

TAFELBERG SCHOOL



Learner Appearance & Uniform Policy

1. PREAMBLE

At Tafelberg School, we believe that a learner's appearance has an impact on his/her attitudes and behaviours. School pride, respect for the school community, the educational process, and the learners themselves, are in part, shown by the learner's attire and grooming. The Learner Appearance & Uniform policy also helps maintain a sense of modesty and equality while educating learners about what is appropriate dress for the time and place. It is the policy of the School that all learners wear their uniform when attending school and, where appropriate, school related activities.

2. AIMS AND OBJECTIVES

The Learner Appearance & Uniform Policy of Tafelberg School is based on the notion that appearance:

- promotes school pride and fosters a sense of community
- looks neat and presentable
- is practical and designed with the health and safety of the learner in mind
- identifies learners as belonging to the School
- limits unnecessary distractions
- enables learners to feel equal to their peers in terms of appearance

3. APPLICATION AND IMPLEMENTATION

- 3.1. This policy applies to **all** learners that are enrolled/registered to take part in the educational programmes at Tafelberg School. These include any school-organised tours and outings, unless an exemption has been granted by the Principal.
- 3.2. Parents are solely responsible for ensuring that their children's appearance complies with the policy of the school at all times.
- 3.3. A written request to the SGB must be made to deviate from the Uniform & Appearance Policy for medical or religious reasons.

4. GENERAL APPEARANCE

Appearance covers how a learner presents him/herself. This includes personal hygiene, grooming and general uniform attire.

Appearance as referred to in the Code of Conduct encompasses the following aspects:

- 4.1. No visible body piercings on the face (girls may have pierced ears, but may only wear 1 pair of earrings or studs).
- 4.2. No visible tattoos when in school uniform / sport kit.
- 4.3. No Make-up may be worn while dressed in school uniform or school sport clothing.
- 4.4. Fingernails must be short and clean. No coloured nail varnish and or "French tips"
- 4.5. School clothes and sport kit must be neat, clean and ironed.
- 4.6. Pants must be worn in the waist, with a belt.

- 4.7. School shirts must be tucked in at all times.
- 4.8. Short sleeve shirts must have a school badge on or worn with a school tie.
- 4.9. Long sleeve shirts must be worn with a school tie.
- 4.10. School shoes must be laced up, be neat and be polished.
- 4.11. Torn, holed, frayed clothing (school and sport) items must be repaired or replaced immediately.
- 4.12. Hair must be washed, brushed and neat according to school regulations.
- 4.13. Boys may not have sideburns, beards, nor moustaches – when facial growth on boys becomes noticeable, boys must shave.
- 4.14. No hats, caps, beanies, hoods may be worn with the school uniform unless sanctioned by the school, and then not in the school building. School branded hats and beanies are available.
- 4.15. No other clothing items to be worn with school/ sport clothing other than approved school uniform items.
- 4.16. School uniform / sport kit must not be ill-fitting i.e. not too big or too small.
- 4.17. No logo's, symbols or writing other than the school logo may be visible on school uniform / sport kit.
- 4.18. Tie, Badges, Tracksuits, P.E. tops, winter jackets and fleece tops can be obtained from school.
- 4.19. Matric tops may only be worn by the matric learners but not be worn during assembly period.
- 4.20. No lapel badges, ribbons etc to be worn, except those sanctioned by the school.

5. SCHOOL BAG

- 5.1. Each learner must purchase and use a neat satchel or suitcase (blue or black) that will provide adequate protection for the learner books and textbooks.
- 5.2. Wheeled bags or suitcases are permitted.
- 5.3. Canvas satchels must be provided with a firm stiffening board that will protect school books.
- 5.4. Soft and/or multi-coloured rucksacks or shoulder-bags are not allowed.
- 5.5. Satchels or suitcases must be clean and no slogans, drawings or stickers are allowed on them.
- 5.6. Learner's names must be **clearly marked** on the inside of his/her satchel or suitcase.

6. SCHOOL TRACKSUITS & PE UNIFORM

- 6.1. Only the **TAFELBERG SCHOOL** tracksuit may be worn.
- 6.2. The full tracksuit must be worn (tracksuit top and long tracksuit pants). Tracksuit and uniform items (e.g. fleece top, jersey, grey/navy pants, skirts and shorts) may not be worn together.
- 6.3. Torn or damaged tracksuits may not be worn.
- 6.4. The school white P.E. top and navy blue shorts to worn underneath the tracksuit.
- 6.5. Sport shoes are worn with the tracksuit.
- 6.6. **Gr 3-12 learners** may wear the school tracksuit on days they have PE.
- 6.7. On PE days in summer (Term 1 & 4) learners may come to school in their PE uniform (without tracksuit)
- 6.8. If a learner does not have the correct Tafelberg School PE uniform, they must come to school in their school uniform and get dress in sports clothes for the PE lesson only.

