



MLC  
SCHOOL



2020

**MLC School**

Parent Information Handbook

# Uniform

MLC School girls wear their uniform with pride. The following guidelines reinforce the uniform requirements for each season and the uniform combinations allowed.

The teachers work in partnership with parents to support the students in ensuring they have the correct uniform and that it is worn appropriately.

MLC School requires all items to be labelled and that the length of the dress and tunic rests on the knee when standing straight.

## BENEFITS OF THE SCHOOL UNIFORM

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School uniforms:

- ▲ Help shape the identity of our school within our community
- ▲ Contribute towards developing a sense of belonging to our School community
- ▲ Build school spirit
- ▲ Enhance the health and safety of our students
- ▲ Promote a sense of inclusiveness, non-discrimination and equal opportunity
- ▲ Increase the personal safety of students by allowing easier recognition of visitors and potential intruders in the school
- ▲ Promote positive community perceptions of an MLC School education

Key Messages About the School Uniform

- ▲ The system for enforcing the Uniform Code has been designed to ensure that students are treated equally and fairly, and receive the same messages about uniform standards.

- ▲ A high standard of dress is achieved with the support of all members of the MLC School community. All teaching staff play a role in the system of monitoring uniform.
- ▲ To maintain a high standard of dress MLC School asks for the cooperation of all parents. Uniform items must be kept in good condition and items must be replaced when necessary. All items are to be labelled.
- ▲ Class teachers, Heads of Year, Heads of House and Luminaries actively monitor the uniform of students in the School.
- ▲ Each student will wear her uniform every day during school hours, while travelling to and from school, and when engaged in school activities out of school hours, unless notified otherwise.
- ▲ Students who represent MLC School at functions, both at school and outside, must wear the correct uniform.

## UNIFORM CODE

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The MLC School uniform helps shape our students' sense of identity and belonging to the School within our community, helping to build school spirit and contributing to positive community perceptions of an MLC School education. It promotes a sense of inclusiveness, non-discrimination and equal opportunity. This code sets out the School's expectations of students regarding uniform.

The students wear their uniform with pride. It is expected that students wear full school uniform with no

embellishments. Uniforms must be in good condition, clean, ironed and should fit properly.

Students are encouraged to wear their uniforms correctly through the following procedures:

- ▲ Uniform Code in the Student Diary
- ▲ Uniform checks during class time or Luminary time, assemblies and at any time during the School day
- ▲ Spot checks on uniform by any staff member

- ▲ General reminders about uniform issued to students and parents/guardians throughout the year
- ▲ Classroom teachers monitoring student appearance and uniform regularly within the classroom and around the School
- ▲ For girls in Year 6 to Year 12, the Studies Office record student names and all infringements, and maintain a uniform database for tracking
- ▲ The MLC School website includes a section on uniform

It is acknowledged that a high standard of dress is only achieved with the active support of all members of the MLC School Community. Teachers and parents/guardians play a large role in monitoring students' uniforms to ensure the girls' appearance is a credit to themselves and to the School at all times.

## UNIFORM PRIORITIES

- ▲ All students wear full school uniform every day during school hours, while travelling to and from school and when engaged in school activities outside school hours.
- ▲ Students who represent MLC School at functions, both inside and outside school, must wear full, correct uniform.
- ▲ All dresses, tunics and skirts must be worn at knee level when standing.
- ▲ Hair must be tidy, of a natural colour and, if longer than shoulder length, should be tied back with navy or tri-colour ribbons only. The School reserves the right to determine what 'natural' hair colour is.
- ▲ Nail polish is not allowed. Students wearing nail polish will be required to remove it.
- ▲ Make-up that is excessive, in the view of the School, is inappropriate. Students wearing excessive make-up will be required to remove it.
- ▲ Jewellery is restricted to:
  - ▶ A wristwatch
  - ▶ One plain gold or silver sleeper earring or stud earring worn in the lobe of each ear, each stud to be no larger than 5mm in diameter
  - ▶ Medical alert bracelet
  - ▶ One fine chain necklace with a religious symbol, worn inside clothing. Definition of what constitutes a religious symbol, or requests to wear other religious jewellery need to be discussed on a case-by-case basis with the School Chaplain
  - ▶ MLC School, House and Office Bearer badges

For girls from Pre-Kindergarten to Year 9, smart watches and other wearable devices are not permitted to be worn. If they are brought to school, they must remain in their school bag, in their locker.

