

# Uniform Guidelines



# Macquarie



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## Please Note

For each student, how they wear the Macquarie College (MC) uniform is an important contribution on their part, to the culture of MC. These guidelines are intended to support students, their families and staff in the correct wearing of the MC uniform.

Our students have the freedom to choose to wear any uniform option, at any time of the year. Macquarie College does not use a summer and winter uniform system. The images in this guide are meant to be a helpful suggestion for appropriate options throughout the year, but students may choose to mix cooler and warmer items as they wish, keeping these uniform guidelines in mind.



Warmer Weather Options



Cooler Weather Options



Messy Friday



# Girls & Boys

## Uniform Options for Kindy Students

Kindy students wear sports uniform 5 days a week, with their Messy Friday t-shirts on a Friday. The uniform is the same for boys and girls; however, our students have the freedom to choose to wear any uniform option, at any time of the year. Macquarie College does not use a summer and winter uniform system. Please see images for appropriate options throughout the year. Please note, a hat must always be worn when students are outside.

Shorts	College approved navy blue wash and wear shorts with College logo
Polo Shirt (long and short sleeve)	College approved blue knitted polo shirt (long and short sleeve available) with College logo
Knitwear (optional) (available in cotton or wool blend)	College approved navy blue V-neck jumper, cardigan or vest with embroidered College logo
Tracksuit (optional)	College approved tracksuit pants and jacket
Soft-shell Jacket (optional)	College approved soft-shell jacket with MC logo
Messy Friday	College approved Messy Friday t-shirt and jumper
Shoes	Kindy students may wear non-marking sports shoes 5 days a week. For more information see approved footwear p.19
Hat	College approved wide brimmed navy cloth hat with College logo
Socks	Plain white ankle socks (no visible logos)
Muslim uniform items (optional)	College approved uniform items with College logo purchased from the MC Uniform Store
Bags	College approved MC backpack and library bag (optional)



Warmer Weather Options



Cooler Weather Options



Sport Options

# Girls

## Uniform Options for Junior School Girls

Dress	College approved tunic - length to floor when kneeling
Shorts/Pants/Blouse	College approved shorts/pants worn with College approved blouse with embroidered College logo. When wearing shorts, they are to be at a minimum length of mid thigh and should be modest in appearance.
Socks or tights	Plain white ankle length fold over socks (no visible logo). College ink navy stockings/tights
Shoes	College approved polished black leather lace-up school shoes (velcro optional for Yr1) - see approved footwear p.18
Hat	College approved wide brimmed navy cloth hat with College logo
Knitwear (optional) (available in cotton or wool blend)	College approved navy blue V-neck jumper, cardigan or vest with embroidered College logo
Soft shell Jacket (optional)	College approved soft shell jacket with College logo, worn with both sport and formal uniform options
Scarf/Beanie (optional T2 & T3)	College approved navy blue and grey woollen College scarf or beanie
Muslim uniform items (optional)	College approved uniform items with College logo purchased from the MC Uniform Store
Bags	College approved MC backpack, library bag and homework bag

## Sports/PE Uniform

- Navy Blue wash and wear shorts with College logo - minimum length of mid thigh and should be modest in appearance
- Blue knitted polo shirt with College logo
- College approved soft-shell jacket with MC logo
- College approved sports pants (optional)
- Plain white ankle socks (no visible logo)
- College approved wide brimmed hat
- College approved Muslim uniform items (purchased from the MC Uniform Store)
- College approved non-marking sports shoes



Warmer Weather Options



Cooler Weather Options



Sport Options

# Boys

## Uniform Options for Junior School Boys

Shorts/Trousers	Grey College approved length/style. A belt, if worn, must be plain black leather with modest buckle and no other markings
Shirt (short or long sleeve)	College approved sky blue shirt with College logo Shirt worn tucked in
Socks	College approved short grey socks with College stripes
Shoes	College approved polished black leather lace-up school shoes (velcro optional for K-1) - see approved footwear p.18
Tie <small>(optional T2 &amp; T3, compulsory for special events)</small>	College approved tie with College logo (elastic option available for Yr 1). See page 16 for full requirements.
Knitwear (optional) <small>(available in cotton or wool blend)</small>	College approved navy blue V-neck jumper or vest with embroidered College logo
Soft-shell Jacket (optional)	College approved soft shell jacket with College logo, worn with both sport and formal uniform options
Scarf/Beanie (optional T2 & T3)	College approved navy blue and grey woollen College scarf or beanie
Hat	College approved wide brimmed navy blue cloth hat with College logo
Bags	College approved MC backpack, library bag and homework bag

