

# Faith Lutheran College, Redlands

*Faith in Christ...prepared for life*



## JUNIOR SCHOOL INCORRECT UNIFORM PROCEDURE

### 1<sup>ST</sup> EMAIL FROM TEACHER

Dear <Insert parent name>,

It has been noted <insert student name> is wearing the incorrect uniform today (**state what was incorrect in these brackets i.e. hat, shoes....**). Prior to this email I have had conversations with <insert student name> about wearing the correct uniform and upholding our uniform requirements. Therefore, I wanted to email you today to let you know. If there is a valid reason for <insert student name> not wearing the correct uniform, please email me with this reason or communicate this via <insert student name> diary, this helps us understand why and how we can support your child.

However, it is expected <insert student name> will be in the correct uniform tomorrow, upholding our Uniform Policy and requirements. This policy states "All students who are enrolled at Faith Lutheran College, Redlands will be expected to comply fully with the uniform policy, requirements and procedures. Parents are expected to fully support the College policy and requirements as part of their commitment to Faith Lutheran College Redlands".

<https://www.faithlutheran.qld.edu.au/assets/documents/2017/Policies/Uniform-Policy-and-Procedures-FLCR-March-2017.pdf>

Thank you for continue to support and partner with us to uphold our Uniform Policy. If you have any questions or concerns, please do not hesitate to contact me.

Kind regards,

<Insert teacher name>

Classroom Teacher

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### 2<sup>ND</sup> EMAIL FROM DEPUTY

Dear <Insert parent name>,

You are receiving this email as it has been noted <insert student name> is wearing the incorrect uniform today (**state what was incorrect in these brackets i.e. hat, shoes....**). You have already received previous communication from your class teacher regarding uniform expectations. If there is a valid reason for <insert student name> not wearing the correct uniform, please advise me via email, or your child's diary. This will assist us to understand why <insert student name>, is again not wearing the correct uniform on the correct day.

It is an expectation that <insert student name> will be in the correct uniform tomorrow, upholding our Uniform Policy and requirements.



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As this has occurred before, your child has been asked to complete a reflection notice tomorrow during their break time. This will involve revising school uniform guidelines and the importance of following these.

Thank you for supporting and partnering with us in this matter. If we can support you further or if you have any questions or concerns, please do not hesitate to contact me.

Kind regards,

Kirsty Clements  
Deputy Head of Junior School

## JUNIOR SCHOOL CAMPUS INCORRECT UNIFORM FLOW CHART

### TEACHER RESPONSIBILITY

#### 1st TIME INCORRECT UNIFORM

Teacher verbal conversation with student.  
*Teacher to log in Teacher Kiosk notes.*

#### 2nd TIME INCORRECT UNIFORM

Pro-forma email from Teacher to Parent via Teacher Kiosk.  
*Teacher to bc Deputy.*

### DEPUTY RESPONSIBILITY

#### 3rd TIME INCORRECT UNIFORM

Pro-forma email from Deputy to Parent via Teacher Kiosk.

#### 4th TIME INCORRECT UNIFORM

Deputy to phone Parent.  
*Deputy to log in Teacher Kiosk notes.*

### HEAD OF JUNIOR SCHOOL RESPONSIBILITY

#### 5th TIME INCORRECT UNIFORM

Head of Junior School to phone Parent to arrange meeting.  
*Head of Junior School to log in Teacher Kiosk notes.*



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