Students who do not adhere to the Uniform Code will receive a Uniform Infringement Notice. This will result in an email or phone call home to parents/guardians, requesting that the uniform issue is remedied as quickly as possible. A second Uniform Infringement Notice will result in sanctions and/or a disciplinary interview with their Head of School.

## YEAR 7 TO YEAR 12

### Recognition of students who wear the correct uniform

Students will be formally recognised:

- ▲ Through assemblies, House and Year meetings
- ▲ Personal letters of acknowledgement to parents and students where appropriate
- ▲ Positive comments on reports about individual students who support school ethos, have pride in their school and represent it well

### What happens in Monday Luminary time?

- ▲ At the beginning of each Monday's Luminary time, Luminaries across the Senior School will check that each student is wearing her uniform in accordance with the Uniform Code, paying particular attention to skirt length, jewellery, hair and nails.
- ▲ Students who have a genuine reason for not wearing the School uniform as it is intended must present a letter of explanation signed by a parent or guardian to the Luminary. An **out of uniform pink pass** will be issued by the Luminary and should be produced upon request by any staff member.

- ▲ If the student does not have a parent note explaining the reason for being out of uniform, the Luminary will issue a **yellow out of uniform infringement note** and record the student's name. After Luminary time, the Luminary will take the name(s) to the Studies Office. Studies Office staff will email the parents that day informing them of the infringement and asking them to ensure that the uniform issue is remedied for the following school day. This email will be copied to the Luminary and Head of House for monitoring. Students issued with a yellow out of uniform infringement note should produce it upon request from any staff member throughout the day.
- ▲ Addressing issues relating to uniform by conducting a uniform check during Luminary time on Mondays, across the Senior School, will mean that we have a fair, consistent system of building the standard of uniforms that can be tracked back to a student's Luminary.
- ▲ The Monday uniform check does not preclude other teaching staff from addressing issues relating to uniform with students.

### **What happens when a student receives a second out of uniform infringement?**

When a student is issued with a second out of uniform infringement, Studies Office staff email the parent and copy the Head of House and Luminary into the email, which informs parents that this is a second infringement. It asks parents to ensure that the uniform issue is remedied by the following day. In that email, parents will also be informed that, because it is a second infringement, the Head of House will interview their daughter to ensure that the uniform issue is remedied.

### **If a student receives a third infringement, there will be a disciplinary interview with the Principal, Deputy Principal, Head of Senior School, or other senior staff.**

Students who have failed to wear their uniform correctly on three or more occasions and hence, have failed to follow a reasonable instruction, will be required to attend a Friday lunchtime 'disciplinary interview' with a

senior member of staff (Principal/Deputy Principal/Head of Senior School). The aim of the meeting is to resolve the uniform issue once and for all. At this meeting, students may be sent to the Uniform Shop to purchase a new uniform item and the cost will be billed to the parents.

### **How will the student know she has to attend a disciplinary interview with the Principal, Deputy Principal, Head of Senior School, or Senior Staff member?**

A third infringement will trigger the Studies Office to send an email to the Head of House with a copy to the Luminary, explaining that the student has a third infringement. The Head of House will call the parent and explain that if the uniform is not worn correctly the following day, then on the following Friday, the student will be required to attend a 'disciplinary interview' with the Principal, Deputy Principal, Head of Senior School or another senior staff member at which point she may be sent to the Uniform Shop to purchase a new uniform item if appropriate.

## **STUDENT UNIFORM MONITORS**

Aspiring Prefects will monitor the wearing of the school hat and jewellery of students in Year 6 to Year 9 at the gate in the morning. A roster and directions will be organised by Senior School Captains.

