

Ref: ABR/TKS/Parent/130

**13th July 2023**

Dear Parent/Carer

**Year 7 - September 2023**

It has come to our attention that a number of parents/carers have not received all the information regarding their child's transition, especially in relation to the school uniform.

Enclosed is the uniform information sheet with the date for the exchange event should your bundle not be the correct sizing for your child. In addition, any student who was allocated in the Local Authority's initial list, who has not already ordered their bundle, a generic pack has been put together for your child. If you would like to collect the bundle prior to the exchange event please contact the school and we can have the pack ready for you in reception to collect.

Any incorrectly sized uniform may be exchanged at the event which is being held here at Outwood Academy Brumby on Wednesday 19th July 2023. Timings have been allocated by the first letter of the students surname and are highlighted in the uniform booklet on page 3. Trutex will bring extra uniforms with them so those students who have been added later to the allocated list, or there has not been any uniform ordered may collect their bundle on the 19th July.

Should you require any further information regarding the academy, most things are available on our website [www.brumby.outwood.com](http://www.brumby.outwood.com), or you may contact us on 01724 708060 and we will be able to assist with any queries you may have.

I have also enclosed the school uniform policy for your perusal.

We look forward to seeing you soon.

Yours faithfully



Teresa Keates

**PA and Office Manager**

# **Uniform Policy**

<b>Document control table</b>			
<b>Document title:</b>		Uniform Policy (student)	
<b>Author (name &amp; job title):</b>		Katy Bradford, Chief Operating Officer	
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<b>Document History</b>			
<b>Version</b>	<b>Date</b>	<b>Change by</b>	<b>Note of revisions</b>
2	19.10.22	J.Slater - CEO Secondaries	Addition of optional skort for PE / dance.
3	13.12.22	K Bradford - COO	Removal of logo from skirts and trousers.

## Introduction and Background

In developing our uniform policy we have taken full account of the Education (Guidance about Costs of School Uniform) Act 2021 and the Department for Education's non-statutory guidance on school uniform.

Key points of this legislation and guidance are:

1. Parents should not have to think about the cost of a school's uniform when choosing which school to apply for. Therefore, schools need to ensure that their uniforms are affordable.

Since our Trust was established in 2009, we have provided every child joining our schools in Year Reception (primary), Year 3 (Junior) and Year 7 (secondary) with a free uniform 'bundle' that contains every compulsory uniform item to ensure that the cost of uniform does not restrict the ability to attend one of our schools. Similarly, for any school that joins the Trust we provide a free uniform 'bundle' for every child, to ensure that parents are not out-of-pocket as a result of the school's change of governance. We are committed to continuing this provision. The free bundle consists of:

### Primary

Cardigan or jumper

PE t-shirt

Cap

Book bag

### Secondary

Blazer

Tie

2 shirts

Skirt, trousers or tunic

PE jersey

PE t-shirt

PE shorts

PE socks

2. In considering cost, schools will need to think about the total cost of school uniform, taking into account all items of uniform or clothing parents will need to provide while the child is at the school.

Cost of uniform is a priority for our schools, this is minimised through the provision of a free uniform 'bundle' and families can apply for financial support through our Hardship Fund

if needed. Regular tendering has ensured that the price of uniforms for families has not risen significantly, the most recent tender secured an average 6% reduction in price on all items.

3. Schools should keep the use of branded items to a minimum.

The requirement for branded items is kept under regular review. In recent years we took the decision to remove the need for a branded shirt at our secondary schools, which we know was welcomed. More recently, we have also removed the need for branded skirts and trousers. We believe it is important to minimise branded items, whilst maintaining the quality and consistency of uniform and to avoid the distraction that can be created by lengthy discussions about what does and does not meet the uniform standards.

4. A school's uniform policy should be published on the school's website and available for all parents, including prospective parents, and easy for parents to understand.

This requirement is met by this policy, which is available on our website.

