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## UNIFORM AND APPEARANCE POLICY

June 2023

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**BELFAST  
ROYAL  
ACADEMY**

<b>Title</b>	Uniform and Appearance Policy
<b>Summary</b>	Guidance for pupils, parents and all members of staff to allow for consistency in relation to the expected standards of uniform and appearance of all pupils in the School.
<b>Purpose</b>	To ensure that pupils and their parents are aware of expectations in relation to pupil appearance and uniform.
<b>Operational Date</b>	June 2023
<b>Next Review Date</b>	August 2025
<b>Author</b>	Vice Principal (Pastoral)

  

<b>To be posted on School website</b>	Yes
<b>Date and version posted (if applicable)</b>	September 2023

Related documents:

- Positive Behaviour Policy
- Pupil Responsibilities Document
- Mobile Phone and Electronic Devices Policy
- Honours Policy

## INTRODUCTION

Belfast Royal Academy takes pride in our pupils' appearance, and we believe that our school uniform is an important part of creating a sense of belonging to the School as well as setting the high standards we expect from all of our pupils.

All pupils are encouraged to wear their uniform with a sense of pride. Members of staff have high expectations for pupils in relation to their appearance and with regards to them all wearing the uniform correctly.

The School would ask for parental support in promoting the importance of uniform and appearance as it is our belief that good presentation is an attribute important for later life.

## APPEARANCE

- Visible jewellery, including rings, earrings, studs and piercings of any form, are not appropriate in association with school uniform and should not be worn at any time.
- Pupils should be clean shaven at all times (even when on educational trips or study days).
- Pupils are not permitted to have any form of visible tattoo. *The tattooing of any person under the age of 18 is an offence under the Tattooing of Minors (Northern Ireland) Order 1979 and could lead to the prosecution of the tattooist.*
- False eyelashes are not permitted.
- Hair should be of an appropriate style; clean, neat and tidy, and not dyed an artificial colour. It should also not cover a pupil's face or eyes. The style should be such that it does not invite comment or debate. Appropriate hair style is a common requirement in the workplace, and school should be no different.
- Relevant adjustments to reflect either religious or cultural beliefs are also permitted through direct consultation with the School.

## BOYS' UNIFORM

1. A single-breasted navy-blue B.R.A. blazer (or a Sixth Form blazer).
2. A B.R.A. tie.
3. A white shirt.
4. Charcoal grey or black flannel trousers. (Any exaggerated styles are unacceptable.)
5. **Plain black or brown leather shoes that are able to be polished.** Exaggerated styles are disapproved, and **boots, canvas shoes or trainer-style shoes should not be worn.**
6. Socks should be plain and subdued in colour.
7. (a) Forms I, II and III:  
A regulation mid-grey V-neck pullover with stripe.  
  
(b) Forms IV, V, LVI and MVI:  
A mid-grey V-neck school pullover, stripe optional, or a plain mid-grey V-neck school cardigan.
8. There are no prescribed hats or gloves, but if worn, they should be plain and navy-blue, black, grey or maroon in colour.
9. There is a school coat. If a non-school coat is worn it should be plain, and black or navy-blue in colour.
10. Pupils may wear a regulation, navy PE top (1/4 zip) under their blazer. No other top, apart from the ¼ zip, is allowed under the blazer (see page 6).
11. Outdoor uniform may include a regulation B.R.A. scarf.
12. Schoolbags: books should be carried in a schoolbag which gives good protection against wear and tear.
13. Boys are required to be clean shaven and to keep their hair clean, neat and tidy, in a conventional style, clear of their face. Peculiar or exaggerated styles are unacceptable such as **skin fades, closely cropped, bleached, dyed, tinted or highlighted hair, hair worn as curtains over the eyes, and levels, patterns or lines cut into the hair.**
14. Boys are not permitted to wear jewellery with the school uniform (this includes earrings of all types). Jewellery worn in school may be confiscated. Watches may be worn – not a smart watch. The Joint Council for Qualifications (JCQ) requires all examination centres to reinforce the rules and regulations about unauthorised items during external examinations. As a result of the JCQ guidance, all pupils who are sitting any school examinations are not permitted to wear a watch. Further information is outlined in the Mobile Phone and Electronic Devices Policy.
15. Only school related badges should be worn on the school blazer.

