

INVICTUS

Education Trust

Uniform Policy

Document Control and Version Control

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VERSION CONTROL			
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V 1.0	E. Myers	Jun 2022	New policy
V 1.1	E. Myers	Oct 2023	Move to new template; amendment to clarify uniform expectations (no cost implications) and changes to named personnel
V 1.2	M. Jones	May 2024	Update to Kinver section re acceptable trouser and skirts, and plain jumpers Update to Rufford section (polo shirt and T-shirt) Update to Wombourne's acceptable skirt, trousers and shoe section
V 1.3	M. Jones	Sept 2024	Minor change to Crestwood section. Change from plain black footwear to 'Plain black polishable leather footwear' LEA - introduction of pleated skirt

Contents

Aims	4
Our legal duties under the Equality Act 2010	4
Limiting the cost of school uniform	4
Expectations for our school communities	5
4.1 Pupils	5
4.2 Parents and carers	5
4.3 Staff	5
4.4 Trustees	5
4.5 Uniform expectations – secondary	6
4.6 Uniform expectations – primary	7
Links to other policies	7
Crestwood School uniform	8
Where to purchase	8
Pre-owned uniform	9
Additional support	9
Further information	9
Ellowes Hall Sports College uniform	10
Where to purchase	10
Pre-owned uniform	10
Additional support	11
Further information	11
Kinver High School uniform	12
Where to purchase	13
Pre-owned uniform	13
Additional support	13
Further information	13
Leasowes High School uniform	14
Where to purchase	14
Pre-owned uniform	15
Additional support	15
Further information	15
Pedmore High School uniform	16
Where to purchase	16
Pre-owned uniform	17
Additional support	17
Further information	17
Wombourne High School uniform	18
Where to purchase	19
Pre-owned uniform	19
Additional support	19
Further information	19
Rufford Primary School uniform	20
Where to purchase	20
Pre-owned uniform	20
Additional support	21
Further information	21

Aims

Our Uniform Policy aims to:

- Set out our approach to requiring a uniform that is of reasonable cost and offers the best value for money for parents and carers
- Explain how we will avoid discrimination in line with our legal duties under the Equality Act 2010
- Clarify our expectations for school uniform in each of our schools

Our legal duties under the Equality Act 2010

The [Equality Act 2010](#) prohibits discrimination against an individual based on the protected characteristics, which include sex, race, religion or belief, and gender reassignment.

To avoid discrimination, our schools will:

- Avoid listing uniform items based on sex, to give all pupils the opportunity to wear the uniform they feel most comfortable in or that most reflects their self-identified gender
- Make sure that our uniform costs the same for all pupils within each school
- Allow all pupils to have long hair (though we reserve the right to ask for this to be tied back)
- Allow all pupils to style their hair in a way that meets with the schools' expectations as detailed yet makes them feel most comfortable and complies with health and safety requirements
- Allow pupils to request changes to swimwear for religious reasons
- Allow pupils to wear headscarves and other religious or cultural symbols
- Allow for adaptations to our policy on the grounds of equality by asking pupils or their parents to get in touch with the relevant staff member in school who can answer questions about the policy and respond to any requests

Limiting the cost of school uniform

Our schools have a duty to make sure that the uniform we require is affordable, in line with statutory [guidance](#) from the Department for Education on the cost of school uniform.

We understand that items with distinctive characteristics (such as branded items, or items that have to have a school logo or a unique fabric/colour/design) cannot be purchased from a wide range of retailers and that requiring many such items limits parents' ability to 'shop around' for a low price.

We will make sure our uniform:

- Is available at a reasonable cost
- Provides the best value for money for parents/carers

We will do this by:

- Carefully considering whether any items with distinctive characteristics are necessary
- Limiting any items with distinctive characteristics where possible or providing more affordable purchase options such as through pre-owned uniform sales
- Limiting items with distinctive characteristics to low-cost or long-lasting items, such as ties
- Considering cheaper alternatives to school-branded items
- Avoiding specific requirements for items pupils could wear on non-school days, such as coats, bags and shoes
- Keeping the number of optional branded items to a minimum, so that the school's uniform can act as a social leveler or providing more affordable purchase options such as through pre-owned uniform sales

- Avoiding different uniform requirements for different year/class/house groups
- Avoiding different uniform requirements for extra-curricular activities
- Considering alternative methods for signaling differences in groups for interschool competitions, such as creating posters or labels
- Making sure that arrangements are in place for parents to acquire pre-owned uniform items
- Avoiding frequent changes to uniform specifications and minimising the financial impact on parents of any changes

Expectations for our school communities

4.1 Pupils

Pupils are expected to wear the correct uniform at all times (other than specified non-school uniform days) while:

- On the school premises
- Travelling to and from school
- At out-of-school events or on trips that are organised by the school, or where they are representing the school (if required)

Pupils are also expected to contact relevant staff member in school if they want to request an amendment to the uniform policy in relation to their protected characteristics.