5. Schools should ensure that their uniform supplier arrangements give highest priority to cost and value for money (including the quality and durability of the garment) for parents.

Securing value for money has been the key driver within the Trust's procurement of school uniforms; both quality of material (including durability and wearability) and cost were tested with suppliers during the procurement process.

6. Schools should tender their uniform contracts at least every 5 years. Exclusive single supplier contracts should be avoided unless regular tendering competitions are run where more than one supplier can compete for the contract and where best value for parents is secured.

Our uniform contract is currently with Trutex. They were appointed following an open tender competition in 2020. This tender process achieved an average 6% reduction in price across the uniform range.

7. Schools should ensure that second-hand uniform is available for parents to acquire. Information on second-hand uniform should be clear for parents of current and prospective pupils and published on the school's website.

Our schools run multiple different schemes to ensure that second-hand uniform is available, these include uniform being available directly from the school, schemes with local charities and also via Trutex Pre-Loved, which can be accessed at [www.trutex.com](http://www.trutex.com) and sign in with code: LEA00980SC.

## **Our Uniform Policy**

It is important for the school and pupils that the way pupils present themselves is positive and acceptable and is in keeping with a disciplined and well-ordered establishment. It is expected that all pupils will come to school every day in a neat, clean uniform, giving the message that our pupils take pride in belonging to their school. The support of families is essential to this process.

A smart uniform improves discipline, self-esteem and self-respect. Uniform focuses attention upon learning and away from distractions.

So that all pupils have a sense of pride in their appearance, we ask that the uniform is worn appropriately and in its entirety as described above.

Pupils not adhering to the uniform code will be supported in ensuring they do not face discrimination because of this. Pupils arriving to school in incorrect uniform will be supported to rectify this by loaning items of uniform from the school. Parents will be informed that this has taken place so they can assist with ensuring the correct uniform is worn in future.

On occasions, where medical conditions are evidenced to the school, there can and will be reasonable adjustments made.

## **Hardship**

Our Hardship Fund is a discretionary source of financial help available to all registered full-time school students. This Fund is available to help students/parents who have difficulties in paying for uniform, shoes or sports equipment. Please see the Hardship Policy ([link](#)) on the school website for details of how to apply for this funding.

## **Nail Polish**

Nail polish and any type of false nails (including clear gels, acrylics, extensions, Shellac etc) are not allowed.

## **Jewellery and Make-Up**

No jewellery is allowed except a wrist watch and a Medic Alert necklace or bracelet. Smart watches are not allowed in the school. If any student is thinking about having their ears pierced, or any other piercing, this should be done at the start of the summer holiday, as no student will be allowed to wear earrings or any other jewellery at any time.

Noticeable make-up is not allowed, any make-up must be discreet. The decision as to what qualifies as discreet rests with the Principal and Executive Principal of the individual school. False eyelashes are not to be worn and henna is not allowed.

## **Hair**

Hairstyles and colour should be sensible and not cause distraction.

Please check with your child's Learning Manager before considering any dramatic changes to style or colour. No offensive patterns should be shaved into hairstyles. No scarves or bandanas are allowed (unless for religious reasons). Hair accessories can only be worn in the hair and must be black or school purple.

## **Religious Dress**

We recognise that some students may wish to wear distinctive garments for religious reasons. However, the school reserves the right to determine the religious garments and symbols that will be allowed after consultation with the representatives of parents/carers and local leaders of the relevant religious groups. No dress will be allowed that covers any part of the face from forehead to chin in the interests of safety. It is vital that the school staff have full visibility of students' faces and can recognise at all times who is in school. Should parents/carers require their child to wear a specifically religious garment or symbol, they should contact the School who, after consultation, will contact the parent/carer with a decision.

Current guidelines permit the following:

- Religious head covering may be worn but must be plain, as well as of an agreed colour to be fixed upon by the School. In most cases, the standard colour would include black, purple or white, although exceptions may be made in consultation with the school. In addition, clips and pins to hold the covering in place should be plain and undecorated.

