



Uniform Policy

Prepared by: The Central Team

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1. Introduction

Burlington House School is owned and operated by **Cavendish Education**.

In all Burlington House School policies, the words “Burlington House School” refer to Burlington House Prep, Burlington House Senior and Burlington House Sixth Form.

This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school’s aspiration to provide an outstanding education for each of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside these policies. In particular, it should be read in conjunction with the policies covering equality and diversity, Health and Safety, safeguarding and child protection.

All of these policies have been written, not simply to meet statutory and other requirements, but to enable and evidence the work that the whole school is undertaking to ensure the implementation of its core values: that all children can achieve

While this current policy document may be referred to elsewhere in Burlington House School’s documentation, including particulars of employment, it is non-contractual.

In the school’s policies, unless the specific context requires otherwise, the word “parent” is used in terms of Section 576 of the [Education Act 1996](#), which states that a ‘parent’, in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child. Department for Education guidance [Understanding and dealing with issues relating to parental responsibility updated August 2023](#), considers a ‘parent’ to include:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person – this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part-time, and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The school contracts the services of third-party organisations to ensure regulatory compliance and implement best practices for:

- HR and Employment Law
- Health & Safety Guidance
- DBS Check processing
- Mandatory Safeguarding, Health & Safety, and other relevant training
- Data protection and GDPR guidance
- Specialist insurance cover

Where this policy refers to ‘employees’, the term refers to any individual who is classified as an employee or a worker, working with and on behalf of the school (including volunteers and contractors).

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and seek to contribute to safeguarding and promoting the welfare of children and young people at Burlington House School.

The policy documents of Burlington House School are revised and published periodically in good faith. They are inevitably subject to revision. On occasions, a significant revision, although promulgated in school separately, may have to take effect between the republication of a set of policy documents. Care should therefore be taken to ensure, by consultation with the Senior Leadership Team, that the details of any policy document are still effectively current at a particular moment.

2. Aims

This policy aims to:

- Set out our approach to requiring a uniform that is of reasonable cost and offers the best value for money for parents and carers
- Explain how we will avoid discrimination in line with our legal duties under the Equality Act 2010
- Clarify our expectations for the school uniform

Please note: Our uniform policy applies to pupils at **Burlington House Prep** and **Burlington House Senior**. Students at our Sixth Form are not required to wear a uniform, although consideration should be given to dressing appropriately for an educational setting.

3. Our school's legal duties under the Equality Act 2010

The Equality Act 2010 prohibits discrimination against an individual based on the protected characteristics, which include age, sex, disability, race, religion or belief, pregnancy and maternity, and gender reassignment.

To avoid discrimination, our school will:

- Avoid listing uniform items based on sex, to give all pupils the opportunity to wear the uniform they feel most comfortable in or that most reflects their self-identified gender
- Make sure that our uniform costs the same for all pupils
- Allow all pupils to have long hair (though we reserve the right to ask for this to be tied back)
- Allow all pupils to style their hair in a way that is appropriate for school and makes them feel most comfortable
- Allow pupils to request changes to swimwear for religious reasons or if they are experiencing discomfort related to their sex, gender or gender reassignment
- Allow pupils to wear headscarves and/or other religious garments
- Allow pupils with sensory or physical needs to make reasonable adaptations to their uniform depending on their specific needs
- Allow for reasonable adaptations to our policy on the grounds of equality by asking pupils or their parents/carers to get in touch with their child's **form tutor**, who can manage questions about the policy and respond to any requests. These will be considered on a case-by-case basis by the school

4. Limiting the cost of school uniforms

Our school community reflects the diversity of London, our home city, and as such, we recognise that our pupils will come from a range of backgrounds. Our school has a duty to make sure that the uniform we require is affordable, in line with statutory [guidance](#) from the Department for Education (DfE) on the cost of school uniform.

We understand that items with distinctive characteristics (such as branded items, or items that need to have a school logo or a unique fabric/colour/design) cannot be purchased from a wide range of retailers and that requiring many such items limits parents/carers' ability to 'shop around' for a low price.

We will make sure our uniform:

- It is available at a reasonable cost
- Provides the best value for money for parents/carers

We will do this by:

- Carefully considering whether any items with distinctive characteristics are necessary
- Limiting any items with distinctive characteristics, where possible. for example, by only asking that the blazer, worn over the jumper, features the school logo

- Limiting items with distinctive characteristics to low-cost and/or long-lasting items, such as ties
- Considering cheaper alternatives to school-branded items, such as logos that can be ironed on, as long as this doesn't compromise quality and durability
- Avoiding specific requirements for items pupils could wear on non-school days, such as coats, bags and shoes
- Keeping the number of optional branded items to a minimum, so that the school's uniform can act as a social leveller
- Avoiding different uniform requirements for different years/classes/house groups
- Avoiding different uniform requirements for extra-curricular activities
- Considering alternative methods for signalling differences in groups for interschool competitions, such as creating posters or labels
- Making sure that arrangements are in place for parents/carers to acquire second-hand uniform items
- Avoiding frequent changes to uniform specifications and minimising the financial impact on parents/carers of any changes
- Consulting with parents/carers and pupils on any proposed significant changes to the uniform policy, and carefully considering any complaints about the policy

5. Expectations for school uniforms

Our school's uniform

Items indicated below with an asterisk* must be obtained from our supplier – all other items can be sourced widely with a range of cost-effective options, and parents are welcome to select alternatives that still meet our descriptive criteria.