7. CIVVIES

- 7.1. Civvies may only be worn when a "civvies day" is arranged by the school.
- 7.2. Birthday Civvies learners make a donation towards the feeding scheme.
(Monetary – R10 NOT food items currently)
- 7.3. Learners will receive a receipt and/or a stamp as permission to wear civvies on the agreed day.
- 7.4. No birthday civvies during formal assessment periods.

8. UNIFORM: BOYS & GIRLS (Gr 1-2)

- 8.1. Tafelberg School tracksuit and PE shirt & shorts.
- 8.2. No replacements with other white shirts or navy shorts.
- 8.3. Predominantly white sport shoes (laces or Velcro straps) and white socks must be worn with the uniform.
- 8.4. Tafelberg School padded jacket may be worn with the tracksuit in the winter.
- 8.5. Same regulations as for Gr 3-12 regarding Jewellery, Hair, Bags, Civvies and General Appearance.
- 8.6. Summer and winter uniform may be worn in Term 1-4, but not mixed and matched.**

9. UNIFORM: GIRLS (Gr 3-12)

9.1. SUMMER UNIFORM (Term 1 - 4)

- 9.1.1. White, short-sleeved shirt with print-on badge.
- 9.1.2. Navy blue skirt or female tailored grey trousers.
- 9.1.3. Black school shoes.
- 9.1.4. Short white socks.
- 9.1.5. Navy blue blazer with school badge to be worn to Assemblies and special occasions. Blazer not compulsory for Grade 1-6.

9.2. WINTER UNIFORM (Term 1 - 4)

- 9.2.1. White, long or short-sleeved shirt with a neck button.
- 9.2.2. Navy blue skirt or female tailored grey trousers.
- 9.2.3. School tie (Gr 3 – 11) or Matric tie (Gr 12)
- 9.2.4. Navy blue V-neck jersey, plain without any logo's and or Tafelberg navy blue fleece top.
- 9.2.5. Black school shoes.
- 9.2.6. Black stockings or short white socks with skirt.
- 9.2.7. Plain white, black or navy socks to be worn under trousers.
- 9.2.8. Navy blue blazer with school badge to be worn to Assembly on Mondays and special occasions.
- 9.2.9. Blazer not compulsory for Grades 3-6.
- 9.2.10. Only TBS, plain black or plain navy blue beanies, without logo's or writing in the appropriate manner.
- 9.2.11. Only school branded jacket to be worn.

9.3. TROUSERS

- 9.3.1. Female tailored grey school pants.
- 9.3.2. Preferably should have a waistband, zip and button, but elasticised is acceptable on condition the trousers look tailored.
- 9.3.3. Belts are compulsory if the pants make provision for them.
- 9.3.4. No stretch fabric.
- 9.3.5. No bootlegs.
- 9.3.6. No hipsters
- 9.3.7. Trousers must touch the shoes.

9.4. SHOES

- 9.4.1. No platforms.
- 9.4.2. No patent leather.
- 9.4.3. No buckles.
- 9.4.4. Must be plain black leather, no patterns.

9.5. JEWELLERY

- 9.5.1. No visible neck chains may be worn.
- 9.5.2. No bracelets, ankle chains or rings.
- 9.5.3. **ONE PAIR** of small, plain studs or sleepers to be worn in the ear lobe only.
- 9.5.4. Eye brow; nose; tongue; belly button studs etc. may not be worn to school.

9.6. HAIR

- 9.6.1. Emphasis is made on **clean** and **neat** hair styles.
- 9.6.2. Hair on the shoulders and over the eyebrows must be tied back at all times.
- 9.6.3. Refer to Section 11 of this policy for more details.

9.7. GENERAL

- 9.7.1. Only plain white or flesh-coloured bras are to be worn under school shirts.
- 9.7.2. Full backed panties to be worn under school skirts at all times.
- 9.7.3. School skirts must not be shorter than 10cm above the knee.
- 9.7.4. One-piece, navy blue school costumes are the only acceptable swimming attire.
- 9.7.5. Do not mix tracksuit and uniform items.

10. UNIFORM: BOYS (Gr 3-12)

10.1. SUMMER UNIFORM (Term 1 + 4)

- 10.1.1. White, short-sleeved shirt with print on badge.
- 10.1.2. Long or short grey pants..
- 10.1.3. Black lace-up school shoes.
- 10.1.4. Long grey socks.
- 10.1.5. Navy blue blazer with school badge to be worn to Assemblies and special occasions.
- 10.1.6. Blazer not compulsory for Grades 3- 6.