## Pre-Kindergarten Uniform

Summer	Term 1 and Term 4	Winter	Term 2 and Term 3
MLC School Pre-Kindergarten short-sleeved polo shirt		MLC School Pre-Kindergarten Winter tracksuit i.e. pants and jacket	
MLC School skort		MLC School Pre-Kindergarten long-sleeved polo shirt	
MLC School bucket hat		MLC School bucket hat	
MLC School white sport socks		MLC School white sport socks	
Predominantly white sandshoes		Predominantly white sandshoes	

## Kindergarten to Year 5 Uniform

Summer	Term 1 and Term 4
<b>Dress</b>	Regulation pale blue dress
<b>Hat</b>	Regulation hat with band
<b>Socks</b>	Navy (short)
<b>Shoes</b>	Black, flat-heeled Mary Janes (Kindergarten to Year 2) Flat-heeled, black, lace-up, leather polishing shoe, no contrast stitching (Year 3 to Year 5)
<b>Blazer</b>	Regulation blazer
<b>Backpack</b>	School backpack, letter file, excursion bag and library bag (any cloth bag). Trolley bag is optional for Year 4 and Year 5
<b>Play Hat</b>	Regulation bucket hat (Kindergarten to Year 5)
<b>Raincoat</b>	Regulation navy raincoat (optional)
<b>Hair Ribbons</b>	Navy blue or tri-colour MLC School ribbon (available from the Uniform Shop)
<b>Badges</b>	MLC School badge and House badge

Winter	Term 2 and Term 3
<b>Tunic</b>	Regulation tunic
<b>Blazer</b>	Regulation blazer
<b>Jumper</b>	Regulation jumper
<b>Shirt</b>	Regulation shirt (long-sleeved)
<b>Tie</b>	Regulation tie
<b>Hat</b>	Regulation hat with band
<b>Tights/ Socks</b>	Regulation (black opaque) OR Regulation long navy socks
<b>Shoes</b>	Black, flat-heeled Mary Janes (Kindergarten to Year 2) Flat-heeled, black, lace-up, leather shoe, no contrast stitching (Year 3 to Year 5)
<b>Backpack</b>	School backpack, letter file, excursion bag and library bag (any cloth bag) Trolley bag is optional for Year 4 and Year 5
<b>Play Hat</b>	Regulation bucket hat (Kindergarten to Year 5)

Winter	Term 2 and Term 3
Hair Ribbons	Navy blue or tri-colour MLC School ribbon (available from the Uniform Shop)
Badges	MLC School badge and House badge

Sports Uniform	
Sport	Regulation sports top and shorts or skort (Kindergarten to Year 5)
Tracksuit	Regulation tracksuit soft version (Kindergarten to Year 2) Regulation School tracksuit (Year 3 to Year 5)
Swimmers	Regulation swimming costume (Kindergarten to Year 5)
Play Hat	Regulation bucket hat (Kindergarten to Year 5) Regulation bucket hat or sports cap (Year 3 to Year 5)
Socks	MLC School white sports socks
Shoes	Predominantly white sandshoes

Kindergarten to Year 5 wear the sports uniform on the day they have PE.

### Swimwear

The MLC School costume, House colour cap and towel should be clearly named and carried in a suitable waterproof bag (not a plastic carry bag), and returned home after each lesson. From Year 1, the MLC School swimming costume is compulsory. Kindergarten students can wear a one-piece swimming costume from home.

Please label all hats, clothing and shoes clearly. We can easily return items to their owners quickly when misplaced or mixed up. Please check you have the correct hat and jacket each day.

## Year 6 to Year 9 Uniform

The summer uniform for students from Year 6 to Year 9 is a blue dress with a dropped waist and pleats in the back and front. A pinstripe runs through the fabric with navy blue trim on the cuffs of the short sleeves and collar.

Short navy socks and black regulation school shoes are worn in summer.