Daily uniform:

- Burlington House School blazer*
- Burlington House School jumper*
Pupils are welcome to select either the jumper or blazer option, although both are preferred
- Sky-blue school shirt
- Grey trousers, shorts or a skirt
- Plain grey, black or white socks (or grey or black tights – winter)
- Black shoes (no high heels; no stripes or branding)

Sports/PE Kit:

- Burlington House School PE shirt*
- Burlington House School PE shorts or skirt*
- Burlington House School Tracksuit*
- Sports trainers (not canvas shoes)

Additional Items:

- Medium-sized backpack, which fits a laptop
- Grey, black or dark blue coat (without patterns or logos)
- A Scientific calculator
- A Named water bottle

Optional Additional Items (school has supplies):

- Pencil case, pens, pencils and colouring pencils
- Geometry set

As long as a full school uniform is worn, our wider stance on items of jewellery, headwear, and hairstyles allows for personal expression within reasonable boundaries that promote safety and are appropriate for a learning environment.

*If you have any questions about items of jewellery, headwear and hairstyles, please contact your child's **Form Tutor**, who can give further guidance.*

Where to purchase it

All our uniform can be purchased from our supplier. Only items indicated above with an asterisk* must be obtained from our supplier.

Sogans, 6 Greyhound Road, London SW6 8NX, 020 7385 1055

Email: sogans@theschoolwearspecialists.co.uk

Website: www.theschoolwearspecialists.co.uk

Opening hours: Monday to Saturday 9:30am-5:30pm

In the first instance, all questions regarding the purchase, collection or quality of items of uniform should be resolved directly with the supplier.

Second-hand uniforms are available, and the sale and distribution of these are managed by our **Parents Association**

- We hold regular uniform sales at school events, such as Sports Day, throughout the academic year
- If you wish to discuss second-hand uniform outside of these events, please contact your child's **Parent Association year rep** – or contact the school office for assistance:
 - office@burlingtonhouseschool.com
 - prepoffice@burlingtonhouseschool.com

Our home borough, **Hammersmith and Fulham**, offers assistance for eligible resident families with the cost of uniforms – <https://www.lbhf.gov.uk/benefits/student-benefits-and-grants>

Your own local authority may also be able to give further assistance on the purchase and provision of school uniforms.

6. Expectations for our school community

Pupils

Pupils are expected to wear the correct uniform at all times (other than specified non-school uniform days, or if on agreement with school staff) while:

- On the school premises
- Travelling to and from school
- At out-of-school events or on trips that are organised by the school, or where they are representing the school (if required)

Pupils are encouraged to wear appropriate additional items when travelling to/from school and are permitted to wear extra layers (see list above) outside at break times. They must remove and store this clothing in their lockers whilst they are in the building.

Pupils are required to come to school in their Burlington House School PE uniform **only** on the day that their year group has Core PE lessons. Pupils with Sporting Enrichment activities may wear sports trainers.

Pupils or parents are also expected to contact their child's **Form Tutor** in the first instance if they want to request an adaptation of the uniform policy in relation to their protected characteristics. This request will then be managed by the **Pastoral Lead** and the school leadership team.

Parents and carers

Parents and carers are expected to make sure their child has the correct uniform and PE kit, and that every item is:

- Clean
- Clearly labelled with the child's name
- In good condition

- Parents/carers are also expected to contact their child's **Form Tutor** if they want to request an adaptation of the uniform policy in relation to:
- Their child's protected characteristics
- The cost of the uniform
- Parents/carers are expected to lodge any complaints or objections relating to the school uniform in a timely and reasonable manner.
- Disputes about the cost of the school uniform will be:
- Resolved locally
- Dealt with in accordance with our school's complaints policy

The school looks sympathetically and constructively at requests to adjust the school uniform for an individual, and will work closely with parents/carers to arrive at a mutually acceptable outcome.

Staff

Staff will closely monitor pupils to make sure they are in the correct uniform. They will give any pupils and their parents/carers breaching the uniform policy the opportunity to comply, but will follow up with the **pastoral lead** if the situation doesn't improve. **Form tutors** will make contact with parents in the first instance. To support pupils, they may be placed on a **Uniform Report** by their **Form Tutor** or **Pastoral Lead**.

Ongoing breaches of our uniform policy will be dealt with by the **Head of School** or **Headteacher** and may incur a more significant sanction at their discretion.

In cases where it is suspected that financial hardship has resulted in a pupil not complying with this uniform policy, staff will take a mindful and considerate approach to resolving the situation.

7. Links to other policies

This policy is linked to our:

- Behaviour policy
- Equality information and objectives statement
- Anti-bullying policy
- Complaints policy

Contact Information

For any questions or concerns regarding this policy, please contact **Adam Ford, Deputy Head (Senior)**, via office@burlingtonhouseschool.com

Approval & Policy Review

This Policy has been reviewed and approved by:

Policy Approver(s)	Cavendish Education Board of Directors Localised for Burlington House School: Adam Ford, Deputy Head (Senior)
Storage Location	Online
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Next Review Date	September 2026

Revision History

Version	Change	Author	Date of Change
1	First published	Cavendish Central Team	July 2025
1.1	School localisation	Adam Ford	September 2025