4.2 Parents and carers

Parents and carers are expected to make sure their child has the correct uniform and PE kit, and that every item is:

- Clean
- Clearly labelled with the child's name
- In good condition

Parents are also expected to contact the relevant staff member in school if they want to request an amendment to the uniform policy in relation to:

- Their child's protected characteristics
- The cost of the uniform

Parents are expected to lodge any complaints or objections relating to the school uniform in a timely and reasonable manner.

Disputes about the cost of the school uniform will be dealt with in accordance with our trust's complaints procedure.

4.3 Staff

Staff will closely monitor pupils to make sure they are in correct uniform. They will give any pupils and families breaching the uniform policy the opportunity to comply, but will follow up with the headteacher if the situation doesn't improve.

Ongoing breaches of our uniform policy will be dealt with in accordance with the school's positive conduct policy.

In cases where it is suspected that financial hardship has resulted in a pupil not complying with this uniform policy, staff will take a mindful and considerate approach to resolving the situation.

4.4 Trustees

The trust board will review this policy and make sure that it:

- Is appropriate for each school’s context
- Is implemented fairly across each school
- Takes into account the views of parents and pupils
- Offers a uniform that is appropriate, practical and safe for all pupils

The board will also make sure that the school’s uniform supplier arrangements give the highest priority to cost and value for money, for example by avoiding single supplier contracts and by re-tendering contracts at least every 5 years.

This policy will be reviewed and approved by the trust board every three years. Where there are proposed significant changes to the uniform policy we will consult with parents.

4.5 Uniform expectations – secondary

Main uniform	<ul style="list-style-type: none"> - A school blazer and tie must be worn at all times. The blazer and tie must be worn correctly and blazer sleeves cannot be rolled up. - The top button of the shirt must be done up. Fashion shirts and polo shirts are not permitted. - Trousers must be full-length, plain and of a smart style in line with school expectations. Trousers must not feature decorative buttons or zips. Leggings, jogging bottoms, cuffed ankles or denim or cord type trousers are not permitted. - Skirts must be knee length, plain and of a smart style in line with school expectations. Skirts must not feature decorative buttons or zips and must not be made of Lycra, elasticated or jersey type material. - Any clothing worn underneath school uniform must not be visible.
Shoes, bags and coats	<ul style="list-style-type: none"> - Shoes must be plain black, polishable, smart, practical and in line with school expectations. Shoes must not have any visible logos. - Plain socks or tights that are in line with school expectations must be worn with all shoe types - Bags must be of a suitable size to carry exercise books/A4 folders and appropriate for use within the school. Fashion bags and handbags are not permitted. - Coats should be plain in colour and in a style suitable for school. Denim jackets, leather jackets, hooded sweaters, cardigans and tracksuit tops are not permitted. - Coats must only be worn in areas permitted by the school.
Jewellery	<ul style="list-style-type: none"> - One small plain stud earring per ear is permitted. - Earrings must be removed for all physical activity. - Other piercings such as nose studs, rings, or facial piercings are not permitted. - Ear stretchers, flesh tunnels and flesh plugs are not permitted. - One ring and a watch may be worn. - No other jewellery or fashion accessories are permitted.
Hairstyles	<ul style="list-style-type: none"> - Hair must be cut and styled in an appropriate manner that is suitable for a formal educational and professional environment. - Hair must not be dyed an unnatural or extreme colour, extreme length changes or tramlines are not permitted.

Make Up	<ul style="list-style-type: none"> - Any make up worn must be discreet. - False nails and nail extensions of any description are not permitted. - Nail varnish must be clear or nude. Neon colours, glitter or embellishments are not permitted.
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4.6 Uniform expectations – primary

Main uniform	<ul style="list-style-type: none"> - Trousers, skirts and pinafores must not be denim material. - Leggings may be worn underneath dresses/skirts.
Shoes, bags and coats	<ul style="list-style-type: none"> - Shoes should be low heeled and black in colour.
Jewellery	<ul style="list-style-type: none"> - A pair of small plain stud earrings (one in each ear lobe) are the only piercings permitted. - Other facial or body piercings of any other kind are not permitted.
Hairstyles	<ul style="list-style-type: none"> - Hair must not be dyed an unnatural or extreme colour.
Make Up	<ul style="list-style-type: none"> - Nail varnish is not permitted. - Make-up is not permitted.

