



# STUDENT DRESS CODE POLICY

File location: U:\Public\Policies & Procedures\Approved Policies\Student Dress Code Policy.doc

Authorised by: **Principal**

Consultation: **School Community**

Approved by School Council: **20.08.25**

Date Created: 12/8/21

Last Updated: 13.08.25

Review Date: 2028 (3-4 years)

Page Number: 1 of 6



## Help for non-English speakers

If you need help to understand the information in this policy, please contact Horsham College on 5381 7100 or email [horsham.co@education.vic.gov.au](mailto:horsham.co@education.vic.gov.au).

## Purpose

The Student Dress Code Policy outlines Horsham College's requirements for student dress and appearance, and provides information about uniform purchase, financial support, dress code implementation and exemption processes.

This dress code has been developed by Horsham College's School 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. It has been developed and reviewed in accordance with the Department's Student Dress Code policy and guidance on the Department's Policy and Advisory Library.

School Council will ensure the student dress code meets human rights and anti-discrimination requirements, which include exemption processes and addresses health and safety considerations.

The Student Dress Code aims to:

- foster a sense of community and belonging and encourages students to develop pride in the school
- support Horsham College's commitment to ensuring that students feel equal and are dressed safely and appropriately for school activities
- promote equality and gender inclusive uniform options
- enhance the profile and identity of the school and its students within the wider community
- promote a sense of identity, cohesion, and good order in the school
- prevent bullying and competition on the basis of clothing
- ensure students' appearance reflects the expectations of their school community
- strengthen the spirit of community within the school
- enhance individual student safety and group security
- prepare students for the expectations of workplaces
- encourage students to present themselves appropriately for a particular role.

The School Council has developed a dress code that we believe provides a range of choices for students and is cost effective for families.

## Scope

Students are expected to comply with this Student Dress Code while traveling to and from school, during school hours and when attending school activities.

## Uniform and Appearance

The full list of Horsham College's compulsory school uniform items is available in Appendix A to this policy. Students can wear any uniform item regardless of gender.

### General Appearance

While at school, travelling to or from school or participating in school activities, Horsham College students must comply with the following:

- items of clothing should consist of uniform that has been approved in the Student Dress Code Policy
- uniforms must be clean and in good repair
- uniforms must be clearly marked with the owner's name
- the additional approved layers of clothing may be worn underneath the uniform for added warmth, provided these undergarments are completely hidden.

### Health and Safety

Students with shoulder length or longer hair are encouraged to tie back their hair to help restrict the spread of lice and for student safety.

Shoulder length or longer hair is to be tied back for student safety in technology subjects.

A reasonable amount of jewellery can be worn. Students will be required to remove or cover any jewellery that a teacher considers may cause a health and safety risk in a school activity. The school retains the discretion to determine what jewellery will be worn by students when representing the school. Jewellery, nails, hair accessories, hat cords and similar items that interfere with students' ability to engage with school activities safely and fully are not permitted.

The wearing of cosmetics is permitted. Cosmetics should be applied in a way that allows students to conduct their education activities without impediment. The school retains the discretion to determine what cosmetics will be worn by students when representing the school.

Students who wear braids or locs may wear them loose, except for applied technology classes where hair should be tied back for safety purposes.

School uniform hats must be worn outside during Terms 1 and 4. Horsham College expects students to take responsibility for being SunSmart by wearing a school hat during outdoor activities, staying in the shade if possible and wearing sunscreen. Sunscreen is available from the Administration Office and Year Level Offices.

Hats or beanies are not to be worn inside.

Students are permitted and encouraged 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.

## Guidelines

- Wearing Horsham College uniform is compulsory, but students can choose the items they wish to wear.
- No particular item is compulsory except for a hat in Terms 1 and 4 and the Physical Education uniform.
- Hats will be issued to all students new to Horsham College. Replacement hats need to be paid for by students.
- Specific Physical Education uniform can be worn to school when students have Physical Education Lesson 1. Specific Physical Education uniform can be worn home if students have Physical

Education Lesson 6. Students can remain in the specific Physical Education uniform over recess or lunch if they have a Physical Education class on both sides of the breaks.

## Purchase of uniforms

All uniform will be purchased from the College approved outlet. Substitutes will not be accepted. Permitted non-branded uniform items can also be purchased from department stores.

### Support for Families Experiencing Difficulty

The School Council has consulted with the school community and worked to ensure the student uniform is affordable. However, if you are facing difficulty meeting uniform costs the [Help with school costs and fees](#) page provides advice on support offered by the Victorian Government. If your child is starting Year 7 and is eligible to receive support via the [Camps, Sports and Excursions Fund](#), you may be eligible to access the Affordable School Uniform program through [State Schools' Relief](#).

Please contact a Wellbeing Officer to discuss support that we may be able to provide.

## Implementation

Horsham College will ensure that this Student Dress Code and uniform item list is communicated to all families and students through our website and enrolment packs, and upon request from our Administration Office. We will assist students who may be experiencing difficulties complying with this policy where possible.

Students wearing non-compliant uniform items may be asked to provide a note explaining the absence of uniform and receive a uniform pass until the appropriate uniform can be obtained.

If a student is out of school uniform or otherwise breaches the Student Dress Code on a recurring basis, parents will be contacted. If non-compliance with the Student Dress Code becomes a continued occurrence, the principal or delegate will be informed and a phone call home may be required. In this event, the school will continue to work with the student and family to support compliance.

