

*Howayek Providence Limited trading as*

# MARONITE COLLEGE OF THE HOLY FAMILY



Maronite College of the Holy Family policies have a commitment to Maronite Catholic ethos and values and should be read in conjunction with other policies and procedures and with relevant legislation.

## STUDENT UNIFORM AND GROOMING POLICY K-12

This policy supersedes all previous documentation relating to matters contained herein.

## STUDENT UNIFORM & GROOMING POLICY

Mission: *“Inspired by the Maronite Sisters of the Holy Family, we accompany our students in the realisation of their potential.”*

Vision: *“We challenge our community to grow in faith, strive for excellence and transform the future.”*

Motto: *Know Love Serve*

Ethos: *“The College strives to instil in students the teachings of Jesus. Emphasis is firstly given to providing a Maronite Catholic foundation through regular prayer, celebration of the Sacraments, commitment to the Word of God, and openness to grace. Secondly, all are encouraged to see the best in themselves and in one another, as Paul writes, ‘Whatever is true, whatever is honourable, whatever is just, whatever is pure, whatever is pleasing, whatever is commendable, if there is any excellence and if there is anything worthy of praise, think about these things’ (Phil 4:8). Emphasises is on treating all with dignity, service, forgiveness, justice, and love. Thirdly, the College is a community which promotes a sense of family among the Sisters, Board Members, staff, students, parents, and friends.”*

### RATIONAL

The Student Uniform and Grooming Policy (the Policy) articulates Maronite College of the Holy Family’s expectations for all students to wear the correct College uniform with pride. It is designed to create a sense of identity, equality, discipline among the student body and foster a conducive learning atmosphere. The Policy’s purpose is to promote a unified and respectful Maronite College of the Holy Family environment, minimises distractions and focus on the educational mission.

### OBJECTIVES

The intention of the Student Uniform and Grooming Policy is to;

1. **Promote Unity and Equality:** Uniforms contribute to a sense of unity by removing visible markers of socioeconomic status and promoting equality among students.
2. **Reducing Distractions:** By standardizing clothing choices, the policy aims to minimize distractions caused by fashion trends, logos, or extreme personal styles, allowing students to concentrate on their studies.
3. **Foster a Professional Environment:** Student uniforms often mirror professional dress codes, instilling a sense of professionalism and responsibility that can carry over into future endeavours.
4. **Enhance College Identity:** The College emblem or colours in uniforms helps build a strong sense of identity and pride among students, connecting them to the Maronite values. The College uniform is widely recognised and respected within and in the wider community.
5. **Reduced Peer Pressure:** The College uniform alleviates peer pressure related to clothing choices and fashion trends. This contributes to a more positive self-esteem as students are not constantly comparing themselves to others in terms of attire.
6. **Ensure Safety:** The correct uniform mitigates the risk to students and promotes safety.

The Student Uniform and Grooming Policy clearly articulates the College expectations and standards of attire to students, parents and staff.

1. Uniform Requirements Primary and Secondary students are permitted to wear.
2. Grooming Standards: Clear expectations regarding personal grooming, including rules about hairstyles, facial hair, makeup, and accessories.
3. Footwear Requirements: Aligned to safety standards and the overall presentation of the uniform.
4. Special Event Attire: Expected standard of student attire on scheduled special event days.
5. Enforcement Procedures: Details on how the Policy will be enforced, including potential consequences for violations and, the role of teachers and parents in upholding these standards.

## PRIMARY STUDENTS UNIFORM & GROOMING

### PRIMARY GIRLS

Girls Summer Uniform		Girls Winter Uniform	
Dress <i>or</i> Pants	<ul style="list-style-type: none"> <li>• Dress</li> <li>• Girls navy pants with logo.</li> </ul>	Dress <i>or</i> Pants	<ul style="list-style-type: none"> <li>• Dress</li> <li>• Girls navy pants with logo.</li> </ul>
Blouse	<ul style="list-style-type: none"> <li>• Sky blue short sleeve with logo on collar.</li> </ul>	Blouse	<ul style="list-style-type: none"> <li>• Sky blue long sleeve with logo on collar.</li> </ul>
Socks	<ul style="list-style-type: none"> <li>• Navy ankle style socks.</li> </ul>	Pullover	<ul style="list-style-type: none"> <li>• Woolblend Royal with emblem.</li> </ul>
Shoes	<ul style="list-style-type: none"> <li>• Black school shoes.</li> </ul>	Shoes	<ul style="list-style-type: none"> <li>• Black school shoes.</li> </ul>
<b>Available to Purchase at MCHF</b> <ul style="list-style-type: none"> <li>• Hats</li> <li>• Beannies</li> <li>• Scarfs</li> </ul>		Softshell Jacket	<ul style="list-style-type: none"> <li>• Softshell jacket with emblem.</li> </ul>
		Socks <i>or</i> Tights	<ul style="list-style-type: none"> <li>• Navy socks with pants.</li> <li>• Navy tights with dress.</li> </ul>

