



REIGATE GRAMMAR SCHOOL
VIETNAM

Uniform & Personal Appearance
Policy & Guidance

ISI Code:	...
Policy Author:	Colin BRADSHAW BASTIDA
Date Reviewed By Author:	May 2022
Next Review Due:	May 2023
Date Approved By Governing Body:	June 2023
Next Review by Governing Body Due:	June 2023



Wearing an RGS Vietnam uniform is a badge of pride, it creates an identity for our school community and is an important part of being an RGS Vietnam student. A school uniform teaches students to dress smartly and take pride in their appearance. At RGS Vietnam, we believe a school uniform can improve learning by reducing distraction, sharpening focus on schoolwork and making the classroom a more serious environment, allowing our students to perform better academically.

RGS Vietnam believes a simple, smart and comfortable uniform confers many benefits on the students and adds to the general ethos of the school. Students are required to wear school uniform for school days and other school-sponsored events (unless otherwise directed for a specific occasion. We have a simple uniform for wearing in the classroom (which changes slightly with the weather), a PE uniform, and a separate sports uniform for House events. We expect blazers and shoes to be worn inside the school building, shirts and blouses to be tucked in and outdoor clothing such as coats, jackets, hooded tops etc. to be removed before entering the building. If a base layer, undershirt / vest is worn, it should be white in colour with no images or lettering.

In swimming lessons and events, the female students would either wear a one-piece costume or a three-piece costume which would have at least the same coverage as a one-piece costume.

Extreme haircuts and styles are not appropriate for school. Long hair must be tied back in the Preparatory section and as directed by teachers in the Secondary section. Any hair dye should not be a significant contrast to the student's natural hair colour e.g. black, blonde, brown, auburn.

At RGSV, please note that nail polish is not part of the RGS Vietnam school uniform. It would be appreciated if nail polish can be removed at home prior to attendance at school. You will need to have it removed within 24 hours.

Jewellery, if worn, should be limited to one pair of simple earrings, a single bracelet, a hidden necklace, and a watch. For safety reasons, rings should not be worn. Wearing jewellery, especially expensive, is discouraged. We reserve the right to confiscate excessive amounts of jewellery worn.

RGS Vietnam students are responsible for wearing the correct uniform; valuable form tutor and teaching time can be lost when the teachers have to challenge students who are improperly dressed, and this is an unnecessary distraction from lessons which can easily be avoided. In certain circumstances, the student may be removed from the lesson in order to telephone home and wait in the school office for a parent to bring the correct clothes. Please help us to avoid this scenario: encourage your child to be responsible and follow these guidelines.

In the event that a student is not wearing the correct school uniform

- First incident – teacher/ tutor speaks to the student and requests to see the student wearing the correct uniform the next day. This will be recorded in the school's information system.





- Second incident – the student will complete a uniform reflection sheet with the class teacher/ homeroom tutor, and a copy will be given to the Pastoral Leader or Programme Coordinator. This will be recorded in the school’s information system.
- Third incident – the student will be sent to the Pastoral Leader or Programme Coordinator. They will fill in a second “uniform reflection sheet”. This will be recorded in the school’s information system.
- Fourth incident – the student will be sent to the Head of Section. In addition to the above, a letter will be sent home with a return slip to be signed by the parent. The student must report to the Head of Section the next day in their correct uniform, with the signed return slip. This will be recorded in the school’s information system.

To support students making the right choices, then regular uniform checks will take place.

Should the problem persist





We would hope that an RGS Vietnam student would not reach the final stage of this process. However, the school reserves the right to withdraw a student from class for serious non-compliance with the uniform policy. Parents will be asked to collect their child and to ensure the correct uniform is worn before the student is allowed to return.

