Policy and Procedure Register updates

Summary of changes to:

Student dress code procedure

1. **Reason for new/updated policy or procedure** *(select all that apply)*		
☒ Change of policy/procedure requirements	☐ Audit/review recommendation	
☐ Change to legislation/delegations	☐ Due for review	☐ Other

The Student dress code procedure has been updated to provide clearer guidance on cultural and religious considerations, simplify dress code modifications and respond to cost-of-living pressures for families.

Schools that have already drafted, reviewed or finalised their dress code for 2027 do not need to undertake an additional review at this time. Necessary changes should be incorporated at the school's next scheduled dress code review.

2. Summary of changes

The changes to the procedure support the consistent application of dress code requirements, while reducing red tape and maintaining the authority of principals to determine local dress code arrangements in consultation with their school communities.

Overview section

- Added: Dress codes must:
  - consider suitability, as well as affordability, functionality, and durability of uniform items.
  - limit the number of branded uniform items (e.g., socks) to reduce additional costs for families.
  - allow principals to consider approving reasonable modification to the dress code inclusive of dress worn for reasons of religion, ethnicity or cultural practices, traditions or customs.

Process – Developing a dress code section

- Point 2:
  - added a new paragraph "Additionally, the dress code should allow for reasonable modifications inclusive of dress worn for reasons of religion, ethnicity or cultural practices, traditions or customs."
  - removed examples of permitted head coverings.
  - revised wording to last paragraph "Requests to modify the dress code for reasons of religion, ethnicity or cultural practices, traditions or customs should be considered by the school and are subject to final approval by the principal."
- Point 3:
  - added "Consider limiting the number of branded clothing items in the uniform."
- Point 4:
  - revised wording to improve readability of sub-points.

Supporting information for the procedure

Corresponding updates were also made to the *Checklist – developing, reviewing and implement a student dress code* and the *Frequently asked questions about the Student dress code procedure* to assist implementation and review of local student dress codes.

3. Impacts to roles and responsibilities

Does the new/updated content change staff roles/responsibilities *in any way*?	☐ Yes	☒ No

If yes, select the type of change: *(select all that apply)*

☒ Revised responsibilities	☐ New/additional responsibilities	☐ Removed responsibilities

Position title	Summary of change	Page#
Principal	Revised requirements for considering and deciding requests for student dress code modifications, including cultural and religious considerations.	2 and 4
Principal	Revised requirements when developing and reviewing a school's student dress code, including consideration of affordability impacts on families.	1 and 4

4. Communication and support for implementation

To support implementation:

- information has been provided to stakeholder groups
- an article was been published in ConnectED on 3 November 2026 to advise school, regional and central office staff of the changes and the commencement date of Term 1 2027
- supporting guidance materials and resources have been updated; and
- schools should refer to the updated procedure when undertaking their next dress code review.

For further assistance, please contact your regional office.

Procedure

Student dress code procedure

Version: 7.1 | **Version effective**: 27/01/2027

Audience

All state schools

Purpose

This procedure outlines processes principals need to follow in developing, approving, documenting, implementing and reviewing student dress codes in Queensland state schools.

Overview

In accordance with section 360 of the *Education (General Provisions) Act 2006* (Qld), a principal may develop a student dress code that will apply when students are attending, or representing, the school.

A dress code provides guidance to the school community on the agreed uniform and standards for student personal presentation. The purpose of a dress code is to promote a sense of identity and pride; help strengthen school community cohesion; enhance student safety, health and wellbeing; and prepare students for the expectations of some workplaces.

When developing a dress code, the principal must ensure it is compliant with relevant legislation and guidelines, as described in this procedure.

Dress codes must:

- be developed in consultation with the school community
- be consistent with health and safety considerations
- comply with human rights, anti-discrimination and disability standards for education legislation
- consider affordability, functionality, suitability and durability of uniform items
- limit the number of branded uniform items (e.g., socks) to reduce additional costs for families
- provide uniform options, including shorts and pants, in all uniform categories for all students, regardless of gender
- include a process to enable modifications, reasonable adjustments or exemptions for individual students or groups of students

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- allow principals to consider approving reasonable modification to the dress code inclusive of dress worn for reasons of religion, ethnicity or cultural practices, traditions or customs.
- be published on the school's website

Dress codes clearly explain and document standards of acceptable dress in relation to clothing worn by students, including headwear, footwear, and other aspects of personal presentation.