### PRIMARY BOYS

Boys Summer Uniform		Boys Winter Uniform	
Pants <i>or</i> Shorts	<ul style="list-style-type: none"> <li>• Navy blocker pants with logo.</li> <li>• Navy blocker shorts with logo.</li> </ul>	Pants	<ul style="list-style-type: none"> <li>• Navy blocker pants with logo.</li> </ul>
Shirt	<ul style="list-style-type: none"> <li>• Sky blue short sleeve with emblem.</li> </ul>	Shirt	<ul style="list-style-type: none"> <li>• Sky blue long sleeve with emblem.</li> </ul>
Socks	<ul style="list-style-type: none"> <li>• Navy ankle style socks.</li> </ul>	Pullover	<ul style="list-style-type: none"> <li>• Woolblend Royal with emblem.</li> </ul>
Shoes	<ul style="list-style-type: none"> <li>• Black school shoes.</li> </ul>	Shoes	<ul style="list-style-type: none"> <li>• Black school shoes.</li> </ul>
<b>Available to Purchase at MCHF</b> <ul style="list-style-type: none"> <li>• Hats</li> <li>• Beannies</li> <li>• Scarfs</li> </ul>		Softshell Jacket	<ul style="list-style-type: none"> <li>• Softshell jacket with emblem.</li> </ul>
		Tie	<ul style="list-style-type: none"> <li>• Plain Royal Tie.</li> </ul>
		Socks	<ul style="list-style-type: none"> <li>• Navy socks.</li> </ul>

### PRIMARY SPORTS UNIFORM

Primary Sports Uniform			
Polo	<ul style="list-style-type: none"> <li>• Short sleeve <i>or</i> long sleeve sports polo with emblem (royal body, black and gold panel, white piping).</li> <li>• Short sleeve House Polo with logo (yellow, blue, red, green). <b>Optional for Carnivals</b></li> </ul>	Track Jacket	<ul style="list-style-type: none"> <li>• Track Jacket with emblem (navy body, gold panel, white piping, zip pocket).</li> </ul>
		Track Pants	<ul style="list-style-type: none"> <li>• Track pants with logo (navy body, gold panel, white piping, zip pockets).</li> </ul>
		Shorts	<ul style="list-style-type: none"> <li>• Microfibre shorts with logo (navy body, gold panel, white piping, zip pockets).</li> </ul>
Socks	<ul style="list-style-type: none"> <li>• White or navy blue ankle style (sport) socks.</li> </ul>	Shoes	<ul style="list-style-type: none"> <li>• Approved running shoes.</li> </ul>

## PRIMARY STUDENTS UNIFORM & GROOMING

### COLLEGE HATS

It is compulsory for all students to have a College hat all year round. The College complies with its “Sun Protection Policy” in order to protect students from the damaging effects of the sun. Bucket hats, slouch hats and caps with the MCHF emblem can be purchased from the administration office. Students must wear hats when they are out of the classroom that is, before and after school, sport, recess, lunch, organised activities outdoors.

### HAIRSTYLES AND GROOMING

All students must wear their uniform with pride at all times. This includes having hairstyles that comply with College rules. Boy’s hair must be cut in a neat and tidy manner with no steps or colouring of any kind. There should be no visible gel or hair products and the hair cannot be spiked up. Girls must have their hair tied up if it is longer than shoulder length and are not permitted to colour their hair. They are to use hair ties and headbands that are either navy blue or yellow, as per the College colours. Students with head lice are asked to remain at home until the problem has been rectified.