Measures taken by Horsham College to address concerns about student non-compliance with the Student Dress Code will also be addressed in accordance with our Student Wellbeing and Engagement Policy.

## Exemptions to Student Dress Code

We acknowledge that the enforcement of this Student Dress Code may impact students differently.

Students and their parents or carers may apply, either in writing or in person, to the Principal for an exemption to this Student Dress Code if:

- an aspect of the code:
  - prevents students from being able to attend school or participate in school activities on the same terms as other students because of the personal characteristics referred to in human rights and anti-discrimination requirements
  - offends a religious belief held by the student or parents/carers
  - prevents students from complying with a requirement of their religious, ethnic, or cultural background
- the student has a particular disability or health condition that requires a departure from the dress code - medical evidence such as a doctor's letter may be required in some situations
- the student or the parents/carers can demonstrate financial hardship that prevents them from complying with the dress code.

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

- consider the grounds for the exemption request
- explain the process to the student and/or their parents/carers
- guarantee that issues of a personal nature revealed to substantiate the request will be strictly confidential
- encourage the student and/or their parents/carers to support their application with evidence.

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

## Free Dress Days

- Free Dress days must be approved by the Principal
- Students must wear clothing that is deemed appropriate for school. Students may be asked to change or return home at the Principal's discretion
- Students cannot wear thongs and must wear covered shoes for practical subjects such as cooking, metalwork, auto or woodwork. Suitable and safe footwear must be worn for all other classes
- Students must wear a hat when outdoors during Terms 1 and 4, even on Free Dress days

## Concerns about this Student Dress Code

Horsham College welcomes feedback from the school community in relation to this Student Dress Code. If you have a concern or complaint about the Student Dress Code, further information about raising a concern or complaint is available in our school's [Complaints Policy](#).

Students should raise concerns through their Student Representative Council. Changes to the uniform will be considered via community consultation and made with School Council approval. The Principal reserves the right to decide on a day-to-day basis what is suitable for a student to wear whilst at school.

## Communication

This policy will be communicated to our school community in the following ways:

- available publicly on school's website
- discussed at parent information nights
- annual reference in school newsletter
- hard copy available from school administration upon request

Views on our student dress code have been invited from the whole school community including:

- parent/carers
- teachers and other school staff
- students

The school community consultation invited feedback about uniform cost and affordability. This feedback has been recorded, carefully considered, and incorporated into the student dress code policy where appropriate.

## Further Information and Resources

- [SunSmart Policy](#)
- [Complaints Policy](#)
- [Student Wellbeing and Engagement Policy](#)

- Department of Education [Student Dress Code](#)
- Department of Education [Student Engagement](#)

## **Review Cycle**

This policy will be reviewed in accordance with the Policy Review Schedule

For future reviews of this Student Dress Code, we will consult with our school community through the following mechanisms:

- letters, emails, and social media messages to parents/carers
- surveys
- information in newsletters
- public meetings
- student meetings
- focus groups
- information on our website

The community will be given advance notice of the consultation process and timelines. The consultation will be open for at least two weeks.

Consultation materials will be translated into community languages.

# APPENDIX A: Horsham College Uniform Items

## Uniform

- Horsham College dress with navy uppercase HORSHAM COLLEGE embroidered on the right-hand side
- Skirt
- Tracksuit with College logo on left hand side, upper case gold HORSHAM COLLEGE on the back of the jacket, HC in gold on the bottom of the right-hand pocket of the pants
- Sports shorts with gold HC on the bottom of the right-handed pocket
- Sports Pants with gold HC on the bottom of the right-hand pocket
- Sports polo with Horsham College Hawks logo
- Navy trousers with gold HC on the bottom of the right-hand pocket
- Long navy shorts with gold HC on the bottom of the right-hand pocket
- Shorter style navy shorts with gold HC on the bottom of right cuff
- Light blue short sleeved cotton shirt, open collar (no tie) with navy blue HORSHAM COLLEGE written on the pocket in upper case
- Light blue short sleeved cotton shirt, with a collar specific to wear with a tie, with navy blue HORSHAM COLLEGE written on the pocket in upper case
- Dark navy woollen V-neck pullover with College logo
- Rugby Jumper with College logo (navy blue with yellow and white stripe)
- Horsham College socks in crew and short: white with navy Horsham College and navy with white Horsham College; navy tights.
- Navy Blazer with Horsham College logo on the pocket
- Horsham College hat to be worn in Terms 1 & 4 when outdoors in the sun
- Horsham College scarf
- Horsham College beanie
- Principal approved rugby top at Year 12 only
- Plain black footwear - suitable for practical work areas
- Horsham College hoodie - only to be worn for Physical Education, Sport, or on official Horsham College trips/excursions. The hoodie is not to be worn in classes other than Physical Education, Sport, and associated classes such as sporting electives. Students wearing the hoodie in Physical Education and Sport classes will be at teachers' discretion in some sporting situations. A judgement will be made, as wearing items of clothing with pockets may pose as an Occupational Health and Safety (OHS) issue.
- Navy Horsham College coat with College logo; must not be worn in some subjects for safety reasons at the teacher's discretion.
- Navy soft shell jacket with College logo
- Plain white or Plain Navy long sleeved top can be worn under polo top

## PERMITTED SUBSTITUTES

- Plain navy blue:
  - Shorts (including sport shorts)
  - Pants and/or trousers