10.2. WINTER UNIFORM (Term 2 + 3)

- 10.2.1. White, long or short sleeved shirt, with neck button.
- 10.2.2. Long or short grey pants.
- 10.2.3. School tie (Gr 3 – 11) or Matric tie (Gr 12)
- 10.2.4. Navy blue V-neck jersey, plain without any logo's OR Tafelberg Navy Blue Fleece top.
- 10.2.5. Black lace-up shoes.
- 10.2.6. Grey socks.
- 10.2.7. Navy blue blazer with school badge to be worn to Assemblies and special occasions.
(Blazer not compulsory for Grade 1-6.)
- 10.2.8. Only black or navy blue beanies, without logo's or writing, may be worn outside of class.
- 10.2.9. Only school branded jacket to be worn.

10.3. SHOES

- 10.3.1. No platforms
- 10.3.2. No patent leather
- 10.3.3. No buckles
- 10.3.4. No "pointed toe" shoes
- 10.3.5. Must be plain black leather, no patterns, and must be lace-up type.

10.4. HAIR

- 10.4.1. Emphasis is made on **clean** and **neat** hair styles.
- 10.4.2. Hair on the shoulders and over the eyebrows and ears must be tied back at all times.
- 10.4.3. Refer to Section 11 of this policy for more details.

10.5. BELTS

- 10.5.1. Belts are **COMPULSORY** (if the pants make provision for it), and must be worn with all grey school pants.
- 10.5.2. Belts must be black
- 10.5.3. No ornate buckles are allowed.

10.6. TROUSERS

- 10.6.1. No stove pipes.
- 10.6.2. No bootlegs.
- 10.6.3. No hipsters, trousers to be worn in the waist.
- 10.6.4. Trousers must touch the shoes.

10.7. GENERAL

- 10.7.1. Navy blue Speedos or school costumes are the only swimming attire allowed.
- 10.7.2. Do not mix tracksuit and uniform items.
- 10.7.3. No earrings are allowed.

11. HAIR

11.1. REGULATIONS

- 11.1.1. Emphasis must be on **neatness and cleanliness**, and hair **must** be **brushed/combed**.
- 11.1.2. All hair is to be clipped, tied or Alice-banded **away from the face**
- 11.1.3. Fringes may not hang over the eyebrows
- 11.1.4. Hair touching the **shoulders** and hanging **over the ears** must be **tied up** / platted
- 11.1.5. Hair touching the eyebrows must be clipped back
- 11.1.6. Only plain navy blue, black or white hair accessories are allowed
- 11.1.7. Hair colour must look natural, no extreme highlights are allowed
- 11.1.8. Hair may be coloured in one colour, but only in **natural hair colours**
- 11.1.9. No excessive colouring of hair that looks unnatural will be allowed.
- 11.1.10. Gelled hair must comply with the basic rules of neatness, cleanliness and keeping hair out of face and eyes.
- 11.1.11. Spikes or Mohawk styles are not allowed
- 11.1.12. No patterns, designs, names etc to be cut into the hair.

11.1.13.No shaved heads with pony tails

11.1.14.In PE lessons and on the sports field, learners must have the hair out of the face i.e tied back or held back with a proper, acceptable headband (in black, navy blue or white)

11.1.15.Natural singles/braids (with or without extensions) are allowed.

11.1.16.Singles/braids must be the same length and must be the natural colour of the hair and held neatly at the back of the head.

11.1.17.Hairstyles likely to cause negative comment/distraction are unacceptable within the School context.

11.2. COMPLIANCE

All learners are required to comply with the hair regulations at all times. Failure to comply will result in the appropriate action taken against the learner. The school management reserves the right to implement appropriate consequences/sanction as follows:

- Step 1: Verbal warning to learner stipulating that the hair needs to comply within 24 hours of the time of warning.
- Step 2: If not corrected after verbal warning – communication with the parent via phone call, sms or email. (24 hrs to correct the hair issue)
- Step 3: If not corrected after communication with parent – afternoon DT, which will not be cancelled.
- Step 4: If not corrected after DT – learner is placed in isolation during school hours until hair is corrected

The above process will restart at Step 2 for repeat offences.

12. SHORT TITLE

This policy shall be known as the **LEARNER UNIFORM & APPEARANCE POLICY**

13. AMENDMENTS

The school governing body may from time to time amend, supplement, modify or alter this policy.

14. APPROVAL

This Policy for Tafelberg School was adopted by the Governing Body of Tafelberg School at a meeting held at the school on 2023/01/30

TITLE OF POLICY	Tafelberg School Learner uniform & appearance policy
POLICY NUMBER	#TBS001
DATE APPROVED BY SGB	2023/01/30
EFFECTIVE DATE	2023/02/01
EXPIRY DATE	This School Policy remains in force until amended or replaced <u>and</u> approved by the SGB.
REVIEW DATE	<i>The SGB will review this policy at least once during its term of office</i>
AMENDMENT & REVIEW HISTORY	2023/11/27 2024/04/04 2025/03/10