Summer	Term 1 and Term 4
Dress	Regulation pale blue dress. <b>When standing, dress length should rest at the knee. Shortened skirts are not acceptable and students may be sent to the Uniform Shop to buy a new dress with the payment being charged to the parents'/guardians' account.</b>
Blazer	Must be worn to and from school as the outer garment throughout Term 2 and Term 3 and on all formal occasions
Hat	Regulation navy blue panama with band. The hat is optional but students are encouraged to wear it to and from school, and in the playground at recess and lunchtime. See sun protection guidelines, page 49.
Socks	Navy (short)
Shoes	Flat heeled, black, lace-up leather shoes, no contrast stitching. Shoes must be polished regularly
Backpack	Regulation school backpack only Regulation school trolley bag available

The winter uniform is a deep navy box pleat pinstriped woollen tunic over a blue shirt. Students wear a tie and belt at the waist.

Long navy socks or black tights and black regulation school shoes are worn in winter.

Winter	Term 2 and Term 3
<b>Tunic</b>	Regulation navy tunic. <b>When standing, tunic length should rest at the knee. Shortened tunics are not acceptable and students may be sent to the Uniform Shop to buy a new tunic with the payment being charged to the parents'/guardians' account.</b>
<b>Blazer</b>	Must be worn to and from school as the outer garment throughout Term 2 and Term 3 and on all formal occasions
<b>Jumper</b>	Regulation navy with wrist and collar stripe
<b>Shirt</b>	Regulation long-sleeved shirt
<b>Tie</b>	Regulation tie
<b>Hat</b>	Regulation navy blue panama with band. The hat is optional but students are encouraged to wear it to and from school, and in the playground at recess and lunchtime. See sun protection guidelines, page 49.
<b>Stockings/Tights</b>	Regulation (black)
<b>Socks</b>	Regulation navy (long)
<b>Shoes</b>	Flat heeled, black, lace-up leather shoes, no contrast stitching. Shoes must be polished regularly
<b>Backpack</b>	Regulation school backpack only Regulation school trolley bag available

## Year 10 to Year 12 Uniform

Students in Year 10 to Year 12 wear a straight A-line skirt of deep navy pinstriped wool. There are three pleats in the front.

In summer, a short-sleeved fitted shirt with a loop and button collar is worn. In winter, there is a long-sleeved fitted shirt.

Short navy, or long navy socks and black regulation school shoes are worn in the summer terms. Long navy socks or black tights and black regulation school shoes are worn in the winter terms. Black sheer stockings are worn on formal occasions such as Speech Night.

All Year	
<b>Skirt</b>	Regulation senior skirt. <b>When standing, the skirt should rest at the knee. Shortened skirts are not acceptable and students may be sent to the Uniform Shop to buy a new skirt with the payment being charged to the parents'/guardians' account.</b>
<b>Blazer</b>	Must be worn to and from school as the outer garment throughout Term 2 and Term 3 and on all formal occasions
<b>Jumper (optional)*</b>	Regulation V-neck jumper (not to be worn as the outer garment)
<b>Cardigan (optional)*</b>	Regulation cardigan (not to be worn as the outer garment)
<b>Vest (optional)*</b>	Regulation sleeveless vest (not to be worn as the outer garment)
<b>Shirt</b>	Regulation short-sleeved shirt in Term 1 and Term 4; regulation long sleeved shirt in Term 2 and Term 3
<b>Socks/Stockings/Tights</b>	Navy long socks or ankle socks in Term 1 and Term 4, and black tights or navy long socks in Term 2 and Term 3. Sheer black stockings are to be worn on formal occasions

<b>Shoes</b>	Flat heeled, black, lace-up leather shoes, no contrast stitching. Shoes must be polished regularly.
<b>Backpack</b>	Regulation school backpack only Regulation school trolley bag available

\*The jumper, cardigan and vest are not permitted as the outer garment outside school grounds. The only acceptable outer garment is the shirt or the blazer.

## Year 6 to Year 12 Sport Uniform

Sports Uniform	
<b>Sport</b>	Regulation sports skort or shorts and navy sports short- or long-sleeved top
<b>Tracksuit</b>	Regulation tracksuit
<b>Swimmers</b>	Regulation swimming costume
<b>Bag</b>	Regulation school sports bag only

**Students must not wear the sports uniform to and from school.**  
All articles (including books and sport items) must be clearly labelled.