### JEWELLERY

The only jewellery permitted at the College:

1. Stud or sleeper earrings.
2. A suitable watch.
3. Religious crosses to be worn tucked under the school uniform.

### COLLEGE BAG

The approved Maronite College of the Holy Family bag is the only bag permitted and can be purchased from the College. It is to be kept in reasonable condition with no stickers or graffiti displayed. It should be clearly labelled with the student’s name and address. No other bag of any type is permitted.

### UNIFORM & GROOMING INFRINGEMENT NOTICE

Primary students will be given a reasonable amount of time to purchase missing items or make adjustments.

However, Primary students failing to comply with the uniform and/or grooming requirements will receive a verbal warning and entered onto the College’s Student Management System (Sentral). Three times without valid reason will result in formal ‘Timeout.’ Parents will be notified via Sentral.

## SECONDARY STUDENTS UNIFORM & GROOMING

### SECONDARY FEMALE UNIFORMS

Female Summer Uniform		Female Winter Uniform	
Skirt <i>or</i> Pants	<ul style="list-style-type: none"> <li>• Skirt: 3 pleat front and back, elastic back waistband with zip pockets.</li> <li>• Girls navy pants with logo.</li> </ul>	Skirt <i>or</i> Pants	<ul style="list-style-type: none"> <li>• Skirt: 3 pleat front and back, elastic back waistband with zip pockets.</li> <li>• Girls navy pants with logo.</li> </ul>
Blouse	<ul style="list-style-type: none"> <li>• Sky blue short sleeve with logo on collar.</li> </ul>	Blouse	<ul style="list-style-type: none"> <li>• Sky blue long sleeve with logo on collar.</li> </ul>
Tab Tie <b>Years 11 &amp; 12 only</b>	<ul style="list-style-type: none"> <li>• Cross over tab tie.</li> </ul>	Blazer <b>Years 11 &amp; 12 only</b>	<ul style="list-style-type: none"> <li>• Royal body blazer with emblem.</li> </ul>
Socks	<ul style="list-style-type: none"> <li>• Navy ankle style socks.</li> </ul>	Softshell Jacket <b>Years 7 to10</b>	<ul style="list-style-type: none"> <li>• Softshell jacket with emblem.</li> </ul>
Shoes	<ul style="list-style-type: none"> <li>• Black school shoes.</li> </ul>	Tab Tie	<ul style="list-style-type: none"> <li>• Cross over tab tie (<b>Years 11-12</b>).</li> <li>• Royal cross over tab tie (<b>Years 7 to 10</b>).</li> </ul>
<b>Available to Purchase at MCHF</b> <ul style="list-style-type: none"> <li>• Hats</li> <li>• Beannies</li> <li>• Scarfs</li> </ul>		Pullover	<ul style="list-style-type: none"> <li>• Woolblend Royal with emblem.</li> </ul>
		Shoes	<ul style="list-style-type: none"> <li>• Black school shoes.</li> </ul>
		Socks <i>or</i> Tights	<ul style="list-style-type: none"> <li>• Navy socks with pants.</li> <li>• Navy tights with skirt.</li> </ul>

## SECONDARY MALE UNIFORMS

Male Summer Uniform		Male Winter Uniform	
Pants <i>or</i> Shorts	<ul style="list-style-type: none"> <li>Navy pants with coin pocket and logo.</li> <li>Navy Delux shorts with logo.</li> </ul>	Pants	<ul style="list-style-type: none"> <li>Navy pants with coin pocket and logo.</li> </ul>
Shirt	<ul style="list-style-type: none"> <li>Sky blue short sleeve with emblem.</li> </ul>	Shirt	<ul style="list-style-type: none"> <li>Sky blue long sleeve with emblem.</li> </ul>
Socks	<ul style="list-style-type: none"> <li>Navy ankle style socks.</li> </ul>	Pullover	<ul style="list-style-type: none"> <li>Woolblend Royal with emblem.</li> </ul>
Tie <b>Years 11 &amp; 12 only</b>	<ul style="list-style-type: none"> <li>Pattern tie.</li> </ul>	Blazer <b>Years 11 &amp; 12 only</b>	<ul style="list-style-type: none"> <li>Royal body blazer with emblem.</li> </ul>
Shoes	<ul style="list-style-type: none"> <li>Black school shoes.</li> </ul>	Softshell Jacket <b>Years 7 to 10</b>	<ul style="list-style-type: none"> <li>Softshell jacket with emblem.</li> </ul>
<b>Available to Purchase at MCHF</b> <ul style="list-style-type: none"> <li>Hats</li> <li>Beannies</li> <li>Scarfs</li> </ul>		Tie	<ul style="list-style-type: none"> <li>Pattern tie (<b>Years 11-12</b>).</li> <li>Plain Royal tie (<b>Year 7 to 10</b>).</li> </ul>
		Shoes	<ul style="list-style-type: none"> <li>Black school shoes.</li> </ul>
		Socks	<ul style="list-style-type: none"> <li>Navy socks.</li> </ul>