Links to other policies

This policy is linked to:

- Each school’s positive conduct policy
- The trust’s complaints procedure



Crestwood School uniform

Required branded uniform items

- Crestwood branded school blazer
- Crestwood branded school tie

Required generic uniform items

- Mid-blue shirt / Mid-blue blouse
- Black trousers / black skirt
- Plain navy blue, dark grey or maroon socks / Black tights
- Plain black polishable leather footwear
- Suitable school bag

Required branded PE Kit items (printed/embroidered initials optional)

- Crestwood branded PE top
- Crestwood branded shorts / Crestwood branded skirt
- Crestwood specific football socks

Required generic PE Kit items

- Navy blue swimming trunks / navy blue swimming costume
- Football boots
- Shin pads
- Mouth guard
- Trainers
- Towel

Optional uniform items

- Navy blue V-neck pullover (branded version available but not compulsory). To be worn **underneath** the blazer and must not be worn instead of a blazer.

Optional PE Kit items

- Crestwood branded tracksuit top
- Navy blue tracksuit bottoms

Where to purchase

All items of our main uniform are available to purchase from Totally Uniform in Kingswinford. Crestwood branded ties are available to purchase from school directly. All branded items of PE kit are available to purchase from The Sports Shop in Kingswinford.

All non-branded items of main uniform and PE kit can also be brought more widely from high-street retailers and supermarkets but should be of a smart style and in keeping with our expectations.

Totally Uniform
806 High Street
Kingswinford
DY6 8AB
01384 270498

The Sports Shop
790 High Street
Kingswinford
DY6 8AA
01384 295941

www.totallyuniform.co.uk

www.thesportsshopkingswinford.co.uk

Pre-owned uniform

We are proud to be able to offer a pre-owned uniform service at Crestwood to help parents and carers with the cost of uniform, whilst at the same time reducing waste.

In order to be able to provide this service, any donations of outgrown uniform items in good condition are very much appreciated. Donations should be laundered and name labels removed and brought into school reception.

Parents can access our Uniform Exchange via the school website. Further details of the Uniform Exchange can be obtained via the school office.

Additional support

Where there are difficulties with parents/carers being able to purchase school uniform, please contact school reception, who will be able to discuss pre-owned options that are available. If this is not a suitable option, on an individual basis there may be the option for the school to purchase certain uniform items.

Further information

If you need any further information on our uniform expectations, please contact Mr D Boerm who can answer questions about the policy and respond to any requests.



Ellowes Hall Sports College uniform

Required branded uniform items

- Ellowes Hall branded school blazer
- Ellowes Hall branded school tie (school house specific)

Required generic uniform items

- White shirt / white blouse
- Navy blue trousers / Navy blue drop pleated or straight cotton knee length pencil skirt (branded option available but not compulsory)
- Plain navy blue, black or white socks / plain black or navy-blue tights
- Black shoes
- Suitable school bag

Required branded PE Kit items

- Ellowes Hall branded PE top
- Ellowes Hall branded shorts / Ellowes Hall branded skirt

Required generic PE Kit items

- Navy football socks
- Navy blue swimming trunks / navy blue swimming costume
- Trainers
- Towel

Optional PE Kit items

- Navy blue tracksuit bottoms / navy blue sports-type leggings (branded option available)
- Football boots

Where to purchase

All items of our main uniform are available to purchase online from Price and Buckland. Whilst Price and Buckland do charge postage and packaging for deliveries to home addresses, delivery to school is free-of-charge.

All non-branded items of main uniform and PE kit can also be brought more widely from high-street retailers and supermarkets but should be of a smart style and in keeping with our expectations.

Price and Buckland
www.pbuniform-online.co.uk/elloweshall

Crested Schoolwear
Churchill Shopping Centre
Dudley
DY2 7BL
www.crestedschoolwear.co.uk

Pre-owned uniform

We are proud to be able to offer a pre-owned uniform service at Ellowes Hall to help parents and carers with the cost of uniform, whilst at the same time reducing waste.

In order to be able to provide this service, any donations of outgrown uniform items in good condition are very much appreciated. Donations should be laundered and name labels removed please.