Dress codes must incorporate strategies to accommodate the individual needs and circumstances of students and strategies for managing non-complying students.

For information about transition arrangements for 2027, refer to the FAQs.

Responsibilities

Principals

- consult with students, school staff, parents and the Parents and Citizens' (P&C) Association when developing and reviewing the school's dress code
- approve the dress code and/or amendments to the dress code
- ensure the dress code:
  - states its purpose and acceptable standards of dress and student personal presentation
  - complies with relevant legislation and departmental policies
  - is inclusive of students from diverse backgrounds and circumstances
  - is inclusive of students with disability (including students with specific sensory, physical or other needs)
  - outlines the rights and responsibilities of parents, students and the school
  - is flexible and allows the right of choice (including choice of shorts and pants) for all students by clothing type regardless of gender
  - is practical and provides all students with equal access to the full range of school activities
  - is responsive to individual abilities and needs
  - includes criteria and processes for granting and managing modifications, reasonable adjustments or exemptions
  - considers affordability of uniform items and includes strategies to reduce costs and/or support families in financial need
  - includes strategies to positively reinforce compliance
  - includes strategies to manage non-compliance that are not contrary to student wellbeing or academic outcomes
  - includes strategies for resolution of dress code non-compliance or other issues.
- comply with the Purchasing and procurement procedure when engaging a school uniform supplier
- ensure the school possesses the intellectual property rights for the school logo

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- licence the school logo to manufacturers to reproduce the school logo for the purpose of manufacturing school uniforms, and maintain all licences on record
- communicate dress code requirements to the school community, ensuring it is published on the school's website and readily available on request
- ensure the dress code is communicated clearly and through multiple channels to students and parents prior to enrolment, as part of the enrolment agreement, providing a basis for parent agreement
- enforce the dress code fairly and equitably
- determine, document and inform parents and students of reasons for dress code exemption decisions
- monitor issues and review the dress code periodically
- act and make decisions in a way that respects and protects human rights (DoE employees only), protects students from unfair discrimination, harassment and other objectionable conduct, and ensures that students with disability can access and participate in education on the same basis as students without disability.

Parents and Citizens' Associations (P&Cs)

- support and engage in consultation led by the principal, giving advice and recommendations regarding the school's dress code
- consider:
  - human rights, anti-discrimination and disability standards for education
  - health and safety
  - affordability, functionality and durability of uniform items.
- direct parents to the principal to discuss any individual issues regarding the dress code
- support the school to resolve issues regarding the school's dress code.

Parents

- commit to supporting the dress code as part of the enrolment agreement
- support the student to adhere to the dress code
- request short- or long-term modifications, reasonable adjustments or exemptions to the dress code in writing or a mode accessible to parents (e.g. face-to-face meeting with the support of an interpreter or translator), providing reasons for the request
- work with the school to resolve issues regarding student compliance with the school's dress code
- engage in consultation processes about the dress code.

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Process

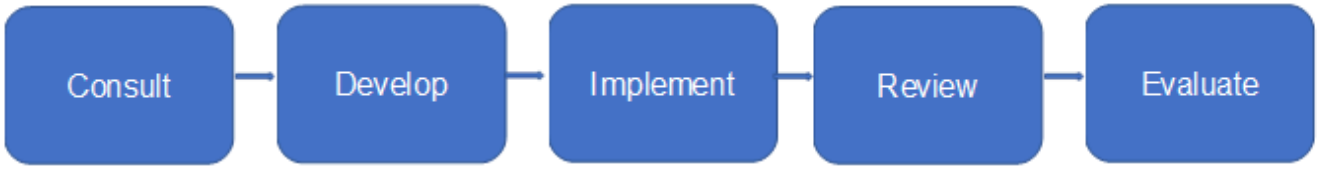


Image 1 – Process for student dress code

Principals

Consultation

1. Consult with stakeholders (students, staff, parents, P&C) and interest groups (e.g. cultural leaders) early in the process of developing and reviewing the dress code to ensure the needs and diversity of the school community are represented.
2. Seek feedback about existing and proposed dress standards and strategies to promote the wearing of the school uniform using multiple channels of communication.
3. Consult with suppliers to obtain information about uniform options that are affordable and readily available.
4. Document all consultation undertaken.
5. Ensure timely communication of any proposed changes to the school uniform (before the changes are implemented), to allow parents, school uniform shops, suppliers, external retailers, and any other parties with significant stocks of uniforms to prepare for the changes.
6. Display uniform options for feedback.