## Sports/PE Uniform

- Navy Blue wash and wear shorts with College logo - minimum length of mid thigh and should be modest in appearance
- Blue knitted polo shirt with College logo
- College approved soft shell jacket with College logo, worn with both sport and formal uniform options
- College approved sports pants(optional)
- Plain white ankle socks (no visible logo)
- College approved wide brimmed hat





Warmer Weather Options



Cooler Weather Options



Sport Options



# Girls

## Uniform Options for Senior School Girls (Yrs 7-10)

Skirt	College approved skirt to be worn at the waist (hemlines to be kept at a modest level <u>on the knee</u> )
Blouse	College approved striped blouse
Shorts or pants	College approved shorts/pants worn with College approved blouse with embroidered College logo. Shorts are to be at a minimum length of mid thigh and should be modest in appearance
Socks or tights	Plain white ankle length fold over socks (no visible logo) College ink navy stockings or tights
Knitwear (optional) (available in cotton or wool blend)	College approved navy blue V-neck jumper, cardigan or vest with embroidered College logo
Blazer  (optional T1 & T4) (compulsory T2 & T3)	College approved French Navy blazer with College crest. <u>Please note</u> that all secondary students must wear their blazers while travelling to and from the College, and for assemblies during Terms 2 and 3
Shoes	College approved polished black leather lace-up school shoes (see approved footwear p.18)
Scarf/Beanie (optional T2 & T3)	College approved navy blue and grey woollen College scarf or beanie
Muslim uniform items (optional)	College approved uniform items with College logo purchased from the MC Uniform Store
Hat	College approved wide brimmed hat
Bag	College approved MC backpack

## Sports/PE Uniform

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>Navy Blue wash and wear shorts with College logo - minimum length of mid thigh and should be modest in appearance</li> <li>Blue knitted polo shirt with College logo</li> <li>College approved sport pants (optional)</li> </ul> | <ul style="list-style-type: none"> <li>College approved soft shell jacket (optional) for <u>sport days only</u></li> <li>Plain white ankle socks (no visible logo)</li> <li>College approved wide brimmed hat</li> <li>College approved Muslim uniform items (purchased from the MC Uniform Store)</li> </ul> |
|---|---|



Warmer Weather Options



Cooler Weather Options



Sport Options

# Boys

## Uniform Options for Senior School Boys (Yrs 7-10)

Trousers and/or shorts	College approved grey permanent press
Shirt (short or long sleeve)	College approved sky blue shirt with College logo (shirt worn tucked in)
Tie (optional T2 & T3, compulsory for special events)	College approved tie with College logo. See page 16 for full requirements.
Socks	College approved short grey socks with College stripes
Knitwear (optional) (available in cotton or wool blend)	College approved navy blue V-neck jumper or vest with embroidered College logo
Blazer  (optional T1 & T4) (compulsory T2 & T3)	College approved French Navy blazer with College crest. <u>Please note</u> that all secondary students must wear their blazers while travelling to and from the College, and for assemblies during Terms 2 and 3
Shoes	College approved polished black leather lace-up school shoes (see approved footwear p.18)
Scarf/Beanie (optional T2 & T3)	College approved navy blue and grey woollen College scarf
Belt	Belt is compulsory for SS boys. Must be plain black leather with modest buckle and no other markings
Hat	College approved wide brimmed hat
Bag	College approved Macquarie College backpack

## Sports/PE Uniform

- Navy Blue wash and wear shorts with College logo - minimum length of mid thigh and should be modest in appearance
- Blue knitted polo shirt with College logo
- College approved sports pants (optional)
- College approved soft shell jacket (optional) for sport days only
- Plain white ankle socks (no visible logo)
- College approved wide brimmed hat



Warmer Weather Options



Cooler Weather Options



Sport Options

# Girls

## Uniform Options for Senior School Girls (Yrs 11-12)

Skirt	College approved skirt to be worn at the waist (hemlines to be kept at a modest level on the knee)
Blouse	College approved white blouse
Shorts or pants	College approved shorts/pants with embroidered College logo
Socks or tights	Plain white ankle length fold over socks (no visible logo) College ink navy stockings or tights
Knitwear (optional) (available in cotton or wool blend)	College approved navy blue V-neck jumper, cardigan or vest with embroidered College logo
Blazer  (optional T1 & T4) (compulsory T2 & T3)	College approved French Navy blazer with College crest. <u>Please note</u> that all secondary students must wear their blazers while travelling to and from the College, and for assemblies during Terms 2 and 3
Shoes	College approved polished black leather lace-up school shoes (see approved footwear p.18)
Scarf/Beanie (optional T2 & T3)	College approved navy blue and grey woollen College scarf or beanie
Muslim uniform items (optional)	College approved uniform items with College logo purchased from the MC Uniform Store
Hat	College approved wide brimmed hat
Bag	College approved MC backpack

