

17 September 2020



To: Parents and Carers

Dear Parent / Carer,

I am writing to you as we enter our second week being back in our academy. Many thanks for your ongoing support during our first week.

If you have any concerns at all, please make contact with the relevant Head of Year. We are all here to support each and every student here at the academy to be the best they can be. As a reminder, contact details for each Head of Year are:

Year 7: Ms Dunne dunnek@westlakesmat.org.uk

Year 8: Ms Clements clements@westlakesmat.org.uk

Year 9: Miss Kelly kellyj@westlakesmat.org.uk

Year 10: Ms Wightman wightmans@westlakesmat.org.uk

Year 11: Mrs Williamson williamsonc@westlakesmat.org.uk

Sixth form: Ms Robson and Mrs Brown robsonr@westlakesmat.org.uk and brownd@westlakesmat.org.uk

As we always share with you, the vast majority of our students are extremely smart and appreciate why we place high regard on their personal presentation and the way in which they wear their uniform.

Nonetheless, I have some concerns regarding skirt length and type of skirts being worn. We have a very clear expectation that skirt length needs to be at the knee and I have communicated this expectation to all students and parents/carers. I have attached our uniform policy for clarification. This policy has been ratified by our Governing Body and is widely available on our website for all to see. Please can you ensure all skirts are to the knee and are not body con. Body con skirts are not to be worn – skirts must be tailored and have a lining. I have taken the follow statement from the policy in relation to skirts for further clarification:

Skirt: *Skirts should be black, knee length and worn with black opaque tights. The hem of the skirt should lie / remain on the knee at all times. Body con skirts are not to be worn.*

Please note that trousers must also be tailored and ankle socks are not allowed.

Students who fail to meet our expectations will lose their social time from **Monday 28th September 2020**. Our uniform is not a fashion accessory; it is meant to be functional so the focus of all our students is on their learning rather than how they look. If you have any questions about this, please contact your child's Head of Year. Information will be shared with tutor groups about what is acceptable and what is not so that students are also aware.

We monitor uniform on a daily basis and work to ensure our expectations are clear and that all of our students wear their uniform in line with our policy. I appreciate your continued support with this.

Yours faithfully

Melissa Relph

Vice Principal

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Part of West Lakes Multi-Academy Trust





UNIFORM POLICY

DOCUMENT CONTROL

Author/Contact	Sophie McCabe Tel: 01946 820356 Email: contactus@westlakesacademy.org.uk	
Document Path & Filename	Staff General/Corporate Information/Policies and Procedures/Student/Uniform Policy	
Document Reference	Uniform Policy	
Version	02	
Status	Approved	
Related Policies		
Publication Date	June 2020	
Review Date	June 2021	
Approved/Ratified by	Governing Body Committee	9 th March 2020
Distribution:		
West Lakes Academy Staff		
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Any printed copies should therefore be viewed as “uncontrolled” and as such, may not necessarily contain the latest updates and amendments.		

Version	Date	Comments	Author
01	September 2019		Sophie McCabe
02	February 2020		Sophie McCabe

Families join West Lakes Academy because it is outstanding; it provides the best care and education for the community. Our students are extremely smart and we place the highest regard on their personal presentation and therefore the way they wear the uniform. We value the full support that parents / carers give the academy in ensuring that their child meets the uniform expectations and we expect our students to be in full uniform each day.

Students will be removed from lessons if they are not wearing the correct uniform or their hairstyle, makeup or jewellery does not meet with academy expectations. Parents/carers and/or students should check with the academy before purchasing items or colouring/styling hair if they are unsure of whether the item/hairstyle/hair colour will meet with academy expectations. The Principal's decision is final.

Our expectations are clarified below;

Skirt: Skirts should be black, knee length and worn with black opaque tights. The hem of the skirt should lie / remain on the knee at all times. Body con skirts are not to be worn.

