher, Year Level Leader, Sub School Leader or Assistant Principal to discuss concerns.
- Lunchtime detention issued.
- After school detention issued. Contact will be made with parents/guardians.
- Students may be removed from class at the Year Level Leader, Sub School Leader or Assistant Principal's discretion. Additionally, this may lead to parent contact to include being sent home and additional parent and support meetings arranged.
- Suspension, for continued and deliberate Uniform breaches.

Exemption Requests

Individual exemption requests

Students and their parents/carers may apply either in writing or in person to the Principal or Assistant Principal for an exemption to the Student Dress Code and Uniform Policy if:

- an aspect of this code prevents the student from complying with a requirement of their religious, ethnic, or cultural beliefs or background
- the student has a particular disability or health condition that requires a departure from the policy
- the student or their parents/carers can demonstrate sustained economic hardship that prevents them from complying with the policy. In this circumstance, the college will assist with providing the required uniform items.

When the Assistant Principal or Principal receives a request for an exemption, they will:

- explain the process to the student and/or their parents/carers
- encourage the student and/or their parents/carers to support their application with evidence.
- consider the grounds for the exemption request
- provide a timeline for a decision on the exception request

The Assistant Principal or Principal will try to negotiate a resolution that is acceptable to all parties. If an exemption is not granted, a written rationale will be provided to the student and/or their parents or carers.

Group exemption requests

Teachers, school leadership, coordinators and student voice may apply to the Melba College Council in writing requesting an exemption. Applications must be submitted when an additional or alternative uniform item is proposed for use by a group of students. The application must include a description and graphic of the proposed item, the purpose of the item, and an indication of the duration over which the proposed item will be worn. Approval from Melba College Council must be given before the item can be worn.

Such items include:

- Year 12 jackets
- Custom camp, event, or alternative sport uniforms
- Club, interest, or activity related apparel
- International or interstate travel

When the council receives a request for an exemption, they will:

- schedule the request to be discussed at the next available Melba College Council meeting
- consider the grounds for the exemption request and if necessary, request variations and get clarification if required
- vote on whether the request should be granted
- provide a decision on the request

If an exemption is not granted, a written rationale will be provided to the requestor.

Casual dress day student dress code

- See **APPENDIX C: Casual Dress Day Student Dress Code**

FURTHER INFORMATION AND RESOURCES

Department of Education and Training School Policy Advisory Guide:

- [Student Dress Code](#)
- [Student Engagement policies and guidelines](#)
- Melba College SunSmart Policy
- Melba College Parent Complaint and Grievances Policy
- Melba College Student Engagement and Wellbeing Policy
- [SunSmart Victoria](#)

POLICY REVIEW AND APPROVAL

| | |
|---|--|
| Policy last reviewed | January 2023 |
| Person Responsible for Policy Development | Assistant Principal - Accountabilities |
| Approved by | Principal and College Council |
| Next scheduled review date | January 2024 |

*NOTE: The Department’s Student Dress Code policy requires the Melba College Council to decide annually whether amendments or a full review of the Melba College Student Dress Code and Uniform Policy is required.

APPENDIX A – STUDENT UNIFORM
ACADEMIC UNIFORM

| | | | | |
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|  |  |  |  |  |
| Summer Dress | Short Sleeve Shirt | Long Sleeve Shirt | White Polo Shirt) | V Neck Windcheater |

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|  |  |  |  |  |
| Box Pleat Skirt | Stretch Elastic Back shorts | Stretch Elastic Back pants | Ladies Expandable Tailored Pants | Black lace up school shoes (no logos – any store) |

White or black socks (no logos)
Black tights (no logos)

SPORT UNIFORM

| | | | | |
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|  |  |  |  |  |
| Sublimated Polo Shirt | Stretch Microfibre Shorts | Plain black sports shorts (any store) | White or black socks (no logos) | Sport shoes - runners/track shoes (any store) |