## SECONDARY MALE & FEMALE SPORTS UNIFORM

Sports Uniform			
Polo	<ul style="list-style-type: none"> <li>Short sleeve <i>or</i> long sleeve Sports Polo with emblem (royal body, black and gold panel, white piping).</li> <li>Short sleeve House Polo with logo (yellow, blue, red, green). <b>Optional for Carnivals</b></li> </ul>	Track Jacket	<ul style="list-style-type: none"> <li>Track Jacket with emblem (navy body, gold panel, white piping, zip pocket).</li> </ul>
		Track Pants	<ul style="list-style-type: none"> <li>Track pants with logo (navy body, gold panel, white piping, zip pockets).</li> </ul>
		Shorts	<ul style="list-style-type: none"> <li>Microfibre shorts with logo (navy body, gold panel, white piping, zip pockets).</li> </ul>
Socks	<ul style="list-style-type: none"> <li>White or navy ankle style (sports) socks.</li> </ul>	Shoes	<ul style="list-style-type: none"> <li>Approved running shoes.</li> </ul>

**IMPORTANT:** Students in Years 7-10 are to wear their full College sports uniform only on sport days. The House Polos must be worn on Thursdays and at Carnivals. Students in Years 11-12 must wear the correct sports uniform, including the College tracksuit, when participating in sporting activities. This includes the College Senior personalised jersey/jacket which can only be worn with the College sport uniform.

## SECONDARY STUDENTS GROOMING

### MALE STUDENTS

#### HAIRSTYLES

Male students are expected to always keep their hair well-groomed and clean. Haircuts, which by their style or length draw attention to themselves as being out of the ordinary is not permitted. Appropriate haircuts are professional, blended, short and neat. The cut must not have any steps, shaved lines, mullets, or reach the eyebrows. Any student with such a haircut will be directed to fix the problem within 24 hours, otherwise, they will be sent home to until the problem is rectified.

#### GROOMING

1. Male students must have a neat, clean and tidy appearance wearing the correct uniform.
2. **Shaving:** Male students must be clean-shaven every day; no facial hair or sideburns are permitted. Students who come unshaven to the College, will result in their parent/guardian being contacted by the College. Arrangements will be made to rectify the issue which may include the student being sent home.
3. Use of Anti-Perspirant roll on deodorants is permitted and recommended.

#### JEWELLERY

1. The only jewellery permitted for male students is a suitable watch and a religious cross on small chain.
2. No earrings or rings are permitted.
3. No bracelets are permitted.
4. No eyebrow slits are permitted.

TATTOOS of any size or shape are not permitted.

### FEMALE STUDENTS

#### HAIRSTYLES

Hairstyles must be neat, clean, and tidy. Hair should only be of a natural colour. Cuts and management of hair needs to suit the uniform and be appropriate for College appearance. Female students with long hair (shoulder length and longer) are to tie it back with blue or black ribbon, clips or hair-ties. Girls with short hair are to ensure hair is tied up off the face. No hair extensions allowed. Any student who does not meet these requirements will be directed to fix the problem within 24 hours.

#### GROOMING

1. Female students must present themselves as neat, clean and tidy in their appearance.
2. Use of Anti-Perspirant roll on deodorants is permitted and recommended.
3. No make-up is permitted.
4. No nail polish or artificial nails are to be worn.

#### JEWELLERY

The College limits the amount and type of jewellery students can wear because jewellery can place a student's safety at risk when the student is participating in certain sporting, science, or technology activities.