## **Religious symbols**

The wearing of unobtrusive religious symbols will normally be allowed as a waiver to the policy on jewellery, provided that:

- the item is an extremely important mark of faith.
- by wearing it, no pressure is brought on other pupils.
- it generally is not seen, because it is under other clothing.
- there is no health & safety risk.

- Permission for a waiver has been obtained in advance of it being worn, from the Principal, and permission granted in writing.

## Equal Opportunities

In determining and implementing the uniform policy Academies will take account of our Equality & Diversity Policy ([link](#)) and the needs of individual students.

## Primary Uniform

The primary school uniform consists of the below, and must not be altered in a way that changes the style of the item.

- Purple sweatshirt or cardigan, with school logo
- White polo shirt
- Grey skirt, trousers or school shorts
- Grey socks or tights
- Black shoes

## Shoe Policy

Only plain black shoes are allowed to be worn with the uniform. The shoes should be free from embellishments and decorations. No trainer-like shoes, boots, pumps or canvas shoes (including 'Vans') will be allowed. Heels should be no higher than 2.5cm/1 inch.



If students are not wearing the correct footwear they will be expected to borrow a pair of shoes from SID/Student Reception/Learning Manager - the shoes will be treated with a hygienic spray before each use.



## Hair

Hair accessories should be kept to a minimum and should be small and simple.

## Summer Uniform

The summer uniform consists of purple dress or grey shorts, white socks, and black shoes, and may be worn after the Easter holidays until October half term.

## PE Kit

The children are required to wear:

- White t-shirt
- Black shorts
- Black socks

## Secondary Uniform

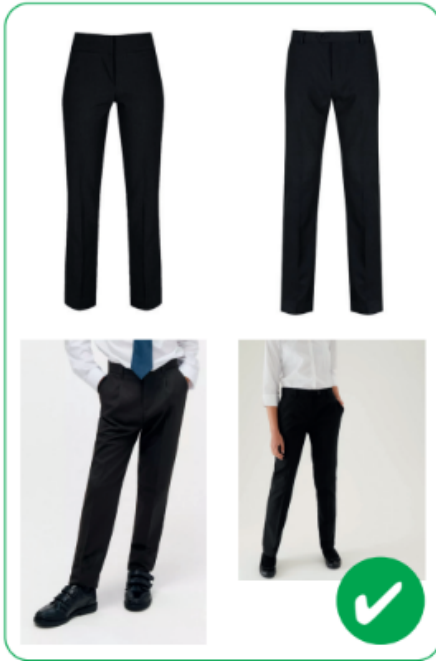
As part of the Outwood Family, the uniform consists of the items below, and must not be altered in a way that changes the style of the item.

## Required Uniform

- School or plain white, long or short sleeved, shirt with a stiff collar
- School or tailored trousers, skirt or tunic dress - black (see below)
- Outwood clip-on tie
- Outwood jacket - black, with school logo
- Plain black socks (with trousers only) or 40 denier plain black tights (with skirts)
- Plain black shoes - no trainers, boots, pumps or canvas shoes will be allowed (see Shoe Policy above)

## Trousers

- must be plain black and in a tailored formal style;
- must not be cropped, tight/skinny fit, made of stretch or patterned fabric. They should not have decorative buttons, buckles or fashion belts;
- jeans, flares, cargo or bootlegged trousers, tracksuit bottoms, jeggings or leggings are not acceptable.