### The School Blazer

All students in the Senior School at MLC School must own the school blazer. The blazer is a deep navy pinstriped lined woollen jacket with two front pockets and the school crest in gold. As students earn pocket recognition for achievements in the Senior School these are embroidered on the front panels. The blazer must be worn on all formal occasions and is worn as the outer garment when travelling to and from school during Term 2 and Term 3.

### The School Hat

The school hat is optional for students in Year 6 to Year 12, but strongly encouraged. The school hat for both winter and summer is a navy blue straw panama with a ribbon band and school crest. It is worn to and from school and on some formal occasions and excursions. Students are encouraged to wear the School hat in the playground at recess and lunchtimes. See sun protection guidelines on page 53.

### Other Items

There are many other items of uniform that students may choose to purchase, such as the School jumper, and hair accessories, as well as cardigan and vest for students in Year 10 to Year 12.

### The Sports Uniform

The MLC School sports uniform links the blue and navy of the school colours in a number of combinations, depending on the sport played by the student. The standard uniform for PE lessons is a blue sports top, with navy and gold trim and navy shorts. White MLC School socks and training shoes are worn to PE.

Students in Year 6 to Year 12 have the option of wearing the PDHPE shirt with shorts for PDHPE lessons. However, students must wear the correct sport-specific uniform for each sport at both training and competition. Please liaise with the individual sport coaches for uniform details.

An MLC School tracksuit is available and is required during the winter months if students represent the school at Saturday or at any inter-school sport.

## Badges

Girls must wear the School badge and their House badge each day to school. These are available from the Uniform shop or Junior School Reception.

## Jewellery

Acceptable jewellery includes school badges, wrist watches and earrings – being one pair of plain sleepers, no more than 10mm in diameter or one pair of plain studs, no larger than 5mm in diameter, one worn in each earlobe only. No other jewellery may be worn. All non-regulation jewellery will be confiscated and handed back to students.

## Watches

Students are permitted to wear a standard wrist watch to school. Smart watches are not permitted in the Junior School.

To view uniform accessories please visit:

[mlcsyd.nsw.edu.au/enrolments/uniforms-and-equipment](https://mlcsyd.nsw.edu.au/enrolments/uniforms-and-equipment)

## Hair

Hair should be neat, well groomed and of natural colour. Hair that is longer than shoulder length must be tied back with blue, or black, elastics or navy or tri-colour ribbons only.

## Nail polish

Students are sent to the Studies Office to remove nail polish.

## Education Program

The PDHPE department maintains an ongoing program of education on sun protection and related issues, and implements practices to guide students in sun protection.

## Shade

The School provides shaded and undercover areas for student use during breaks. Shade trees are maintained as an important part of the landscaping plan.

## Hats

For girls in Year 6 to Year 9 the School hat is optional, however students are encouraged to wear it to and from school, and in the playground at recess and at lunch times.

## Sunscreen

Junior School and the Studies Office maintains a supply of sunscreen for students who have forgotten their own and for teachers on playground duty. PDHPE teachers and sports coaches strongly encourage students to use sunscreen where appropriate.

## Uniform Infringements for Senior School

### Out of Uniform Pink Pass

Students who have a genuine reason for not wearing the School uniform properly must present a letter of explanation, signed by a parent/guardian to the Luminary. The Out of Uniform Pink Pass should be produced upon request during that day.

### Yellow Out of Uniform Infringement Note

Students who do not have a parent/guardian note explaining the reason for being 'out of uniform' will be issued with a Yellow Uniform Infringement Note.

The Studies Office will be notified of all uniform infringement notices distributed.

## Sun Protection Guidelines

MLC School recognises that the nature of the climate of Sydney creates health and medical risks associated with excessive exposure to the sun. The School accepts a responsibility to educate its students on such matters, and to adopt and implement policies and practices to lessen the risks.