## GIRLS' UNIFORM

1. A single-breasted navy-blue B.R.A. blazer (or a Sixth Form blazer).
2. A B.R.A. tie.
3. A white blouse, buttoning to the neck. In the summer term a regulation white blouse with open neck and short sleeves may be worn.
4. (a) Forms I, II and III:
  - (i) A regulation navy-blue skirt (mid-calf length);
  - (ii) A regulation navy-blue V-neck pullover with stripe;
  - (iii) During September and in the summer term, plain white ankle socks may be worn. Between the end of September and Easter, plain black heavy-weight tights should replace these socks.(b) Forms IV, V, LVI and MVI:
  - (i) A regulation grey skirt (mid-calf length);
  - (ii) A mid-grey V-neck school pullover, stripe optional, or a plain mid-grey V-neck school cardigan;
  - (iii) Plain black tights.
5. Plain, black, sturdy leather shoes (not boots), flat or with stable heels no higher than 6 cm (measured at the back of the heel). Patent shoes are acceptable. **High-heeled court shoes, canvas shoes or trainer-style shoes should not be worn.**
6. There are no prescribed hats or gloves, but if worn, they should be plain and navy-blue, black, grey or maroon in colour.
7. There is a school coat. If a non-school coat is worn it should be plain, and black or navy-blue in colour.
8. Pupils may wear a regulation, navy PE top (1/4 Zip Top) under their blazer. No other top, apart from the ¼ Zip Top, is allowed under the blazer (see page 7).
9. Outdoor uniform may include a regulation B.R.A. scarf.
10. Schoolbags: books should be carried in a schoolbag or briefcase which gives good protection against wear and tear.
11. Girls are not permitted to wear jewellery with the school uniform (this includes earrings of all types). Jewellery worn in school may be confiscated. Watches may be worn – not a smart watch. The Joint Council for Qualifications (JCQ) requires all examination centres to reinforce the rules and regulations about unauthorised items during external examinations. As a result of the JCQ guidance, all pupils who are sitting any school examinations are not permitted to wear a watch. Further information is outlined in the Mobile Phone and Electronic Devices Policy.
12. Girls are required to keep their hair clean, neat and tidy, clear of their face (tied back in laboratory or workshop situations), and to avoid exaggerated styles or obvious, unnatural colouring of the hair. Hair should not be bleached or noticeably tinted.
13. Make-up should not be worn by girls in Forms I - III. A **light** make-up is acceptable for girls in Forms IV – MVI; however, it should not be applied in School. Any obvious or exaggerated use of make-up is unacceptable. Nail polish and/or gel nails are not permitted.
14. Only school related badges should be worn on the school blazer.

## BOYS' PE/GAMES KIT



**BELFAST  
ROYAL  
ACADEMY**

Boys' Uniform for P.E. and Games – Compulsory items  
All regulation kit can be purchased from Podium 4 Sport



Boys' T-Shirt  
(optional - can be worn for PE)



Navy Kukri Shorts



Games Socks



Rugby Shirt  
(can be worn for PE)



Unisex Plain Navy  
Tracksuit Bottoms



1/4 Zip Top (preferred)



Plain Navy  
Swimming Shorts

### OUTERWEAR ADDITIONAL ITEMS (OPTIONAL)



Pull on Hoody



Full zip Hoody



Smock Top

On Games days when pupils are permitted to wear Games kit to school, pupils must wear tracksuit bottoms rather than just shorts.

FOR GAMES: Shin Guards and a gum shield are strongly recommended.

B.R.A. swimming caps are available to buy in school.

## GIRLS' PE/GAMES KIT



**BELFAST  
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ACADEMY**

**Girls' Uniform for P.E. and Games – Compulsory items**  
All regulation kit can be purchased from Podium4Sport



Girls' Polo Shirt



Skort



Games Socks  
(white sports socks for PE)



Hockey Stick  
& Gum Shield



Unisex Plain Navy  
Tracksuit Bottoms

OR



Plain Navy  
Leggings



1/4 Zip Top (preferred)



Plain Navy  
Swimsuit

### OTHER ADDITIONAL ITEMS (OPTIONAL)



Pull on Hoody



Full zip Hoody



Smock Top

On Games days when pupils are permitted to wear Games kit to school, pupils must wear leggings or tracksuit bottoms rather than just a skort.

FOR GAMES: Shin Guards and a gum shield are strongly recommended.

B.R.A. Swimming Caps are available to buy in school.

## UNIFORM AND EQUIPMENT FOR P.E. AND GAMES

### Girls

GIRLS' P.E. KIT
Regulation white polo shirt
Regulation skort
White sports socks
Trainers (no fashion shoes e.g. Converse/Vans or trainers with platform soles)
One-piece navy swimsuit
Goggles
Swimming cap

GIRLS' GAMES KIT
Regulation white polo shirt
Regulation skort
Regulation Games socks
Plain navy tracksuit bottoms <b>or</b> Plain navy leggings
Regulation ¾ zip top (preferred)
Hockey stick and mouth guard

### Boys

BOYS' P.E./GAMES KIT
Regulation navy t-shirt or rugby shirt
Regulation navy shorts
White sports socks
Trainers (no fashion shoes e.g. Converse/Vans)
Navy swimming shorts
Goggles
Swimming cap

BOYS' GAMES KIT
Regulation rugby shirt
Regulation navy shorts
Regulation Games socks
Unisex plain navy tracksuit bottoms
Rugby or football boots
Regulation ¾ zip top (optional and preferred)

Shin guards and a gum shield are **strongly** recommended.



Kukri are the suppliers of Belfast Royal Academy sporting apparel. All regulation kit (e.g. rugby jerseys, socks, shirts, tracksuits and smock tops) should be purchased from Podium 4 Sport or online via the School website. B.R.A. swimming caps are available to buy in school.

Hockey: A hockey stick is required.