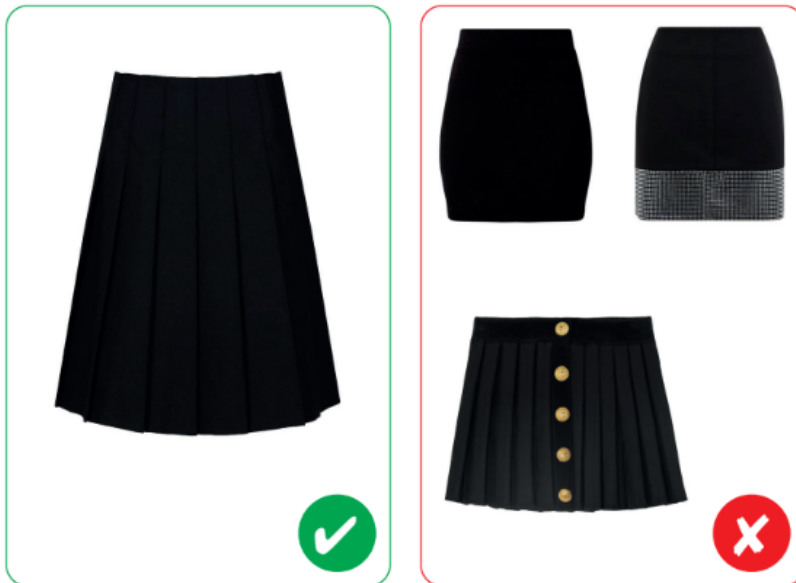


**Skirts (please see below for Haydock and Hindley)**

- must be plain black and in a tailored formal style. Skirts may be A-line, pencil or pleated (twin, knife or box pleat);
- tight-fitting, tube skirts are not acceptable;
- must sit on or just above the knee;
- must not be made of jersey, stretch or patterned fabric;
- must be worn with a minimum of plain black 40 denier tights.



**North-West schools only** (Outwood Academy Haydock and Outwood Academy Hindley)  
a 2 inch box pleat skirt, a minimum of 18 inches in length, must be worn.



### Optional Uniform

- Plain black V neck or school V neck jumper - sleeves need to be full length.

### Shirts, Jumpers and Jackets

- Jackets must be worn with the sleeves down
- Sleeves on shirts, jumpers or jackets must not be rolled up at any time
- Shirts must be tucked in
- Only badges agreed by the school may be worn on jackets. Other badges, e.g. charity badges, must only be on outdoor coats or bags
- Consequences can/will be issued for any uniform misdemeanour

### Ties

Ties must not be defaced with writing or by pulling threads. Pupils will be asked to buy a new tie if they are damaged in this way.

### Shoe Policy

Only plain black shoes are allowed to be worn with the uniform. The shoes should be free from embellishments and decorations. No trainer-like shoes, boots, pumps or canvas shoes

(including 'Vans') will be allowed. Heels should be no higher than 2.5cm/1 inch.



If students are not wearing the correct footwear they will be expected to borrow a pair of shoes from SID/Student Reception/Learning Manager - the shoes will be treated with a hygienic spray before each use.

### Outdoor coats

Outdoor coats should be fit for purpose and have no large logos. Please note that hoodies, fur, denim and studded leather jackets are not allowed. We also recommend that children who walk, scoot or cycle to school wear an item with high visibility, particularly in the darker winter months.

### Bags

Students require a school bag which is large enough to fit a school planner and A4 workbooks.

### PE Uniform

#### Required PE Uniform

- School Purple polo top
- Purple/black school games top
- Black plain shorts/skort
- Plain black knee length games socks
- Trainers - Non-marking sole with a good grip and with laces/velcro, providing support to ankle & foot

Please note that pumps do not provide adequate support for the foot or ankle.

We strongly recommend:

- Gum shield - for rugby/hockey
- Shin pads - for football/hockey

Optional PE Uniform

- Football boots
- Plain black tracksuit (no logos) or midlayer top
- School tracksuit bottoms or plain black tracksuit bottoms
- 3/4 zip fleece
- Black leggings which can be worn under PE shorts
- Black plain skort
- Plain white long sleeved t-shirt may be worn in place of the school purple polo top in warmer weather or for religious or health reasons

## **Drama**

Where students change for Drama:

- School tracksuit bottoms or plain black tracksuit bottoms/leggings
- Purple school polo top

## **Dance**

Where students change for Dance:

- Plain black leggings
- School tracksuit bottoms or plain black tracksuit bottoms
- Purple school polo top

## **Tights**

Tights must be plain black, opaque (not patterned) and a minimum of 40 denier. Nothing else should be worn on top or under the tights such as additional socks.