Lower Prep School
Early Years (Kindergarten) - Year 2

Girls' Classroom Uniform		Boys' Classroom Uniform	
Polo shirt		Polo shirt	
Shorts/Skirt		Shorts	
Jumper	Branded Blue V-neck jumper	Jumper	Branded Blue V-neck jumper
Socks	White, Navy Blue	Socks	White, Navy Blue
Footwear	Sensible black leather shoes (no heel or backless styles)	Footwear	Sensible black leather shoes (no heel or backless styles)
School hat	Baseball Cap	School hat	Baseball Cap
School bag		School bag	
Raincoat		Raincoat	





Upper Prep School

Years 3 to 6

Girls' Classroom Uniform		Boys' Classroom Uniform	
Blouse		Shirt	
Skirt/trousers/shorts		Shorts/Trousers	
Socks	White, Navy Blue	Socks	White, Navy Blue
Footwear	Sensible black leather shoes (no heel or backless styles)	Footwear	Sensible black leather shoes (no heel or backless styles)
Jumper	Branded Blue V-neck jumper	Jumper	Branded Blue V-neck jumper
School hat	Baseball Cap	School hat	Baseball Cap
School bag		School bag	
Winter coat		Winter coat	

Secondary School Years 7 to 13

Girls' Classroom Uniform		Boys' Classroom Uniform	
<p>School Navy Blue school-branded Girls' Blazer <i>(worn inside the building, and at class teacher's discretion within the classroom)</i></p>		<p>School Navy Blue school-branded Boys' Blazer <i>(worn inside the building, and at class teacher's discretion within the classroom)</i></p>	
<p>White long or short-sleeved school-branded blouse with classic/standard collar <i>(fully button up & tucked in)</i></p>		<p>White long or short-sleeved school branded formal shirt with classic/standard collar <i>(fully button up & tucked in)</i></p>	
<p>School Graphite Grey twin pleat cut at knee-length skirt or trousers** or shorts**</p>		<p>School Graphite Grey trousers, touching the ankle, or shorts, touching the knee, (not denim nor sports style) & black belt with a simple buckle</p>	
<p>Plain White, Black or Navy Blue from invisible up to the knee socks or Plain Black or Navy Blue Tights</p>		<p>Plain White, Black or Navy Blue from invisible up to the knee socks</p>	

Base Layers under the shirt must be white with no logos or patterns to be seen		Base Layers under the shirt must be white with no logos or patterns to be seen	
<p>Footwear Sensible all black up to 2 cm heel leather shoes <i>(conventional style, no boots, sandals, trainers, heel or backless styles)</i> <i>To be worn when inside the building</i></p>	 <p>See further guidance below</p>	<p>Footwear Sensible all black leather shoes <i>(conventional style, no boots, sandals, trainers, heel or backless styles)</i> <i>To be worn when inside the building</i></p>	 <p>See further guidance below</p>
<p>School tie <i>Worn, showing castle, with the tip touching the top of the trousers, skirt, shorts</i></p>		<p>School tie <i>Worn, showing castle, with the tip touching the top of the trousers, skirt, shorts</i></p>	
School bag	<i>No specified colour but must be without any large or offensive logos.</i>	School bag	<i>No specified colour but must be without any large or offensive logos.</i>
Outdoor coat	<i>No specified colour but must be without any large or offensive logos. (This is not to be worn in the building and needs to be placed in locker once in school, unless needed for outdoor recess/lunch)</i>	Outdoor coat	<i>No specified colour but must be without any large or offensive logos. (This is not to be worn in the building and needs to be placed in locker once in school, unless needed for outdoor recess/lunch)</i>

** may not be available in school shop in the school year 2022-2023 & any purchases outside of school shop must adhere to the correct shades of colour