- A suitable watch is allowed as well as a cross on a necklace chain
- Girls are allowed to wear only ONE PAIR of simple ear stud or sleepers in the centre of the ear lobe. No additional piercings or additional clear earrings are permitted.
- No nose rings permitted.
- No rings, bracelets or anklets are permitted.

TATTOOS of any size or shape is not permitted.

## ALL SECONDARY STUDENTS

### SECONDARY COLLEGE BAGS

The approved Maronite College of the Holy Family bag is the only bag permitted and can be purchased from the College. It is to be kept in reasonable condition with no stickers attached, or graffiti displayed. It should be clearly labelled with the student's name and address. No other bag of any type is permitted.

### MAINTAINING APPEARANCE

All secondary students are required to maintain a neat and tidy appearance throughout the day this includes shirts tucked in. Shirts not tucked in may incur an Infringement Notice.

Homeroom teachers will conduct regular uniform and grooming inspections to maintain the expected high standards.

### UNIFORM & GROOMING INFRINGEMENT NOTICE

Students will be directed to remove unacceptable items and will be issued with a uniform or grooming infringement.

Disciplinary action is taken against students who are consistently out of uniform.

Three uniform and/or grooming infringement notices will result in an afternoon Detention as per the *Student Behaviour Management Policy and Procedures*.

## SPECIAL COLLEGE EVENTS

### ALL STUDENTS (Primary and Secondary)

Maronite College of the Holy celebrate special occasions and events throughout the year such as; Wellbeing Days, Cultural Day, Mufti Days, Swimming Carnival, Athletics Carnival, Book Week etc. Whist other events include excursions organised by the KLA Coordinators (Secondary) or Grade Teachers (Primary). Students may dress in the spirit of the occasion by wearing attire appropriate to the event.

Students' attire at scheduled events, must align to College expectations. Students appearance should be neat, tidy and clean with appropriate clothing and footwear (closed in, secured to feet). This standard of attire should reflect personal respect, College pride in appearance and mitigate any safety risk to themselves or others.

Students are not permitted to wear inappropriate clothing or footwear which include;

1. Torn, ripped or ragged clothing.
2. Untidy or unkempt clothing.
3. Short, low cut or midriff clothing.
4. Revealing and see-through garments.
5. Clinging and tight fitting garments.
6. Clothing with writing, logos, slogans etc that may be interpreted as offensive by others.
7. Excessive makeup or jewellery.
8. Flimsy footwear e.g. thongs, slip-on shoes etc.
9. 'Crocs' as they are not fitted shoes and pose a safety risk.


**Important Note:** Students who are in breach of the College's clothing and footwear expectations at an event, will be addressed in line with the *Student Behaviour and Management Policy K-12*, inclusive of being isolated and/or sent home, if they do not have the means to correct their attire on the day.

## PARENTS & GUARDIANS

Maronite College of the Holy Family requests the support of parents/guardians in administering the College Uniform and Grooming code of standards. This can be achieved by ensuring that students are correctly dressed and groomed when leaving for school in the morning. If there is a reason that a student is unable to wear correct uniform, a signed note must be provided, indicating the nature of the issue and when the situation is likely to be remedied. Parents/Guardians are encouraged to contact the Year Advisor or Class Teacher with concerns or questions regarding the College's uniform or grooming standards.

### RELATED MCHF DOCUMENTATION

Child Protect Policy and Procedures  
Student Wellbeing Policy and Procedures  
Student Behaviour Management Policy and Procedures  
Anti-Bullying Policy  
Risk Management Policy  
WHS Policy and Plan  
Critical Incident and Emergency Management Plan

POLICY DATES			
<b>Implemented</b>	16 March 2022	<b>Reviewed</b>	19/02/2024; 15/05/2024
<b>Next Review Due</b>	May 2027		
POLICY AUTHORISATION			
<b>Executive PRINCIPAL</b> Sr Margaret Ghosn	<b>SIGNATURE</b> 		<b>DATE</b> 20/02/2024
POLICY DETAILS			
Policy Number: 0084 Policy Version: 0001, 0002, 0003 2024 Version 0002: Included objectives and content list; clear articulation in standards of attire at special events. Inclusion of MCHF related policies. 2024 Version 0003: Updated the College Mission and Vision. Articulation of distinction of socks and tights in female winter uniform.			