OPTIONAL PHYSICAL EDUCATION/SPORT UNIFORM ITEMS

| | | | | |
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|  |  |  | | |
| Sports track Pants- black (any store) | Compression shorts/tights-any length-black, white, or skin toned. (any store) | Sports leggings – black (any store) | | |

UNIVERSAL UNIFORM ITEMS

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|  |  |  |  |  |
| Oxford Jacket | Rugby Jumper | Stretch Microfibre Shorts | Black hat- outdoor use only (no logos – any store) | Puffer Jacket |

OPTIONAL ACADEMIC UNIFORM ITEMS

| | | | | |
|---|--------------------------|---|--|---|
|  | |  |  |  |
| Melba College Backpack | School Blazer | Black scarf (any store) | School tie | Black Gloves (any store) |



APPENDIX B – FACIAL PIERCINGS AGREEMENT FORM

FACIAL PIERCINGS PARENT/GUARDIAN AND STUDENT AGREEMENT FORM

This form must be completed for all students with facial piercings.

| | |
|-------------------------------|----------|
| Student Name: | |
| Home Group: | |
| Location of facial piercings: | 1. 2. |

Note: The College accepts no responsibility in the event of an injury resulting from the piercing/s being worn. Students who do not have signed parental/guardian consent will not be permitted to wear piercing/s whilst at school.

Parent/Guardian Permission:

I give permission for _____ to have the facial piercings listed above.

I have discussed the College requirements regarding facial piercings as outlined in the Melba College Student Dress Code and Uniform Policy with my child and agree to adhere to the requirements.

Name of Parent/Guardian _____

Signature of Parent/Guardian _____

Date _____

Student:

I agree to adhere to the College requirements regarding facial piercings as outlined in the Melba College Student Dress Code and Uniform Policy.

Signature of Student _____

Date _____

Students over 18 years of age or older must still sign the student section.



APPENDIX C – CASUAL DRESS DAY STUDENT DRESS CODE

Rationale

- To ensure all students are always dressed appropriately and to provide a framework for management of the student dress code on Casual Dress days.

Application

- This dress code:
 - Will be applied to all students enrolled at Melba College.
 - Will allow freedom of expression without disregarding College policy and expectations.
 - Will be well publicised and clearly explained to all students and their parents/guardians.

Implementation

- Briefing all staff to make everyone is aware of the of student dress code for Casual Dress days.
- Information to be included in college newsletters regularly, especially before a Casual Dress day, to allow parents/guardians to become familiar with the dress requirements.

Rules and Principles

- Melba College students are encouraged to take pride in their appearance and present in clean well-maintained garments.
- While attending school or related events during casual dress day, students are expected to maintain the standards documented in the Melba College Student Dress Code and Uniform Policy relating to hair, jewellery, and cosmetics, including:
 - Natural coloured hair and nails
 - Natural coloured make-up. Makeup must not be applied heavily (false eyelashes, heavy mascara or eyeliner, bright eyeshadow or lipstick is not permitted).
 - Nails should be natural looking and neatly trimmed.
- The following items are not permitted:
 - Acrylic nails which are long or pointy at the tip
 - Large or dangerous hair ornamentation
 - Hairstyles that form an OHS safety risk or significantly obscure the face
 - Large or excessive amounts of jewellery which could pose an OHS risk
- Clothing items that are **NOT** acceptable:
 - See-through or garments that expose the midriff, singlets, rude or offensive prints, miniskirts, visible underwear, open toed shoes.

Outcomes

- If a student is deemed to be inappropriately dressed or refuses to adjust their clothing to abide with the code, then the following actions could apply:
 - Classroom teachers tell students to adjust their clothing to abide by the code. If this is not possible or the student refuses, then the student is to be reported to a teacher in a leadership position.
 - A phone call to parents/guardians to discuss new clothes being delivered to school.
 - Sending the student home to be appropriately dressed.
 - If the above consequences are unable to be implemented, then other appropriate consequences will be applied.