## Sports/PE Uniform

- Navy Blue wash and wear shorts with College logo - minimum length of mid thigh and should be modest in appearance
- Blue knitted polo shirt with College logo
- College approved sport pants (optional)
- College approved soft shell jacket (optional)
- Plain white ankle socks (no visible logo)
- College approved wide brimmed hat
- College approved Muslim uniform items (purchased from the MC Uniform Store)





Warmer Weather Options



Cooler Weather Options



Sport Options



# Boys

## Uniform Options for Senior School Boys (Yrs 11-12)

Trousers and/or shorts	College approved grey permanent press
Shirt (short or long sleeve)	College approved white shirt with College logo (shirt worn tucked in)
Tie (optional T2 & T3, compulsory for special events)	College approved tie with College logo. See page 16 for full requirements.
Socks	College approved short grey socks with College stripes
Knitwear (optional) (available in cotton or wool blend)	College approved navy blue V-neck jumper or vest with embroidered College logo
Blazer  (optional T1 & T4) (compulsory T2 & T3)	College approved French Navy blazer with College crest. <u>Please note</u> that all secondary students must wear their blazers while travelling to and from the College, and for assemblies during Terms 2 and 3
Shoes	College approved polished black leather lace-up school shoes (see approved footwear p.18)
Scarf/Beanie (optional T2 & T3)	College approved navy blue and grey woollen College scarf or beanie
Belt	Plain black leather with modest buckle and no other markings
Hat	College approved wide brimmed hat
Bag	College approved MC backpack

## Sports/PE Uniform

- Navy Blue wash and wear shorts with College logo - minimum length of mid thigh and should be modest in appearance
- Blue knitted polo shirt with College logo
- College approved track suit (optional)
- College approved soft shell jacket (optional)
- Plain white ankle socks (no visible logo)
- College approved wide brimmed hat

## Hat Requirements

### Junior School

In keeping with SunSmart recommendations, Macquarie College has a 'no hat, no play' protocol in the Junior School.

The regulation wide brimmed hat is to be worn. These hats are made of a material approved by the Cancer Council because they provide students with the maximum possible sun protection available. They are purchased through the Uniform Store.

Hats are to be worn before school, at recess, at lunch times and after school while waiting for buses or cars. If a student does not have a hat, they must sit in the undercover area or they may also visit the Library.

Hats are also to be worn at PE or Sport programs, Mufti Days and on outside school excursions.

### Senior School

SS Students are expected to wear the regulation wide brimmed hat for:

- All practical PE classes conducted outdoors
- Outdoor Senior School sport
- Outdoor excursions
- Outdoor areas at lunchtime during T1 & T4 (these areas include basketball courts, tennis courts and handball courts)

## Make up and Nail Requirements

Make up should be discreet and not draw attention to the student.

Nail polish and/or fake nails are not permitted.

Students may be required to change and/or remove make up, nail polish and/or false nails at the discretion of the College.

## Swimwear Requirements

Swimwear must be one piece and modest in style. Bikinis are not acceptable. Rash shirts/sun tops and hats must be worn for all outdoor school swimming/beach activities.

## JS/SS Boys Tie Requirements

Ties for male students are a compulsory part of the academic uniform on occasions such as MC Academic Awards Chapels, MC Celebrates programs, when representing MC at various off-campus events or any other on or off campus event as published by MC. As such, the purchase and ownership of a tie is required as part of the academic uniform for all male students at MC.

Ties for male students at MC is an optional uniform item during Terms 2 and 3.

When using a tie, the top button of the uniform shirt must be fastened, with the tie itself positioned at the base of the wearer's neck using a neat Windsor Knot to close the tie.

## Hair & Hair Accessories Requirements

Hairstyles should emphasise neatness, cleanliness, moderation and avoid attention seeking styles (e.g., dreadlocks, mohawks, mullets, sharp lines and patterns and unnatural colouring are not acceptable). Colouring of hair is only permitted in natural hair colours.

Students may be required to change hair styles and/or remove artificial colouring at the discretion of the College.

Facial hair growth is not permitted. Students are expected to be clean-shaven.

Long hair (past collar length) must be neatly tied back. Hair ties and accessories must be in the College tartan or plain dark navy, and in keeping with the overall appearance of the College Uniform. See below for hair accessories available to purchase from our College Uniform Store.