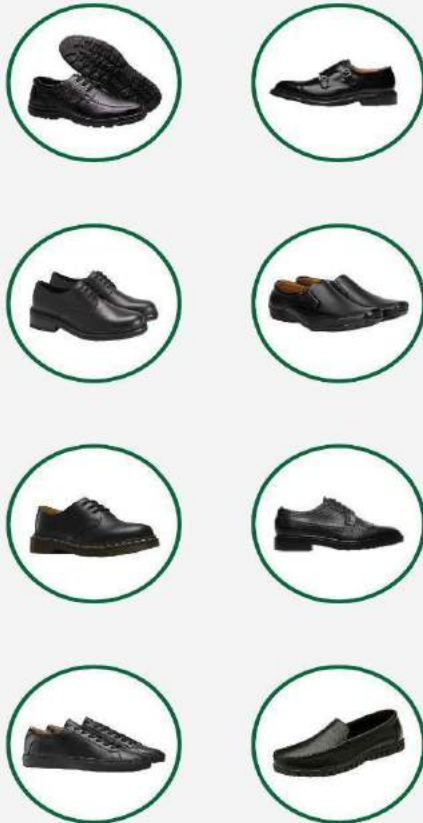


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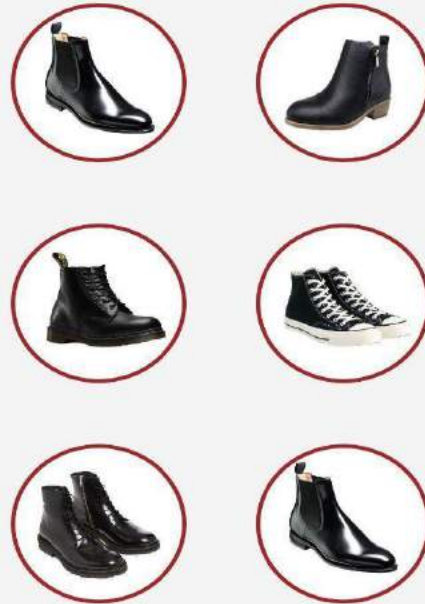
FOOTWEAR

Secondary

Allowed
Shoes



Not allowed
Boots



Trainer



Whole School PE

Students will continue to wear the current ISV PE kit. Further details can be sort directly from the PE Dept.

Teams will be provided with their appropriate kit list by the PE Dept.

Non-uniform days

On dedicated non-uniform days, students may choose what to wear unless a specific, themed non-uniform has been declared e.g. a book character during Book Week. However, it should always be appropriate for the school/work context e.g., no short skirts or shorts more than a hand's width above the knee cropped or low cut tops, ripped clothing, or T-shirts with offensive slogans.

Reviewing of this Policy

The uniform policy will be reviewed yearly.

Created April 2019

Reviewed June 2019

Last reviewed May 2022

UNIFORM REFLECTION SHEET (SECONDARY)

Teacher:

Name.....

Class.....

Date of occurrence.....

Why do we have a uniform?

The students of RGS Vietnam wear a uniform designed to enhance the sense of identity as part of a team working together towards common goals and maintaining a smart, distinctive appearance representative of the school.

This is what I chose to wear:

.....
.....
.....
.....

This is not correct uniform because:

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.....
.....
.....

This is what I will wear in future:

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.....
.....
.....

Signed..... Date of reflection

UNIFORM CONCERNS (SECONDARY)

Date

Dear parent(s),

The students of RGS Vietnam wear a uniform. The uniform is designed to enhance the sense of identity as part of a team working together towards common goals and maintaining a smart, distinctive appearance representative of the school. Valuable homeroom and teaching time are lost when the teachers have to challenge improperly dressed students. Students are responsible for wearing the correct uniform to school.

I am writing to let you know that your son/daughter has again come to school without the correct uniform despite a series of warnings.

Description:

.....
.....
.....

So that we know you have received this letter, kindly sign and date the reply slip below and return to us as soon as possible. Please help us to ensure your son/daughter comes to school wearing the correct uniform in future.

Yours sincerely,

Mr. Colin Bradshaw Bastida
Head of Secondary

Dear Mr. Colin,

I have received your letter and read the enclosed Uniform Policy, and I have discussed the matter with my child (name)

Parent's signature

Parent's name

Date.....