

Uniform Policy

GUIDELINES FOR STUDENTS AND PARENTS

Rules and Regulations:

1. The Uniform Policy (hereinafter referred to as the Policy) applies on all school days¹, special occasions and school functions² unless otherwise specified.
2. Parents and guardians are expected to support the school's uniform policy and ensure their child, as a student of the school, has the correct uniform, and that it is clean, in good repair and of appropriate fit. Parents are responsible for sending their child to school correctly dressed for school.
3. Students are required to dress up for school in accordance to this Policy. Class teachers will conduct uniform checks during morning and afternoon roll-calls every day whilst the Discipline Committee conducts uniform checks randomly.
4. Students should at all times wear proper school uniform (as listed in Appendix 1a) meeting the requirements of the Discipline Committee.
5. Students are required to wear formal school uniform (as listed in Appendix 1b) for Speech Day, formal school activities and other ceremonies as requested by the School.
6. Students must wear school uniform or PE uniform when leaving the school campus. School sports team members are allowed to wear team uniform when leaving the school campus after 5:30pm.
7. Items that are not listed in Appendix 1a, 1b or 2 are classified as non-uniform items even if a school badge is printed/pinned on them. Non-uniform items are strictly forbidden.

¹ School Days refer to days where school is in session and students are required to attend (including examinations and post-examination period).

² Special occasions and school functions include but are not limited to Apple Race, Speech Day, Swimming Gala, Sports Day, Christmas Service, Easter Service and End of Year Service.

8. Students who violate the Policy will have their names recorded on the Uniform Registry under the discipline system and will be referred to the Discipline Committee for follow-up action. Students will have their non-uniform item(s) confiscate³. Students should dress up properly immediately or on the next school day thereafter. Students who fail to follow teachers' instructions immediately will be directed to the Discipline Committee for follow-up action.
9. The Discipline Committee may evaluate and critique a student's interpretation of the uniform policy on the basis of his appearance at a particular time. The Discipline Committee's interpretations are final.
10. Student who need to wear special variants of the uniform in special circumstances, e.g., special shoes for extracurricular activities or medical reasons, should ask parents to apply and obtain permission through the teacher-in-charge/class teacher from the Discipline Master with supporting documents. A student is allowed to wear alternative uniform/clothes only after obtaining such permission⁴.
11. Students should not wear expensive items to school. The school is not responsible for any damaged, stolen and loss of such items.

³ Teachers and the Discipline Committee have discretion to decide whether the offense must be rectified immediately or not. The final decision rests with the Discipline Committee.

⁴ Extracurricular activities after 3:45 pm should be supervised by the teacher-in-charge. For special circumstances, the teacher-in-charge should apply in advance to the Discipline Committee for discretion if necessary.

PE lessons, sports activities and training:

1. The School's specified PE uniform includes:

- House Vest
- PE Shorts
- School Track Suit Pants
- School Track Suit
- White or black socks

Students should bring swimming gear when they have swimming-related activities on that day.

2. To stay warm during cold weather, students may wear a warm undershirt (white, grey or black, without visible brand label) under their house vest if needed, or wear a down jacket or vest (as per requirements of uniform) over the house vest.
3. Students must wear PE Uniform only for PE lessons (or team uniform for PE(HKDSE) lessons) and sports activities taking place within the school campus and training that is supervised by teachers, and any other school event authorized by the school, unless permission has been otherwise obtained⁵.
4. Students are not allowed to wear school uniform when participating in sports activities for safety reasons (Except for table-tennis at the Covered Playground).
5. Students should change into and out of their PE uniform only in the changing rooms situated around the school and in no other place.
6. Students should change into their PE uniform only at the start of PE lessons (including periods 1 to 5 of the day) and immediately before sports activities and training.

⁵ Teachers-in-charge of school team/sports activities should seek permission from the Headmaster if students need to wear non-uniform attire for sports activities and training on school days.