At the discretion of MC, students in Years 7-12 may be permitted to wear long hair (past collar length) out for school photos or other MC approved events. Notwithstanding, students with long hair that is not deemed to be neat and/or tidy by MC may be required to tie back their hair at any such events. Any decision by MC in regards to a student's hair being tied back in such circumstances will be considered as final.



## Jewellery Requirements

Students wearing non-approved jewellery items may have them confiscated.

No jewellery is permitted with the exception of one 3mm metallic stud OR one small plain sleeper (8-12mm) in each lower ear lobe (immediately adjacent to the wearer's cheek). College regulation gold or silver studs ('Mini Traditional') and sleepers are available in the College Uniform Store. Students with any extra piercings must wear 'Invisi-Studs' which are also available from the Uniform Store.

Wristwatches are permissible, but must be discreet.

Where earrings are worn, the College takes no responsibility for injuries to students which may result from participation in school programs.



## Year 12 Jacket

A Year 12 jacket is an additional and optional uniform item for Year 12 students. The Year 12 jacket is only considered as an additional and optional uniform item once it is approved by the MC executive on an annual basis.

An approved Year 12 jacket may be worn as per the following outline:

- As an optional uniform item on Tuesday, Wednesday and Thursday only.
- To be worn on-campus at MC only, meaning that the jacket is not to be worn when travelling to and from school or at any off-campus events where the academic uniform is required. (In Terms 2 and 3 all Senior School students are required to wear the MC blazer when travelling to and from school).

The wearing of an additional uniform item by Year 12 students should be understood as a privilege extended to the graduating class. In circumstances where the MC uniform is not worn appropriately and to a high standard, the privilege of wearing the Year 12 jacket may be withdrawn.

## School Shoe Requirements

Polished black leather lace up 'conventional' school shoes are the acceptable standard.

Several brands such as Converse, Nike and Vans have introduced black leather lace up shoes onto the market and sell them in the school shoe section of stores. These shoes are too casual in appearance and do not constitute the more formal look required for the school uniform. The pictures below are examples of what is, and what is not, acceptable.

### Acceptable Styles (K-12).



### (Optional) Acceptable Styles (Yr 1 only).



### Unacceptable Styles (K-12).



## Sport Shoe Requirements

Shoes that fit correctly and offer good foot and joint stress protection are important factors in the purchase of sports shoes. The following provides guidance in terms of the types and appearance of sports shoes as part of the Macquarie College uniform.

### Acceptable Sport Shoe Styles



### Unacceptable Sport Shoe Styles

These include Dunlop Volleys, skate shoes and slip-ons as these do not provide sufficient foot support or protection for many sports activities.



## Mufti/Out of Uniform Expectations

Clothing worn by students on designated mufti/out of uniform days needs to be modest in appearance as per the following expectations:

- Midriffs must be covered
- Neck lines must be discreet
- No singlets are to be worn
- Shorts, skirts and dresses must be at least mid-thigh length without tears, gaps or holes in the garment which expose skin or undergarments
- Appropriate enclosed footwear must be worn so that students can continue to safely engage in all learning activities, including practical subjects
- MC uniform expectations in regards to hair, jewellery and hats also apply to mufti days
- Students who are dressed inappropriately will be sent to the office and parents/carers will be called to have the situation rectified

## Out of Uniform Procedures

Any student out of uniform must report to Student Services at the start of the day with a note from their parents/carers in order to be issued with a Uniform Pass/Sticker.

Uniform passes will only be issued under exceptional circumstances and, then, only when a letter from parents is supplied.

## Procedure for Maintaining Uniform Standard

### Senior School Teacher:

1. Check uniform prior to each class.
2. Affirm students who are wearing their uniform correctly.
3. Address students who are out of uniform:
  - a. Confiscate items (jewellery, phone). Label items and store them in the lockbox (Sports Centre, SS Office, Office 52) or at Student Services. Students can collect items at the end of the day from Student Services.
  - b. Issue an infringement sticker if the uniform can't be rectified.
  - c. Record uniform infringement on SEQTA:
    - i. SEQTA process - log on to SEQTA, select student - student notes - select uniform and register the type of concern (shirt, shoes, skirt, jewellery, hair, phone, ear pods, gum).
  - d. If there is a pattern of uniform infringement, classroom staff issue a restorative service and note on SEQTA.
  - e. Remind students why correct uniform is important - work readiness, pride in appearance, representing the self and College well.
4. Duty staff - remind students, without consequence, to fix uniforms that are out of place from play.
5. Sport uniform - students who have a training or gym session must wear their academic uniform to school and change during break times. Staff training teams may issue a pass to wear the sport uniform home. Students will require leather shoes for practical lessons after lunch.
6. Hats are to be worn Term 1 and 4 on the oval during lunchtime.
7. All staff will have access to Uniform Infringement stickers. If a student is out of uniform, they will be sent to Student Services to be issued a Uniform Infringement sticker and SEQTA note. This sticker informs other staff that the student has been spoken to about the uniform infringement.