Rugby: A B.R.A. rugby jersey (maroon and navy hoops with a contrast white band on the inside), B.R.A. socks (maroon and navy hoops), navy-blue shorts, rugby or football boots, shin pads, regulation tracksuit bottoms (no Canterbury bottoms) and B.R.A. smock top; hoody (optional).

Cricket: Boys selected for cricket teams need a white regulation shirt, a white regulation pullover, white flannels, cricket spikes or gym shoes, and white socks.

Athletics: Boys selected for athletics teams can wear the regulation white athletics vest and white or navy shorts, or their P.E. kit.

### **Mouthguards**

You will be aware that for reasons of safety all pupils who participate in contact sports (hockey, football, rugby) are strongly advised to wear a mouthguard while playing. Mouthguards may be purchased in sports' shops and fitted by the wearer; however, those fitted by a dentist offer more effective protection.

Some pupils may already have a mouthguard, but please check that it still fits – a child's growth does limit the lifespan of a gumshield. TMCW Sports Gumshields will be invited to the school, when it is safe to do so, to take impressions in order to give all pupils the opportunity to have a dentally fitted mouthguard at a reasonable cost. The mouthguards will be delivered back to the pupils in approximately 10 working days after fitting. Your son/daughter will be asked to register their interest early in their first term.

## NON-UNIFORM DAYS

On occasions, pupils in school are allowed to wear clothes other than the school uniform. This may include specific non-uniform days to raise money and awareness for charities, or as a reward, or when on a school trip.

Whilst this allows pupils the opportunity to express themselves as individuals, it must be done in a way which is appropriate. It is particularly important that pupils recognise that the School is still a professional working environment, and that pupil dress should not cause embarrassment or offence to other pupils or to members of staff. The following items are prohibited:

- See-through clothing.
- Spaghetti strap top.
- Clothing which reveals underwear.
- Flip-flops or backless footwear, due to health and safety issues.
- Clothing with offensive logos.
- No sporting tops.

It is recognised that this will not cover all issues which may arise. However, given any issue of dispute, the final arbiter is the Principal, Deputy Principal, or one of the Vice-Principals.

## ACTION BY THE SCHOOL

The regulations about uniform will be enforced and pupils who infringe them may be withdrawn from circulation at break and lunch time or sent home. Other sanctions may be applied in accordance with the Positive Behaviour Policy and the Pupils' Responsibilities Document. Those who are in any doubt about the interpretation of the regulations should consult their Head of Year **before** buying new clothes or footwear for school.

## RESPONSIBILITIES OF PARENTS

Parental co-operation is indispensable in ensuring that pupils present themselves suitably for school, in keeping with our regulations.

Therefore, the School would ask for parental support in promoting the importance of uniform and appearance and ask parents to particularly note:

- the footwear regulations;
- that girls' skirts should be worn at the waist, and have mid-calf length;
- that pullovers should be regulation, as outlined on pages 4 and 5;
- that the shirt top button should be fastened, the tie neatly knotted and extended to a suitable length, and the shirt tucked in at all times;
- that we ask for your support in ensuring that our pupils come to school with their hair tidy, not dressed in any extreme style, and (especially after holiday periods) not bleached or noticeably tinted.

Pupils seeking temporary permission to wear to school some article of clothing that does not conform with the regulations, for example if clothing has been damaged, should bring a note from home to their Head of Year. The Head of Year will supply a covering note.

Pupils must wear School uniform when they are within the School precincts, when they go to the playing fields for practices or matches, or when they travel elsewhere to represent the School. On Saturdays, however, those who come to the playing fields as spectators need not wear uniform, provided they come suitably dressed.

**ALL ARTICLES OF CLOTHING AND GAMES EQUIPMENT SHOULD BE  
CLEARLY MARKED WITH THE OWNER'S NAME – THIS IS ESPECIALLY IMPORTANT WITH  
TRAINING SHOES AND OTHER ITEMS OF P.E. EQUIPMENT**

The official outfitters are:

- Warnocks Ltd., 791-793 Lisburn Road (100m from Balmoral traffic lights)
- School Days NI Ltd, 434 Newtownards Rd, Belfast, BT4 1HJ
- School Days NI Ltd, 273 Antrim Rd, Glengormley, Newtownabbey, BT36 7QN
- Gordon's & The Jeanery, 10A Green Street, Carrickfergus, BT38 7DT
- The Jeanery and the School Room, 2 Goland Buildings, Glencairn Park, Glengormley, BT36 5EN
- North End Schoolwear, 331 Antrim Road, Belfast, BT15 5AB
- The Sports Company, Cityside Retail and Leisure Park, Belfast
- Podium 4 Sport, 40 Montgomery Road, Belfast, BT6 9HL (Games/P.E. Kit only)

Friends of the Academy (FOTA) organise regular uniform sales throughout the year. As a result, all parents are encouraged to donate preloved uniform and sports kit back to the School. These preloved sales not only seek to provide a valuable service to parents, but also, they allow uniform and sports kit to be recycled, which has a positive impact on the environment.

## **REVIEW AND EVALUATION**

This policy will be reviewed by the Board of Governors every year. However, the School may revise the policy at any time it considers necessary.