

**MANCHESTER
ENTERPRISE ACADEMY**

UNIFORM POLICY

Approved By:	Project Steering Group
On:	22nd April 2009

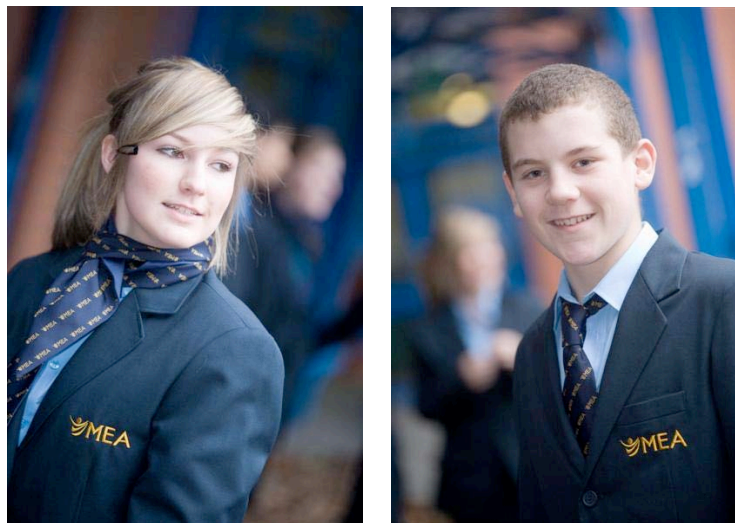
CONTENTS

Academy Uniform & Appearance Policy	3
Additional Uniform Information	4
Appendix 1; Uniform Process	5

Academy Uniform & Appearance Policy

- We believe that students should take pride in their personal appearance, and in membership of our Academy community.
- All Students must wear our Academy uniform in the Academy and whilst travelling to and from the Academy. In some instances students may be exempt or may have to wear a modified version. This is on an individual basis and at the discretion of the Principal.
- All items of uniform must be clearly labelled with the student's name.

UNIFORM



UNIFORM MUST BE WORN BY ALL STUDENTS. EXCEPTIONS AT THE DISCRETION OF THE PRINCIPAL

Manchester Enterprise Academy Uniform

2009 Uniform Package

Boys Uniform

Navy Jacket with Logo
Sky Shirt x 2
Navy Trousers
Clip Tie with logo
Navy Coat with Logo
School Bag with Logo

Girls Uniform

Navy Jacket with Logo
Sky Shirt x 2
Navy Trousers or Navy Skirt
Scarf with Logo
Navy Coat with Logo
School Bag with Logo

Boys PE Kit

Navy Polo Shirt with Logo
Navy Short
Navy ¼ Zip Sweatshirt with Logo
Navy/Sky Socks

Girls PE Kit

Sky Polo Shirt with Logo
Navy Shorts
Navy ¼ Zip Sweatshirt with Logo
Navy/Sky Socks

Total Cost per pack £81.00 including VAT (2009)

COST

Parents / carers will be required to pay a £22 contribution per child towards the £81 package for the academic year 2009/10

GRANTS may be available for those experiencing extreme hardship

Designated Administration staff will co-ordinate the purchase of additional items.

Additional uniform information:

Footwear – Girls shoes must be black and flat. No colour or bows.
Boys shoes must be black and flat.
Footwear that resembles trainers will not be acceptable.

Pumps will be provided if the correct shoes are not worn. These pumps will be treated to ensure hygiene procedures are followed.

Jewellery or Make-Up - including *nail varnish and false nails*, should not be worn at all by students. No Earrings. Watch only.

Hair - As a Health and Safety measure, long hair should be tied back from the face at all times with blue or black bobbles. This applies to both boys and girls. Anything used to tie the hair should be blue or black. Other colours are not acceptable. Hair bands are not to be worn. No extreme hair styles or colours are permissible.

If the correct uniform is not being adhered to:

1. Staff will ask why – using a sensitive approach.
2. Issue a note to the student
3. Refer the student to Student Coach who will give out an appropriate substitute – For example: pumps provided if students turn up in trainers. girl or boy
4. Repeated uniform issues feeds into the sanctions process

APPENDIX 1

MEA TIME LINE

UNIFORM PROCESS:

February to June:

SWI manufacture stock:

June- July (date to be confirmed)

School Uniform Sizing Sessions

- Provide SWI with an electronic copy (excel format preferable) of the students by the year group they will be in September 2009 (this will include the new intake)
- Sizing session will be managed and run by SWI for this year only
- SWI will need two consecutive dates at the school to hold the sessions
- We aim to organise the sizing sessions around the New Year 7 intake
- Students will be sized for their uniform and then given the uniform to take home

Facility at School for Sizing Session

- All students will be professionally sized by SWI Staff – A member of staff from the Academy of each gender will be present
- SWI will need a large facility. We suggest the Sports Hall and the changing rooms if possible.
- SWI will have pre-printed order forms with the child's name and form
- SWI will allow each student to try on each garment and the size will be recorded on the form A member of staff from the Academy will be present
- SWI will then fulfil the orders and the students will take their uniform away
- Note: SWI will have female staff for sizing of female students
- Note: Students not wanting to try trousers will have the option of being measured

July

- SWI give any missing orders out and sort any exchanges

August

- SWI delivers small amount of stock to Academy for Academy shop

September:

- Academy take over supply of uniform using SWI online ordering system
- SWI and Academy meet to review year and plan 2010

Invoicing

- SWI will breakdown the invoices for each year group
 - Year 7 No of Students
 - Year 8 No of Students
 - Year 9 No of Students
 - Year 10 No of Students
 - Year 11 No of Students
- Total Basic Uniform supplied No of Students x £81.00 (vat inclusive)

School Taking Over Supply

- MEA are to take over full supply by End of September 2009
- Before this date the Sales Representative will visit the Academy
- SWI will inform Academy of the buying prices for each of the garments
- MEA to confirm the optional garments
- SWI will design a student order form in Microsoft Word format
- The Academy is to input their selling price onto the form and use this for the students
- The Academy is to have set days during the week when students can place orders
- The Academy will then place bulk orders for delivery via SWI web site or bulk order forms
- SWI will not send be sending individual packages in for distribution