

UNIFORM POLICY and UNIFORM & ACCESSORIES SHOP POLICY

1. RATIONALE

At St Philomena's School the wearing of the school uniform is compulsory for all students attending the school. A uniform reinforces in students a pride in their appearance, instills recognition of themselves as an integral part of the school community and assists in developing pride in representing their school. Issues of equality, health and safety and expense are also factors that contribute to the establishment of the Uniform Policy.

The school believes the following are the benefits derived from the wearing of school uniform by all students.

Families have the opportunity to purchase economical, functional and practical clothing items.

Wearing a uniform improves school spirit and atmosphere and helps develop a sense of pride and identification with the school.

Compulsory uniforms assist to eliminate peer group pressure to wear less appropriate clothing, reduce competition amongst students and removes pressures on families to provide "fashionable" items for daily wear.

Promotes equality amongst all students.

Assists with student identification and safety in public areas.

Maintains the high public and community regard for the school and its students.

The establishment of a St Philomena's Clothing & Accessories Shop ensures that the above points can be met and monitored with regard to the quality of the product, the economical benefits to parents, and the control of the standard of uniform.

IMPLEMENTATION

The St Philomena's Clothing & Accessories Shop is the primary supplier of St Philomena's School uniforms including summer, winter and sports uniforms. On occasions, for cost effectiveness, some items of a common nature may be recommended for purchase from an outside supplier; e.g. footwear. Unless recommended as above, all other items of uniform are official to St Philomena's through its Clothing Shop.

The Shop's operational hours will be decided to provide equity of access for parents as well as being economical for the School. The hours will vary to meet times of high and low demand.

The minimum operational hours for the Clothing Shop will be from 2.00pm to 4.00pm on Tuesdays and 8.30 am to 10.30 am Thursdays during each school term.

In establishing the price of items of uniform consideration must be given to covering GST, freight, salary(ies), and return of income to the school.

The assets and income of the St. Philomena's Clothing & Accessories Shop shall be returned to St Philomena's and shall be applied solely in furtherance of its educational mission and no portion shall be distributed directly or indirectly to the members of the organization except as bona fide compensation for services rendered or expenses incurred on behalf of the organization.

The mark up price for items of uniform will be no more than 50%.

Stocktaking is to take place at least once per school year.

Daily sales are to be recorded and reconciled with monies taken.

The St Philomena's Clothing & Accessories Shop will be registered as its own entity for GST purposes, with own ABN.

The St Philomena's Clothing & Accessories Shop will operate its own account established with ADIG, and all cheques must be signed by two signatories under normal school procedures

Second-hand clothing submitted for resale must be clean and in good
Condition

The Clothing Shop may operate a Lay-By system but it is not permitted to grant credit.

The day to day operation of the Clothing Shop will be carried out by staff employed for this purpose.

The administration of the Clothing Shop will be overseen by a committee appointed by the School Board for that purpose.

All changes to school uniform will be made by the Principal in consultation with the School Board .

The Finance and Administration Officer will pursue and discuss the financial position of the Clothing Shop on at least one occasion each year following the end of the financial year

Recommendations for the expenditure of projects from Clothing Shop will be made in line with school budget and in consultation with the Finance and Administration Officer.

In the event of the school being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to the Trustees of the Diocese of Armidale which is not carried on for the profit or gain of its members.

Last Review Oct 08 Next Review Sept 09