School activities and external competition:

1. Students should wear proper school uniform (as listed in appendix 1a and 1b) at all times when they participate in school activities or represent the school for any external competitions unless special permission is obtained by the Teacher-in-charge from the Headmaster. Athletes should change into PE uniform or Team uniform only when they arrive at the venue.
2. Teachers-in-charge should seek permission from the Headmaster in advance for exemption due to special circumstances or requirements of external competitions/school activities. Teachers who receive permission from the Headmaster should supervise the students.
3. Students who would like to design a spirit clothing/outfits for a student body⁶ with the school badge or school/team name on it should seek permission from the Headmaster through their Teacher-in-charge.
4. Teachers-in-charge of a student body that is applying for such permission are responsible for vetting the design prior to seeking permission. The permitted spirit clothing/outfit is not a school uniform and should not be worn in school during school days, school activities or school functions unless otherwise permitted.
5. Teachers-in-charge should seek prior permission from the Headmaster to wear spirit clothing/outfits during competition/school activities if special circumstances require it⁷.

⁶ A student body may be a school team, recognized student organization of the school or class.

⁷ Where permission is granted, except during competitions and school activities, students should wear proper school uniform when going to and returning from the competition/activity venue.

FOLLOW UP ACTION FOR THE UNIFORM POLICY

- The school expects students to wear proper school uniform on school days⁸, special occasions and school functions unless otherwise specified. (Students may be excused only with the approval from the Headmaster / Discipline Committee.)
- Teachers will confiscate any non-uniform item the student is wearing. Teachers may decide whether or not it is practical to confiscate the non-uniform item.**
- Teachers will register students that do not follow the requirements set out in this Policy to the Uniform Registry under the Discipline System.
- The Discipline Committee will undertake follow up actions of registered students in the following manner:

Number of Violations	Follow up actions
1 st time	<ul style="list-style-type: none"> • Confiscation of the non-uniform item if practical** • Warning message will be sent to parents • The student is required to copy points 1 to 11 of the “Rules and Regulations” in the uniform policy once • The student may collect the non-uniform item(s) on the same school day from 15:45 to 16:15

⁸ School Days refer to days where school is in session and students are required to attend (including examinations and post-examination period).

*******Students can apply for special arrangement with discipline teachers with regard to the confiscation under special circumstances. Students are allowed to have such an arrangement only after obtaining permission from the Discipline Committee. The final decision rests with the Discipline Committee.*

2 nd time	<ul style="list-style-type: none"> • Confiscation of the non-uniform item if practical** • Warning message will be sent to parents • The student is required to copy point 1 to 11 of the “Rules and Regulations” in the uniform policy once • The student will be sent to detention class once • The student may collect the non-uniform item(s) on the same school day from 15:45 to 16:15
3 rd time onwards	<ul style="list-style-type: none"> • Confiscation of the non-uniform item if practical** • The student will be sent to detention class twice • A meeting with parents will be arranged • The remark “Failed to comply with School Uniform Policy” will be put in student’s school report • The student may collect the non-uniform item(s) on the same school day from 15:45 to 16:15

- Students who have violated this Policy for the fourth time or more will be referred to the Discipline Committee and Student Guidance Team for follow-up action.
- Examples of follow-up actions as follows:
 - ✓ Meeting with the class teacher
 - ✓ Meeting with a member of Student Guidance Team
 - ✓ Meeting with the social worker
 - ✓ Meetings with Heads of the Student Guidance Team and the Discipline Committee
 - ✓ Meeting with Parents
 - ✓ Attending training course about self-discipline or related education session
 - ✓ Discipline report or/and Counselling report to Centre for Further Studies / Careers Office / External scholarship committee / Internal scholarship committee / Teacher-in-charge of ECA / Promotion meeting / Deans / Headmaster
 - ✓ Record on school report
 - ✓ Record in student profile
 - ✓ Warning letter
 - ✓ Detention class
 - ✓ Suspension

