



# REIGATE GRAMMAR SCHOOL VIETNAM

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## Uniform & Personal Appearance Policy & Guidance

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**Policy Author:**

Senior Leadership Team

**Reviewed**

April 2025

**Next Review by BoM Due:**

April 2027

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 pupil. 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 pupils to perform better academically.

RGS Vietnam believes a simple, smart and comfortable uniform confers many benefits on the pupils and adds to the general ethos of the school. Pupils 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 to be worn inside the school building (during winter months), 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 pupils 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 pupil'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 pupils 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 pupil and requests to see the pupil's wearing the correct uniform the next day. This will be recorded in the school's information system.
- Second incident – the pupil 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 pupil 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 pupil 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 pupil 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, regular uniform checks will take place.

#### Should the problem persist

We would hope that an RGS Vietnam pupil would not reach the final stage of this process. However, the school reserves the right to withdraw a pupil 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 pupil 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		Jumper	
<b>The following items are not supplied through the school uniform shop.</b>			
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	
Jumper		Jumper	
<b>The following items are not supplied through the school uniform shop.</b>			
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	

## Secondary School Years 7 to 13

Girls' Classroom Uniform		Boys' Classroom Uniform	
<p>School Navy Blue school-branded Girls' Blazer</p> <p><i>(worn inside the building, and at class teacher's discretion within the classroom)</i></p>		<p>School Navy Blue school-branded Boys' Blazer</p> <p><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</p> <p><i>(fully buttoned up &amp; tucked in)</i></p>		<p>White long or short-sleeved school branded formal shirt with classic/standard collar</p> <p><i>(fully buttoned up &amp; tucked in)</i></p>	
<p>School Graphite Grey twin pleat cut at knee-length skirt or trousers</p>		<p>School Graphite Grey trousers, touching the ankle, or shorts, touching the knee, (not denim nor sports style) &amp; black belt with a simple buckle</p>	
<p>School tie</p> <p><i>Worn, showing castle, with the tip touching the top of the trousers, skirt, shorts</i></p>		<p>School tie</p> <p><i>Worn, showing castle, with the tip touching the top of the trousers, skirt, shorts</i></p>	

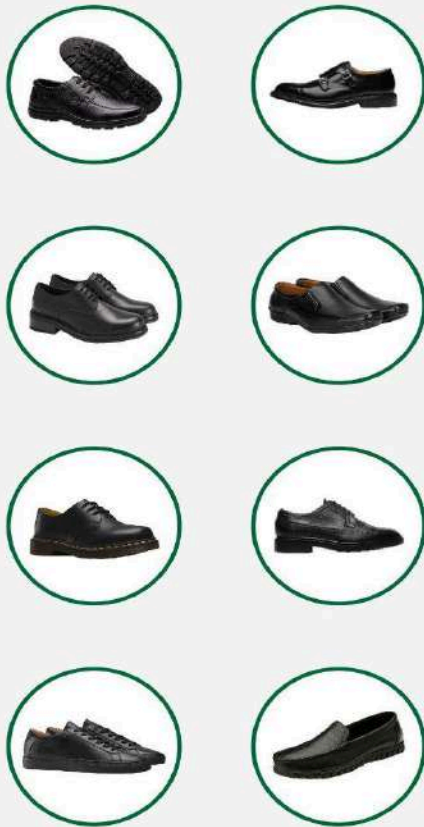
The following items are not supplied through the school uniform shop.			
Plain White, Black or Navy Blue up to the knee socks or Plain Black or Navy Blue Tights		Plain Black or Navy Blue up to the knee socks	
Base Layers under the shirt must be white with no logos or patterns to be seen		Base Layers under the shirt must be white with no logos or patterns to be seen	
<u>Footwear</u> 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>	 See further guidance below	<u>Footwear</u> 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>	 See further guidance below
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>



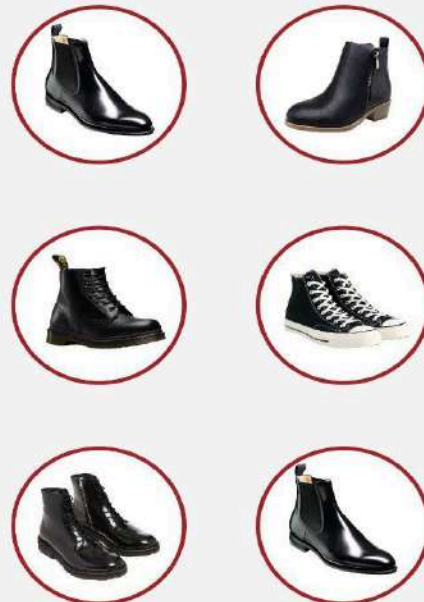
REIGATE GRAMMAR SCHOOL  
VIETNAM

## FOOTWEAR *Secondary*

### Allowed *Shoes*



### Not allowed *Boots*



### *Trainer*





## Whole School PE

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

Primary students are permitted to wear their RGSV sports uniform on days they are timetabled for PE.

### Non-uniform days

On dedicated non-uniform days, pupils 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 biannually.

Created April 2019

Reviewed April 2025

To be reviewed October 2027

## 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:

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

This is what I will wear in future:

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

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. David Mate  
Head of Secondary

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Dear Mr. David,

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.....