## **Music**

We strongly advise that students use a hard case to transport their musical instrument to and from the school to offer the best possible protection for the instrument. The case must be clearly labelled with the student's name. It is the student who is responsible for ensuring their instrument is stored safely. The school will not be responsible for damage caused due to improper storage or unsuitable protection.

## **Other Equipment**

All students will need a pen, pencil, ruler and rubber. A scientific calculator; we recommend Casio FX-85, a pair of compasses, a protractor and a dictionary would also be useful.

## **Ordering Uniform**

The items of the uniform which have the Outwood logo on, must be ordered from Trutex or locally approved stockists. You can visit their website [here](#). Simply click on the 'register' button and enter our unique code which can be found on the relevant school website.

Trutex Pre-Loved is available at [www.trutex.com](http://www.trutex.com) and sign in with code: LEA00980SC.





# TRUTEX DIRECT



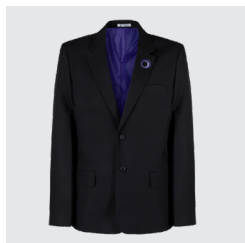
★★★★★  
**MADE  
TO LAST**  
SCHOOLWEAR

**HASSLE  
FREE  
RETURNS**

**FREE  
DELIVERY**  
ON ORDERS  
OVER £40

## Introducing your 2023 Uniform Provider

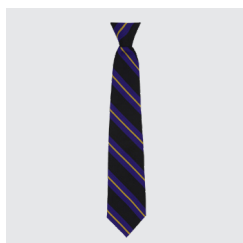
As part of joining Outwood Academy Brumby the trust provides a set of uniform for all students in year 7. **This uniform bundle includes:**



School Blazer



Twin Pack Shirt or Blouses



School Tie



Trousers or Skirt



P.E Polo



Games Jersey



P.E Short



Sports Sock

## Bundles:

Outwood Grange Academies Trust works with school uniform manufacturer Trutex to supply the uniform bundles. These uniform bundles will be distributed at a “collect event” and an “exchange event” where you are able to change any items that you may require for size.

## How to order:

To order your child’s bundle of uniform please complete the below **order link**, by using the link or scanning the **QR code**. Please only complete this once per student and use the name provided for the academy register. To help with sizing your child we have included links to size guides on the below order form links.

To receive the academy provision of uniform, your order must be placed by **Sunday 14th May 2023**.

### Boys online form



<https://www.surveymonkey.co.uk/r/MYHFPSS>

### Girls online form



<https://www.surveymonkey.co.uk/r/MYG2B8M>

## Picking up your new uniform bundle:

Please see collection event table below. If you cannot attend the collection event, please ask a relative or friend to collect on your behalf. We ask if just one person can attend to collect this uniform bundle where possible to avoid overcrowding in a small area.

Collection Event		
Date of Collection Event	Collection Time	Group to attend time slot (First letter of students surname)
Wednesday 12th July 2023	3.30pm-3.50pm	A & B
	3.50pm-4.10pm	C & R
	4.10pm-4.30pm	D, E, F & G
	4.30pm-4.50pm	H, I, J, N & O
	4.50pm-5.10pm	K & P
	5.10pm-5.30pm	L & M
	5.30pm-5.50pm	S
	5.50pm-6.10pm	Q, V, W, X, Y & Z
	6.10pm-6.20pm	T & U

## Need to change an item?

Please see exchange event table below. Items returned for exchange must be in a re-sellable condition, please keep any hangers/packaging of the items you want to exchange. Due to hygiene reasons socks cannot be exchanged if tried on, the shoe size is displayed on the packaging. If you cannot attend the exchange event, please ask a relative or friend to collect on your behalf. We ask if just one parent/carer and the student can attend the exchange event to avoid overcrowding in a small area.