House leaders will use the following schedule to respond to inappropriate uniforms.

1. 1st week - 2x Uniform - Restorative Service
2. 2nd week - 2x Uniform - Check in Check out
3. 3rd week - 2x Uniform - Internal suspension

If there is a pattern of incorrect uniform outside of these weekly checks, the wellbeing leader will use their discretion to respond appropriately to the pattern of infringement.

### Restorative Service

The House leader will send a scripted email to parents to inform them that their young person will be required to undertake a Restorative Service, where they will write out a plan to improve in this area, discuss this with the House leader, as well as outlining the next steps if there is no improvement.



### Check In Check Out

If the young person is unable to improve their uniform, they will be placed on a Check in Check Out (CICO), where the student is required to demonstrate improvement in their disposition and ability to wear their uniform across the school day (for one week). Parents to be informed about the continued uniform concern, about the CICO and next steps if the issue is not rectified.

The aim is focused on the young person receiving positive feedback from staff, aiming to improve the uniform concerns. House leader sends this feedback from staff to the family daily, communicating improvements or concerns.

### Internal Suspension

If the young person is unable to improve their uniform the House leader will;

- Place the student on a one-day in-school suspension.
- Hold a parent and student return to school meeting, reinforcing with the family the uniform expectations and ensuring there is a uniform improvement plan in place.
- If the student is unwilling to comply with the College expectations around uniform a student management committee will be held to determine the appropriate next steps to support the young person to improve their uniform standards.

At any stage, the Assistant Principal (Student Wellbeing), or their delegate, may fast track the following procedure in line with the previous history, motivation and attitude of the student.

### Junior School Teacher:

1. Check uniform prior to each class.
2. Affirm students who are wearing their uniform correctly.
3. Address students who are out of uniform:
  - a. Confiscate items (jewellery, phone). Label items and send them to student services. Students can collect items at the end of the day.
  - b. Record uniform infringement on SEQTA:
  - c. SEQTA process - log on to SEQTA, select student - student notes - select uniform and register the type of concern (shirt, shoes, skirt, jewellery, hair, phone, ear pods, gum).
4. If staff notice a pattern of uniform infringement with a particular student, the staff member will contact parents to discuss the concern. If there is no improvement, a House Leader will support further conversations with the student and family.
5. Duty staff - remind students without consequence, to fix uniforms that are out of place e.g. check hats on duty or tuck shirts in as students line up to enter class.

### **Purchasing Uniforms**

The College Uniform Store on campus supplies all uniform items with the exception of shoes. Secondhand items are also available at reduced prices.

### **Evaluation**

These guidelines will be reviewed as a part of a three-year school review cycle.



College Backpack  
Various sizes available  
Compulsory



College Tote  
Optional



College Library Bag  
Optional



College Wide Brim Hat  
Compulsory



Girls White Ankle Socks  
Compulsory



Boys Grey Socks  
with College Stripes  
Compulsory



Plain Black Leather Belt  
Optional JS  
Compulsory SS



College Tie  
Compulsory T2 & T3



Ink Navy Stockings/Tights  
Optional



College Beanie  
Optional T2 & T3



College Scarf  
Optional T2 & T3



Ink Navy Gloves  
Optional T2 & T3



HRIS Sport Shirt  
Optional



Navy Football Socks  
Optional



Replacement Buttons  
Optional

## Uniform Store

The Macquarie College Uniform Store is located under the Library, just next to the Canteen. The Uniform Store stocks the full range of the Macquarie College uniform, including both new and secondhand uniforms.

To order new uniform items, please use Munch Monitor - [Parent Information](#) | [New Account Registration](#)

For families who are yet to sign up via MunchMonitor please do so, with the following log in details

- school id: macqcollw
- password: munch2287

Download the [Terms for Consignment Items](#) – as at 26 November 2018.

Booking Uniform & Blazer fitting appointments via [School Online Booking System](#).

For detailed help on how to book uniform fittings via our online booking system – [Click here](#).

### For all enquiries, contact

Mrs Leslie Eldridge

Uniform Store Coordinator

Phone (02) 4954 6222 ext. 7

[Email Uniform Store](#)

### Normal Trading Hours:

Tuesdays and Thursdays

8.00am – 4.00pm

*Note: extended trading hours may be made available during T3 and T4. Please check the [website](#) for updated information.*







# **Believing in futures since 1901.**

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