REQUIREMENTS OF SCHOOL UNIFORM

Items	Requirements
Hair style	<ul style="list-style-type: none"> • Natural hair colour, neat and tidy • Fringe may not reach to the eyebrows • Sideburns may not extend below the earlobes
Shirts	<ul style="list-style-type: none"> • Shirt style must be simple • All shirts must be plain white and spread - collared (with no brand name shown) • Plain white undershirts must be worn under the shirt • Top button of shirt must be fastened when wearing a tie • Short-sleeved shirt or long-sleeved shirt must be tucked in trousers
Trousers	<ul style="list-style-type: none"> • Black • Regular fit • Legs of trousers must be of heel length
Belt	<ul style="list-style-type: none"> • Plain black leather belt with plain buckle • The threads of belt must be black
Socks	<ul style="list-style-type: none"> • Plain black only (with no brand name shown) • Should cover ankle
Leather Shoes	<ul style="list-style-type: none"> • Plain rounded leather-shoes that are black (with no brand name shown on shoes) • Shoelaces and shoes' threads must also be black
Coats	<ul style="list-style-type: none"> • School blazer (listed in Appendix 1a and 1b) with authorized school badge • School overcoat (listed in Appendix 1a and 1b) with authorized school badge • Tops of the navy school tracksuit and white school team tracksuit⁹

⁹ Students are not allowed to wear the tops of the navy school tracksuit and school team tracksuit for Speech Day, Christmas Service, Easter Service, End-of-Year Service, formal school activities and other ceremonies where formal school uniform is requested by the school. The athletic pants of these tracksuits are not allowed to be worn as school uniform (listed in Appendix 1a).

Down jackets	<ul style="list-style-type: none"> • Navy only • No hood • Plain in style (with no brand name shown)
Sweaters	<ul style="list-style-type: none"> • Navy or grey only • Plain in style (with no brand name shown) • Long sleeved and V-necked sweater/ cardigan or V-necked vest can be worn • Buttons must be the same colour as the sweater
Accessories ¹⁰	<ul style="list-style-type: none"> • Glasses and watches¹¹ should be plain and modest • Scarf should be navy and plain in style
Badges	<ul style="list-style-type: none"> • Only the metal school badge is to be worn on the left side of the collar of the shirt or overcoats • Only authorized badges are to be worn on the left side of the school tracksuit and blazer at chest level

BECAUSE ALL VARIATIONS OR/AND COMBINATIONS OF UNIFORM CANNOT BE LISTED HERE, THE FINAL INTERPRETATION OF THE ABOVE REQUIREMENTS IN THE POLICY AND REQUIREMENTS RELATED TO STUDENTS' APPEARANCE RESTS WITH THE DISCIPLINE COMMITTEE.

¹⁰ Necklaces, bracelets, rings, ear-rings and strings of any kind are forbidden.

¹¹ Please refer to the Mobile Phone Policy for requirements of smartwatches.

Appendix 1(a)

School Uniform for normal school days



**Plain long (or short) sleeved shirt
Undershirt worn underneath**



**Black trousers with black belt
Regular fit and length covering heel**



**Plain navy or grey v-necked sweater
(may be long sleeved or vest)**



School Badge and School Tie



**Plain leather shoes
(black, rounded)**



School blazer with authorized school badge



School double breasted overcoat
School badge to be affixed at collar



School stand collar overcoat
School badge to be affixed at collar



White and navy tracksuit jackets



Plain navy down jacket (or vest)
No hood

Appendix 1(b)

Formal school uniform for school events and functions



Plain long (or short) sleeved shirt
Undershirt worn underneath



Black trousers with black belt
Regular fit and length covering heel



School blazer with authorized
school badge



School double breasted overcoat
School badge to be affixed at collar



School stand collar overcoat
School badge to be affixed at collar



School Tie



Plain leather shoes
(black, rounded)

Appendix 2

PE Uniform



House vest



PE shorts



School Track pants



White and navy tracksuit jackets