Parents requiring pre-owned uniform or wishing to donate uniform should contact school reception. Containers can be found in reception to drop off donated uniform. Available supplies of pre-owned uniform are stored in the parent meeting room, parents/carers are welcome to take any items before or after school hours.

Additional support

Where there are difficulties with parents/carers being able to purchase school uniform, please contact school reception, who will be able to discuss pre-owned options that are available. If this is not a suitable option, on an individual basis there may be the option for the school to purchase certain uniform items.

Further information

If you need any further information on our uniform expectations, please contact Mr Marsh or Mrs Salt who can answer questions about the policy and respond to any requests.



Kinver High School uniform

Required branded uniform items

- Kinver branded school blazer
- Kinver branded navy tie (this will be provided to all current students as of September 2024)
- Kinver tartan pleated blue skirt

Required generic uniform items

- Pale blue shirt / pale blue blouse
- Black trousers / Black skirt (either the school approved drop waisted pleated skirt with blue trim or Kinver branded skirt can be worn. A non-branded straight A-line skirt with a small back split is permitted as an alternative. Trousers should be straight leg and not tapered)
- Plain dark grey or black socks / Plain black or opaque nude tights
- Black shoes
- Suitable school bag

Acceptable Trouser Style

Trousers must:

- Be full-length (below the ankle / to the edge of the shoe)
- Be plain, straight leg (not tapered to the ankle) and of a tailored, smart style with no decorative buttons or zips.
- **Leggings, jogging bottoms, cuffed ankles, denim or cord type or figure-hugging trousers are not permitted.**

Acceptable Skirt Style

Skirts must be:

- Totally Uniform pleated blue tartan ONLY. Skirts must be worn to the knee.
- The existing school drop waisted pleated skirt with blue trim will no longer retail but may continue to be worn until January 2025.
- No other skirt will be accepted.
- **PREFECT SKIRTS:** These will be a different design to compliment the stripy blazer and will be communicated separately upon appointment to the role in May.

Required branded PE Kit items (printed/embroidered initials optional)

- Kinver branded PE top
- Kinver branded shorts / Kinver branded skirt / Kinver branded leggings
- Kinver branded navy-blue tracksuit bottoms (required for all GCSE PE students)

Required generic PE Kit items

- Navy football socks
- Football boots / second pair of trainers
- Shin pads
- Gum shield
- White training shoes

Optional uniform items

- Plain black V-Neck wool jumper (no jersey sweatshirt or round neck jumpers permitted)

Optional PE Kit items

- Navy blue Kinver branded tracksuit bottoms / navy blue Kinver branded leggings
- Royal blue base layer
- Kinver branded ¼ zip midlayer
- Kinver branded PE rain jacket

Where to purchase

All items of our main uniform are available to purchase from Totally Uniform in Kingswinford. All branded items of PE kit are available to purchase from The Sports Shop in Kingswinford.

All non-branded items of main uniform and PE kit can also be brought more widely from high-street retailers and supermarkets but should be of a smart style and in keeping with our expectations. Parents are advised to refer to the school's guidance images of acceptable / not acceptable uniform items that is available in the school planner.

Totally Uniform
806 High Street
Kingswinford
DY6 8AB
01384 270498
www.totallyuniform.co.uk

The Sports Shop
790 High Street
Kingswinford
DY6 8AA
01384 295941
www.thesportsshopkingswinford.co.uk

Pre-owned uniform

We are proud to be able to offer a pre-owned uniform service at Kinver to help parents and carers with the cost of uniform, whilst at the same time reducing waste.

In order to be able to provide this service, any donations of outgrown uniform items in good condition are very much appreciated. Donations should be laundered and name labels removed please.

Our pre-owned uniform service is run through Uniformd. For further information on how to donate or to purchase uniform please visit <https://www.uniformd.co.uk/parents>.

Additional support

Where there are difficulties with parents/carers being able to purchase school uniform, please contact school reception, who will be able to discuss pre-owned options that are available. If this is not a suitable option, on an individual basis there may be the option for the school to purchase certain uniform items.

Further information

If you need any further information on our uniform expectations, please contact Mr S Hussain who can answer questions about the policy and respond to any requests.



