

# MELTON WEST PRIMARY SCHOOL

## Student Dress Code

### Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office on 9743 5818.

### PURPOSE

The purpose of the Student Dress Code is to outline Melton West Primary School's requirements for student dress and appearance and to provide information about uniform purchase and support, dress code implementation and exemption processes.

This dress code has been developed by Melton West Primary School's School Council in close consultation with our school community to ensure that it respects the rights of individual students whilst reflecting the values and interests of our community.

The Student Dress Code aims to:

- promote a sense of identity and pride, cohesion and good order in the school
- allow all students to feel equal
- prevent bullying and competition on the basis of clothing
- ensure students' appearance reflects the expectations of their school community
- enhance the profile and identity of the school and its students within the wider community
- strengthen the spirit of community within the school
- enhance individual student safety and group security
- ensure all students are dressed safely and appropriately for school activities
- prepare students for the expectations of workplaces
- encourage students to present themselves appropriately for a particular role.

### SCOPE

Students are expected to comply with this Student Dress Code while traveling to and from school, during school hours and when attending school activities.

When representing the school, students are expected to comply with this Student Dress Code and may be provided with representative clothing for the occasion.

### UNIFORM AND APPEARANCE

Students can wear any uniform item regardless of gender.

#### General appearance

While at school, travelling to or from school or participating in school activities, students must comply with the following:

- uniforms must be clean and in good repair
- uniforms must be clearly marked with the owner's name
- additional layers of clothing may be worn underneath the uniform for added warmth, provided these undergarments are completely hidden.

### **Jewellery and cosmetics**

Students are not permitted to wear decorative jewellery to school. Stud earrings and sleepers worn in the ears, and watches, are the only acceptable jewellery.

Cosmetics may not be worn at school. Only clear nail polish is permitted.

### **Health and safety**

Students with shoulder length or longer hair are encouraged to tie back their hair to help restrict the spread of lice and for student safety.

Jewellery, nails, hair accessories, and similar items that interfere with students' ability to engage with school activities safely and fully are not permitted.

Students who wear braids or locs may wear them loose, except for applied technology classes where hair should be tied back for safety purposes.

School uniform hats must be worn outside from mid-August during Term 4 and Term 1 and on any other day prescribed by the school. School uniform hats may also be worn outside of this time period, by parent/carer or student choice.

Hats are not to be worn inside.

Students are permitted to wear sunglasses during outdoor activities. Sunglasses should be close-fitting, wrap-around that meet the Australian Standards 1067 and cover as much of the eye area as possible.

### **PURCHASE OF UNIFORMS**

Uniform items can be purchased from the Lowe's 533-555 High Street, Woodgrove Shopping Centre, ShopT118, Melton West VIC 3337. Permitted non-branded uniform items can also be purchased from department stores.

The School Council has consulted with the school community and worked to ensure the student uniform is affordable, including by allowing non-school branded items to be purchased. However, if you are facing difficulty meeting uniform costs the [Help with school costs and fees](#) page provides advice on support offered by the Victorian Government. If your child is starting prep or year 7 and is eligible to receive support via the [Camps, Sports and Excursions Fund](#), you may be eligible to access the Affordable School Uniform program through [State Schools' Relief](#).

Please contact the principal or the wellbeing team to discuss support that we may be able to provide.

## IMPLEMENTATION

Melton West Primary School will ensure that this Student Dress Code is communicated to all families and students through our website and in our enrolment packs. We will assist students who may be experiencing difficulties complying with this policy where possible.

Students wearing non-compliant uniform items may be asked to change into a compliant item of clothing provided by the school.

If a student is out of school uniform or otherwise breaches the Student Dress Code on a recurring basis, a note will be provided to the student and parents by the classroom teacher. If non-compliance with the dress code becomes a continued occurrence, the Principal will be informed and a phone call home may be required. In this event, the school will continue to work with the student and family to support compliance.

Measures taken by Melton West Primary School to address concerns about student non-compliance with the Student Dress Code will also be addressed in accordance with our Student Wellbeing and Engagement Policy.

## EXEMPTIONS TO STUDENT DRESS CODE

We acknowledge that the enforcement of this Student Dress Code may impact students differently.

Students and their parents or carers may apply either in writing or in person to the principal for an exemption to this Student Dress Code if:

- an aspect of the code:
  - prevents students from being able to attend school or participate in school activities on the same terms as other students because of the [personal characteristics referred to in human rights and anti-discrimination requirements](#)
  - offends a religious belief held by the student or parents/carers
  - prevents students from complying with a requirement of their religious, ethnic or cultural background
- the student has a particular disability or health condition that requires a departure from the dress code
- the student or the parents/carers can demonstrate financial hardship that prevents them from complying with the dress code.

When the principal receives a request for an exemption, they will:

- consider the grounds for the exemption request
- explain the process to the student and/or their parents/carer
- guarantee that issues of a personal nature revealed to substantiate the request will be strictly confidential
- encourage the student and/or their parents/carers to support their application with evidence.

