

Incorrect Uniform Process

Child is identified to be out of uniform

Not wearing school shoes Incorrect uniform item(s)

Issue an Incorrect Uniform Notice

Ensure all details are recorded

Collect returned notice from parent & note the reason given

Ensure note is returned within three days. Identify any family issue preventing child being in correct uniform. Notify principal of any identified concern.



Keep returned note and monitor frequency of occurrence



Notify principal if there is a regular pattern of child being out of uniform

Principal will contact family to discuss concerns