Leasowes High School uniform

Required branded uniform items

- Leasowes branded school blazer
- Leasowes branded clip-on school tie

Required generic uniform items

- Light blue shirt / light blue blouse
- Black trousers / Black skirt (or school approved drop waisted pleated skirt)
- Plain socks / plain black tights
- Black shoes
- Suitable school bag

Required branded PE Kit items

- Leasowes branded PE top
- Leasowes branded shorts / Leasowes branded skirt

Required generic PE Kit items

- Black football socks
- Trainers

Optional uniform items

- Plain black hijab

Optional PE Kit items

- Plain black tracksuit bottoms / Leasowes branded black sports-type leggings
- Leasowes branded sweatshirt
- Leasowes branded showerproof jacket

Where to purchase

All items of our main uniform are available to purchase locally from Dancers in Halesowen or online from Price and Buckland. Whilst Price and Buckland do charge postage and packaging for deliveries to home addresses, delivery to school is free-of-charge.

All non-branded items of main uniform and PE kit can also be brought more widely from high-street retailers and supermarkets but should be of a smart style and in keeping with our expectations.

Price and Buckland
www.pbuniform-online.co.uk/leasowes

Dancers Ltd
Peckingham Street
Halesowen
B63 3AR
0121 550 1237
www.dancersltd.co.uk

Pre-owned uniform

We are proud to be able to offer a pre-owned uniform service at Leasowes to help parents and carers with the cost of uniform, whilst at the same time reducing waste.

In order to be able to provide this service, any donations of outgrown uniform items in good condition are very much appreciated. Donations should be laundered and name labels removed please.

Parents requiring pre-owned uniform or wishing to donate uniform should contact school reception. Arrangements will then be made to collect or drop off. Pre-owned sales will take place during the year, these will be published in advance.

Additional support

Where there are difficulties with parents/carers being able to purchase school uniform, please contact school reception, who will be able to discuss pre-owned options that are available. If this is not a suitable option, on an individual basis there may be the option for the school to purchase certain uniform items.

Further information

If you need any further information on our uniform expectations, please contact Mrs N Wills who can answer questions about the policy and respond to any requests.



Pedmore High School uniform

Required branded uniform items

- Black blazer with Pedmore High School pocket badge (purchased separately)
- Pedmore branded school tie

Required generic uniform items

- Light blue shirt / light blue blouse
- Black trousers / Black skirt
- Plain black or white socks / plain black or natural shade tights
- Black shoes
- Suitable school bag

Required branded PE Kit items

- Pedmore branded long-sleeved top (year-round) *or* Pedmore branded polo shirt (summer/indoors) and Pedmore branded rugby shirt (winter/outdoors)
- Navy blue shorts / Navy blue branded skort (Branded option available but not compulsory)

Required generic PE Kit items

- Navy and pale blue football socks
- Trainers
- Football boots
- Shin pads
- Mouth guard

Optional uniform items

- Black V-Neck jumper with pale blue stripes
- Traditional pattern Muslim dress in black (may be worn over shirt and tie)
- Plain black headscarf

Optional PE Kit items

- Navy blue tracksuit bottoms (Branded option available)
- Pedmore branded quarter zip jumper
- Black, navy blue or white base layer top

Where to purchase

All items of our main uniform are available to purchase locally from Dancers in Halesowen.

All non-branded items of main uniform and PE kit can also be brought more widely from high-street retailers and supermarkets but should be of a smart style and in keeping with our expectations.

Dancers Ltd
Peckingham Street
Halesowen

B63 3AR
0121 550 1237
www.dancersltd.co.uk

Pre-owned uniform

We are proud to be able to offer a pre-owned uniform service at Pedmore to help parents and carers with the cost of uniform, whilst at the same time reducing waste.

In order to be able to provide this service, any donations of outgrown uniform items in good condition are very much appreciated. Donations should be laundered and name labels removed please.

Parents requiring pre-owned uniform or wishing to donate uniform should contact school reception. Arrangements will then be made to collect or drop off.

Additional support

Where there are difficulties with parents/carers being able to purchase school uniform, please contact school reception, who will be able to discuss pre-owned options that are available. If this is not a suitable option, on an individual basis there may be the option for the school to purchase certain uniform items.

Further information

If you need any further information on our uniform expectations, please contact Mr A Fisher who can answer questions about the policy and respond to any requests.



Wombourne High School uniform

Required branded uniform items

- Wombourne branded school blazer
- Wombourne branded clip-on school tie

Required generic uniform items

- White shirt / White blouse
- Black trousers /-Black drop waist pleated skirt
- Plain black socks / Plain black or natural coloured tights
- Black shoes
- Suitable school bag

Acceptable Trouser Style

Trousers must:

- Be full-length (below the ankle / to the edge of the shoe)
- Be plain, straight leg (not tapered to the ankle) and of a tailored, smart style with no decorative buttons or zips.
- Leggings, jogging bottoms, cuffed ankles, denim or cord type trousers are not permitted.