Trousers: Trousers must be straight-legged and be plain black material only, i.e. no tapering (getting thinner) or flaring (widening) towards the ankle. Trousers that are skinny fit/skin tight, denim, made of heavy cotton material, contain Lycra, or similar stretchy / elastic fabric that would cause them to look skin tight/tapered or with logos are not acceptable. Trousers should not have additional buttons / zips / sequins / rips / studs / poppers / makers' labels or names on them.

Belt: Plain black only. Belt buckles should be discreet.

Shirt: Plain white shirt with collar (not fitted, tailored or blouses). Both long sleeved and short-sleeved are acceptable. No logos are allowed on shirts. Shirts should be worn with all buttons done up and also be tucked in properly to trousers/skirts.

Tie: West Lakes Academy year group tie. Ties should be worn with the knot covering the collar button of shirts and a minimum of 4 full stripes should be visible below the knot.

Blazer: Black eco blazer with academy logo.

Tights: Plain black opaque only.

Socks: Plain black only, not trainer socks.

Footwear: Formal black shoes only. Sandals, backless shoes, boots, plimsolls, or black trainers are not acceptable.

Coats: Coats/ other jumpers/scarves are not permitted to be worn in the building during the school day. These must be stored in the lockers provided, or securely in bags.

Hair: Extreme styles of hair are unacceptable. This may include: unnatural colours (for example red/plum/purple tinted), two tone/dip-dye hair, shaved lines, and shaved patterns, complete shaving of the head (classed as grade 1 or below), and any undercutting. Distinct changes in length (non-graduated) are permissible. However the style should remain more formal i.e. presented in a neat style at all times. Styles such as Mohicans, Mohawks, long spiking up of hair on top of the head or similar are classed as extreme styles and not permitted. If you are in any doubt please contact your child's head of year before getting hair cut/styled. The above are all examples, the lists are not exhaustive.

The academy's decision is final which is why we would always advise discussion with staff before any significant change of style is made.

Jewellery: For safety reasons, only one pair of small (<3mm) plain metal (silver or gold) stud earrings can be worn. One ring is allowed. Nose studs, tongue studs and all other forms of body piercing are forbidden in the academy and must be removed before entering the academy. If worn, these will be confiscated by staff and returned at the end of the day.

Religious Observance: Head coverings should be plain black.

Makeup: Makeup should be discreet. Nail varnish, false nails and/or nail art are not to be worn. False eyelashes are also not permitted. Students who are deemed to be wearing too much make up will be asked to remove it immediately. False tan is not appropriate or acceptable for school and is not in line with our expectations. If this is required for an external event please make contact with the relevant Head of Year. The academy makes reserves the right to make this decision.

PE Kit:

- Unisex academy PE shirt, choice of short or long sleeves
- Black shorts
- Black skirt (female)
- Black socks
- *NEW* PE hoody (optional)

For information: In every PE lesson, students are required to remove all items of jewellery. This includes earrings and watches. Earring tape is not considered acceptable to cover piercings; the earring must be taken out.

The academy will provide aprons in science, technology and art to protect the uniform in these subject areas.

Post 16 Expectations are clarified below;

At the beginning of each academic year every student in Year 12 and 13 will receive a letter outlining their sixth form pathway and our expectations including the latest guidance on uniform. A summary is provided below:

A young person's dress and appearance are matters of personal choice and self-expression and some individuals will wish to exercise their own cultural customs. However, Post 16 Students should select a manner of dress and appearance appropriate to the environment and their role and this may be different to that adopted in their personal life. Students should ensure they are dressed decently, safely and appropriately.

Post 16 Students in our academy are expected to wear clothing and accessories which:

- promote a positive and professional image;
- do not create a risk to either the wearer or others in the academy and is appropriate;
- are not likely to be viewed as offensive or revealing,
- does not distract, cause embarrassment or give rise to misunderstanding;
- is absent of any political or otherwise contentious slogans;
- is not considered to be discriminatory;
- Hair should be neat, tidy and well-groomed. Unconventional styles and extreme and unnatural hair colours are not acceptable.
- Jewellery must not be excessive or unconventional, with visible piercings limited to ears. Single nose studs may be worn for reasons of religious observance only.