The principal or delegate will then try to negotiate a resolution that is acceptable to all parties, including providing advice about support with meeting uniform costs. If an exemption is not allowed, then written reasons will be provided to the student and/or their parents/carers.

## CONCERNS ABOUT THIS STUDENT DRESS CODE

Melton West Primary School welcomes feedback from the school community in relation to this Student Dress Code. If you have a concern or complaint about the Student Dress Code, further information about raising a concern or complaint is available in our school's [Complaint Policy](#), available .

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- available publicly on our school's website
- reminders in our school newsletter
- discussed in student forums
- discussed at staff briefings/meetings as required
- included in enrolment packs
- discussed at parent information nights/sessions
- hard copy available from school administration upon request.

Views on our student dress code have been invited from the whole school community including:

- parent/carers
- teachers and other school staff
- students

The school community consultation invited feedback about uniform cost and affordability. This feedback has been recorded, carefully considered and incorporated into the student dress code policy where appropriate.

## FURTHER INFORMATION AND RESOURCES

- Melton West Primary School Sun Protection Policy
- Melton West Primary School Complaint Policy
- Melton West Primary School Student Wellbeing and Engagement Policy
- Melton West Primary School Inclusion and Diversity Policy
- Department of Education [Student Dress Code](#)
- Department of Education [Student Engagement](#)

## POLICY REVIEW AND APPROVAL

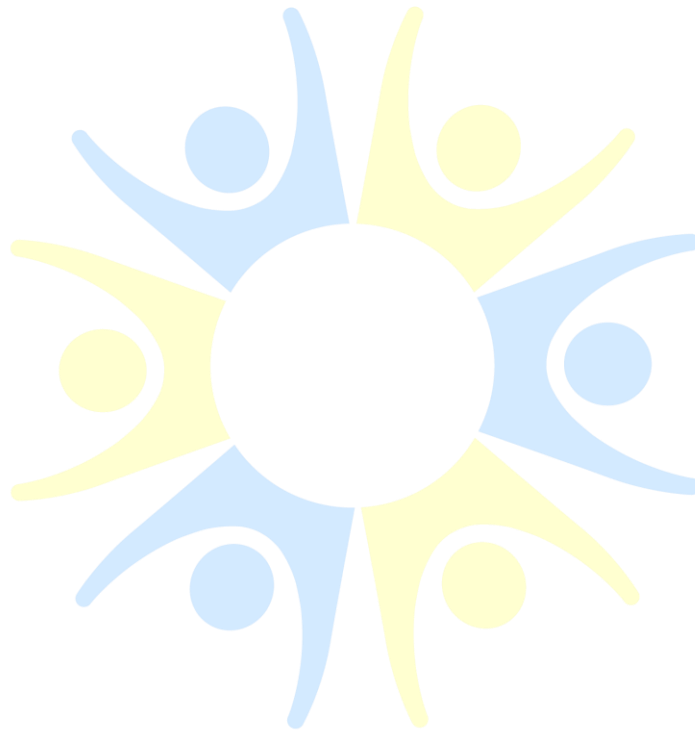
For future reviews of this Student Dress Code, we will consult with our school community through the following mechanisms:

- letters, emails and social media messages to parents/carers
- information in newsletters
- public meetings
- student meetings
- information on our website

The community will be given advance notice of the consultation process and timelines. The consultation will be open for at least 2 weeks.

Consultation materials will be translated into community languages.

Policy last reviewed	November 2025
Approved by	School Council
Next scheduled review date	November 2028



# Melton West

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PRIMARY SCHOOL

## APPENDIX A: MELTON WEST PRIMARY SCHOOL UNIFORM ITEMS

- Students can wear any uniform item regardless of season.
- Approved commemorative uniform items such as the year 6 top are accepted as part of the uniform.

COMPLUSORY UNIFORM ITEMS
Royal short or long sleeve polos with school logo or Royal short sleeved t shirt with school logo* Plain Royal shorts, track pants or skort without decoration or retail brand name# Royal polar fleece, bomber jacket or windcheater with school logo* Blue and white checked dress or Royal and red checked tunic* Royal broadbrim hat in terms 1 and 4* Royal blue or white socks Royal blue tights
OPTIONAL UNIFORM ITEMS
Royal blue raincoat with school logo* Plain Royal skivvy Royal vest with or without school logo* Royal backpack with school logo* Royal beanie with school logo* Royal blue, green or white head bands, hair ribbons, “scrunchies” * Headwear worn as part of cultural/religious beliefs
FOOTWEAR
Appropriate footwear is to be worn including: <ul style="list-style-type: none"><li>• Closed-toe sandals</li><li>• black or brown school shoes</li><li>• pull on school boots</li><li>• runners</li></ul> No thongs or open-toed sandals are permitted.

\*These items are available from Lowes. **Please note:** Items without the school branding can also be purchased from other retailers.

# Items with company logos, such as NIKE, are not permitted

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