Acceptable Skirt Style

Skirts must:

- Be drop waist pleated knee-length skirts only. No other styles of skirt are permitted.
- Skirts must not feature decorative buttons or zips and must not be made of Lycra, elasticated or jersey type material.

Acceptable Shoe Style

Shoes must:

- Be plain black, polishable, smart, and practical. Shoes must not have any visible logos.

Required branded PE Kit items

- Wombourne branded PE top
- Wombourne branded shorts / Wombourne branded skirt

Required generic PE Kit items

- Navy and pale blue football socks (for football and hockey)
- White sports socks (allowed for all other activities)
- Shin pads
- Non-black sports trainers (not pumps)
- 3G pitch trainers – firm/hard ground moulded boots (no metal studs)
- Swimming shorts/one-piece swimming costume (no colour restrictions)
- Towel

Optional uniform items

- Navy blue V-Neck jumper (no jersey sweatshirt or round neck jumpers are permitted)

Optional PE Kit items

- Navy blue jogging bottoms (Branded option available but not compulsory)
- Wombourne branded ¼ zip midlayer
- Wombourne branded PE rain jacket
- Navy leggings/cycling shorts (Year 10 and Year 11 only)
- T-shirt and/or shorts to wear over swimming costumes
- Navy-blue base layer
- Gum shield

Where to purchase

All items of our main uniform are available to purchase from Totally Uniform in Kingswinford. All branded items of PE kit are available to purchase from The Sports Shop in Kingswinford.

All non-branded items of main uniform and PE kit can also be brought more widely from high-street retailers and supermarkets but should be of a smart style and in keeping with our expectations.

Totally Uniform
806 High Street
Kingswinford
DY6 8AB
01384 270498

www.totallyuniform.co.uk

Abbiss
High Street
Wombourne
WV5 9DN
01902 892300

Pre-owned uniform

We are proud to be able to offer a pre-owned uniform service at Wombourne to help parents and carers with the cost of uniform, whilst at the same time reducing waste.

In order to be able to provide this service, any donations of outgrown uniform items in good condition are very much appreciated. Donations should be laundered and name labels removed please.

Parents requiring pre-owned uniform or wishing to donate uniform should contact school reception. Arrangements will then be made to collect or drop off. We are working with Kingsway Church in Wombourne to provide a pre-owned uniform service.

Additional support

Where there are difficulties with parents/carers being able to purchase school uniform, please contact school reception, who will be able to discuss pre-owned options that are available. If this is not a suitable option, on an individual basis there may be the option for the school to purchase certain uniform items.

Further information

If you need any further information on our uniform expectations, please contact Mr Hamilton who can answer questions about the policy and respond to any requests.

Rufford Primary School uniform

Required branded uniform items

- Not applicable

Required generic uniform items

- Grey trousers / grey skirt / grey pinafore
- Gold polo shirt
- Navy blue jumper (branded option available) / Navy blue cardigan
- Plain black, grey, navy or white socks / plain black, navy or grey tights
- Black shoes / ankle boots / trainer style shoes

Required branded PE Kit items

- Not applicable

Required generic PE Kit items

- White T-shirt
- Black shorts
- Black pumps
- A pump bag clearly marked with child's name

Optional uniform items

- Grey shorts / blue or yellow stripe or check dress may be worn in summer
- Rufford branded fleece jacket

Optional PE Kit items

- Black or navy jogging bottoms and plain track suit top may be worn over PE kit in the cold weather

Where to purchase

CRESTED SCHOOLWEAR

Crested School Wear in Stourbridge.

27 Rye Market Shopping Centre

Stourbridge

DY8 1HJ

01384 918220

[Rufford Primary School – Crested School Wear](#)

Pre-owned uniform

We are proud to be able to offer a pre-owned uniform service at Rufford to help parents and carers with the cost of uniform, whilst at the same time reducing waste.

In order to be able to provide this service, any donations of outgrown uniform items in good condition are very much appreciated. Donations should be laundered and name labels removed please.

Parents requiring pre-owned uniform or wishing to donate uniform should contact school reception. Arrangements will then be made to collect or drop off.

Additional support

Where there are difficulties with parents/carers being able to purchase school uniform, please contact school reception, who will be able to discuss pre-owned options that are available. If this is not a suitable option, on an individual basis there may be the option for the school to purchase certain uniform items.

Further information

If you need any further information on our uniform expectations, please contact Mrs Bolton or Ms Laight who can answer questions about the policy and respond to any requests.