## UNIFORM SHOP

The School Uniform Shop is located on Rowley Street, and opening hours for 2020 are as follows:

From Wednesday 8 January to Friday 10 January, 9am–4pm

- ▲ Saturday 11 January, 9am–12noon
- ▲ Monday 13 January, 9am–4pm
- ▲ Tuesday 14 January, 9am–4pm
- ▲ Wednesday 15 January, 9am–4pm
- ▲ Thursday 16 January, 9am–4pm
- ▲ Friday 17 January, 9am–4pm
- ▲ Monday 20 January, 9am–4pm
- ▲ Tuesday 21 January, 9am–4pm
- ▲ Wednesday 22 January, 9am–4pm
- ▲ Thursday 23 January, 9am–4pm
- ▲ Friday 24 January, 9am–4pm
- ▲ Tuesday 28 January, 9am–4pm
- ▲ Wednesday 29 January (students return), 8am–4pm
- ▲ Thursday 30 January, 8am–4pm

From Friday 31 January, normal trading hours resume – Monday, Tuesday and Friday 8am to 4pm.

For new student fittings, it is advisable to arrange an appointment with the Uniform Shop on 02 8741 3177 or [mlc.midford.com.au](https://mlc.midford.com.au). Please set aside approximately 45 minutes for the fitting with our uniform specialists. Online ordering for new students is discouraged.

Uniform items, sports uniforms, tracksuits, school bags, and calculators are all available from here.

Parents/guardians and/or students may come and purchase items by cash, cheque, credit card (except Diners and American Express) or EFTPOS. Phone and fax orders can be made on 02 8741 3177 during shop opening times.

Email orders with your contact details can be sent to [mlc@midford.com.au](mailto:mlc@midford.com.au)

Online ordering is also available via the MLC School website, <https://www.mlcsyd.nsw.edu.au/> or go to <https://schoolshop.midford.com.au/mlcsyd/>

### Online ordering is a simple process

1. Go to <https://schoolshop.midford.com.au/mlcsyd/>
2. New users to click the 'Register New Account' button
3. Add the unique School pass phrase: MLC1886
4. Add your personal information, create a username and password
5. Order the items you need, select pick-up in store or option for home delivery



## SECOND-HAND UNIFORM AND TEXTBOOKS

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MLC School has partnered with the Sustainable School Shop, enabling families to buy and sell second-hand uniforms, textbooks and school items throughout the year.

MLC School is mindful of the potential waste generated over the life of a student at school and we hope this system will help our community recycle uniform and other items and, ultimately, help to reduce our ecological footprint. There is no cost to families to access and use this service.

Sustainable School Shop is a national platform assisting schools and families with second-hand services, customised to each school. Families will have the ability to:

- ▲ Trade second-hand school uniforms, textbooks and other school items with ease, 365 days per year
- ▲ Access ongoing support and assistance directly with Sustainable School Shop
- ▲ Connect directly with other families to buy and sell textbooks and uniforms
- ▲ Access a complete and accurate guide of available second-hand uniform and textbooks

To register with Sustainable School Shop, please follow the instructions below:

- ▲ Visit **[sustainableschoolshop.com.au](https://sustainableschoolshop.com.au)**
- ▲ Follow the prompts and register your details online
- ▲ Type 'MLC School...' and select from the drop-down menu
- ▲ Click Register to submit your details
- ▲ An email will be sent to you with your unique login details
- ▲ Start selling

Please note that while the 2020 MLC School booklists are available to view on Sustainable School Shop, these are for information purposes as we acknowledge that textbooks may have already been purchased. However, you may still opt to sell textbooks from now as Sustainable School Shop has an ISBN number matching service that may enable you to find a home, at another school, for your daughter's textbooks. 2021 booklists will be available and accessible from the Sustainable School Shop from Term 3 in 2020 so families may start buying/selling/trading these items then.



**A UNITING CHURCH DAY SCHOOL FOR  
GIRLS, PRE-KINDERGARTEN TO YEAR 12**

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The Uniting Church in Australia Property Trust  
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[mlcsyd.nsw.edu.au](http://mlcsyd.nsw.edu.au)

**MLC**  
SCHOOL



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