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Uniform Policy

Q3
ACADEMY

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Q3 Business Dress

Q3 Academy has been designed to mirror a modern, successful and thriving business environment, providing high quality learning experiences supported by access to a wide range of external organisations including business and industry. We therefore expect high standards of dress at all times, and value the support of parents and carers in helping us to maintain the standard of dress we expect of our students.

Years 7 – 11: ‘Dressed for Success’

MALE	How to be worn/other information	FEMALE	How to be worn/other information
Company Identity Badge	If lost a charge will be levied for a replacement	Company Identity Badge	If lost a charge will be levied for a replacement
Company Pin Badge	To be worn on Jacket Lapel and visible at all times	Company Pin Badge	To be worn on Jacket Lapel and visible at all times
Q3 Bag	Year 7 ,8 and 9 only	Q3 Bag	Year 7, 8 and 9 only
Navy Pin Striped Suit		Navy Pin Striped Suit (Trousers or Skirt)	
White shirt	Tucked in	White rever collar blouse	Tucked in
Company tie	Correct length with the ‘Q’ clearly visible	Company Cravat	
Plain black or navy outdoor coat	Not to be worn inside the building	Plain black or navy outdoor coat	Not to be worn inside the building
Q3 Jumper	Over the shirt and below the Business Dress Jacket. This garment is optional	Q3 Jumper	Over the shirt and below the Business Dress Jacket. This garment is optional
<u>No hooded tops, denim jackets, sweatshirts, cardigans or track suit tops</u>		<u>No hooded tops, denim jackets, sweatshirts, cardigans or track suit tops</u>	
Black lace up or slip on shoes without logos		Black low-heeled sensible style without logos	
<u>Trainers, trainer style or canvas shoes or boots are not allowed</u>		<u>Trainers, trainer style or canvas shoes or boots are not allowed</u>	
Dark coloured plain socks		Dark coloured plain socks <u>or</u> Navy opaque/flesh coloured tights (no patterns)	

Sixth Form: 'Dressed for Business'

All Sixth Form students are expected to wear smart business dress to create a good impression i.e. to imagine they were attending an interview. Male students should wear a suit, shirt and tie.

Female students should wear either a skirt suit or trouser suit which includes a jacket and a blouse.

Smart shoes are expected.

Male & Female: 'Dressed for Action' for PE and Sports Activity

All students should wear the Academy tracksuit and polo-shirt. Shorts are an optional extra. All students in Year 8 and 9 should have the Academy PE bag.

Please note the following general guidelines:

Jewellery

One pair of small plain gold or plain silver studs (one in each ear) and a small wrist watch are allowed.

Nose studs, body piercings and related jewellery are not allowed.

Rings, bracelets and necklaces are not to be worn whilst at the Academy for Health and Safety reasons.

Make Up

No make up to be worn at any time by any student. If found to be wearing makeup the student will be asked to remove it. They will be registered with reception and given a warning. If the student is found to be wearing make up again they will be asked to remove it and a letter will be sent home with the student being put on "make up report". This will be monitored by Reception and Company staff.

Hairstyles

Brightly coloured hair dyes and totally shaved or decorated scalps are unacceptable. Hair accessories must be sensible and either black, grey or navy blue.

Suppliers of Academy Dress

A great deal of effort has gone into working with the students to develop the business dress at an affordable price. Clive Mark are the assigned suppliers and all clothing is available from their Shops.

Details and prices can be viewed on their website. ***No variation of the clothing listed is acceptable and students will be sent home to change if they are not in the correct uniform.***

PLEASE NOTE:

- ❖ **Laser Pens, computer games, personal music players** and other items of value are not permitted in the Academy and will be confiscated with parental collection.
- ❖ **Mobile telephones** will be confiscated if they are found to be switched on during the academic day. Students are responsible for the safety and security of their telephones. They must not be used to send or receive calls/messages at any time other than on student's way into or out of the Academy.

Mobile telephones confiscated will only be returned to parents/carers.

Confiscations

Items of non – Academy uniform that are confiscated by a member of staff will be retained until the end of the day in their Company office, when the item should be collected by the child e.g. a cap or hooded top.

Items of value e.g. jewellery that are confiscated will be taken to reception, where it will be logged in the confiscation book and locked away.

The student may collect the item on the Thursday break time or lunch time before the start of a period of holiday signing for its return.

However, if the same item is confiscated on a second occasion, or it is of particular value, parents may be contacted and asked to collect the item from the Academy and sign the confiscation book to confirm return.

Mobile Telephones that are confiscated will be taken to reception, where they will be logged in the confiscation book and locked away. Parents will then be notified by telephone on the same day. Collection can only be made after 24 hours only from reception by parent/carer. If parent/carers are unable to collect; students can collect the items on the Thursday break time or lunch time before the start of a period of holiday.

The Governing Body will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.