Exchange Event		
Date of Collection Event	Collection Time	Group to attend time slot (First letter of students surname)
Wednesday 19th July 2023	3.30pm-4pm	A & B
	4pm-4.30pm	C & R
	4.30pm-5pm	D, E, F & G
	5pm-5.30pm	H, I, J, N & O
	5.30pm-6pm	K & P
	6pm-6.30pm	L & M
	6.30pm-7pm	S
	7pm-7.30pm	Q, V, W, X, Y & Z
	7.30pm-7.45pm	T & U

Can students who would like to try garments on at the exchange event please be suitably dressed to perhaps try things on, over own non-bulky clothing where possible.

## Queries?

If you have a query about your new uniform bundle please email us [outwoodbundles@trutex.com](mailto:outwoodbundles@trutex.com). If an exchange is required after the above exchange event date has passed, please contact your Outwood Academy for further help.

## Need more uniform?

If you require additional or extra items you can shop with Trutex Direct online [www.trutex.com](http://www.trutex.com) using the academies unique reference code: **LEA00643SC** to view all Outwood uniform items.

Please see attached the Trutex Direct flyer which gives you all the order information required. A copy of this flyer will also be in your child’s uniform bundle.





## HOW TO ORDER & CONTACT US

1

### Register or login at [www.trutex.com](http://www.trutex.com)

Simply enter your school code **LEA00643SC** to start shopping.

2

Shop your uniform items and choose your delivery - **FREE on orders over £40**

3

Pay using debit card, credit card, Paypal, or Klarna

**Klarna.**

*Klarna - Split your order into 3 interest free payments*



### Live Chat

**9am - 5pm** off peak  
**8am - 8pm** peak  
This is the quickest way to contact us



### Email Us

Email [td@trutex.com](mailto:td@trutex.com) stating your order number followed by your query. Emails will be responded to within 48hrs. Please check your junk folder for responses



### Phone Us

Call **01200 421206** to speak to a Customer Service Representative

## DELIVERY

### DPD Ship2shop: £3.50

This service is **FREE** on orders over £40

### Standard Delivery: £4.98

This service is **FREE** on orders over £40

### Next Day Delivery: £6.98

Orders placed before 2pm Monday - Thursday, Fridays order before 12 noon for next working day delivery. (Monday - Friday excluding bank holidays)

### Hassle-free Returns and Exchanges

We will be happy to refund or exchange any item(s) that you are not completely satisfied with, as long as they are returned in an unused condition, within 14 days of receipt. Exchanges can be made up to 60 days from delivery. Please log your return at <https://trutex.gfs-returns.com> using your order number and email address. You can then generate your free returns label. Parcels are dropped at your local DPD shop location. Returns may take up to 7 working days to be processed by Trutex and you will be notified when this has been done. Refunds can take up to 14 days and will be processed according to your payment method. Exchange orders (like for like product only) will be sent as soon as possible in line with stock availability. Please email us with queries at [td@trutex.com](mailto:td@trutex.com) and we will be happy to help.

Please ensure a phone number is included on your returns note so we can arrange any additional payment if required. Replacement items will not be despatched until payment has been received.

# Did you know?

## You can donate your out grown uniform & purchase pre-loved online



### Step 1

Donate your used uniform in the recycle points found in school

### Step 2

Trutex will collect, wash and repair ready for resale

### Step 3

Visit [trutex.com](http://trutex.com) using school code **LEA00980SC** to purchase pre-loved uniform

Where garments are not suitable for re-sale, Trutex will recycle.

[www.trutex.com](http://www.trutex.com)