Developing a dress code

1. Develop dress code standards that comply with workplace health and safety legislation and consider the safety of students and others, using the Checklist – Developing, reviewing and implementing a student dress code as appropriate. Consider:
   - uniform items and personal presentation (e.g. piercings, jewellery) appropriate to specific curriculum activities (e.g. protective footwear in laboratory or workshop lessons) as required by the Managing risks in school curriculum activities procedure and the appropriate Curriculum activity risk assessment (CARA) – Activity guidelines
   - sun safety guidelines (e.g. hats and swim shirts as required by the Sun safety strategy).
2. Develop dress code standards that comply with the human rights, anti-discrimination and disability standards and legislation for education, ensuring that dress codes do not give rise to unlawful discrimination or non-inclusive practices against students. Designs suitable to a student's gender identity, sensory, physical or other needs, must be included for all students in all uniform categories.
   Additionally, the dress code should allow for reasonable modifications inclusive of dress worn for reasons of religion, ethnicity or cultural practices, traditions or customs.
   Requests to modify the dress code for reasons of religion, ethnicity or cultural practices, traditions or customs should be considered by the school and are subject to final approval by the principal.

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3. Develop strategies for families who may be experiencing financial hardship to comply with the dress code. Consider:
    - staged introduction of new dress code options
    - cost reduction strategies (e.g. bulk purchasing, clothing pools, providing items for loan, second-hand clothing services, uniform exchange services)
    - limiting the number of branded clothing items in the uniform
    - financial support, payment plans or extended periods of time to purchase uniform items
    - proactively informing families of support available.
4. Develop dress code standards that provide all students with equal access to the full range of school activities. Consider functionality of clothing items:
    - comfort, durability and suitability of materials for climatic conditions
    - designs that support participation in incidental physical activity (e.g. riding to school; sport or exercise during breaks, before and after school).
5. Develop processes to grant short- or long-term modifications to, reasonable adjustments or exemptions from, the dress code, on a case-by-case basis. Consider:
    - criteria for granting of variations (e.g. health condition, pregnancy, disability, gender diversity, religious requirements, ethnic or cultural background, financial hardship)
    - how students or parents seek modifications or exemptions to the dress code using multiple communication channels e.g. email, text, face-to-face meeting, with the support of interpreter or translator
    - processes to document modification/reasonable adjustment/exemption decisions (e.g. letter to parent, exemption card for student to carry). A confidential centralised record of requested modifications, reasonable adjustments/exemptions should be established. Where patterns of modifications, reasonable adjustments and exemptions are identified over time, they should be considered in subsequent reviews of school uniform requirements
    - establish positive consequences and strategies to promote compliance with the dress code.
6. Develop processes to manage student non-compliance with the dress code, including logical and appropriate consequences that align with the school's Student Code of Conduct. For example:
    - support the student to comply with the dress code using loan items or removal of inappropriate items (e.g. non-religious or non-cultural jewellery, nail polish)
    - talk with the student and/or their parent (as necessary) about their non-compliance with the dress code and any consequences
    - provide alternative educational activities if student participation in essential curriculum activities is prevented for safety reasons
    - detention for persistent non-compliance
    - prevention from attending or participating in any non-essential curriculum activity in which the student would have been representing the school.
7. Ensure that students are not:

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- suspended, excluded or at risk of having their enrolment cancelled for not complying with the dress code
- given a consequence that damages their academic or external career prospects
- disadvantaged, discriminated against, or subject to non-inclusive practices where required dress code items are not available because of circumstances beyond the control of the student and/or the student's parent.

8. Ensure the dress code clearly outlines the rights and responsibilities of students, parents and the school.
9. Publish the dress code through multiple communication channels and make it freely available on request.

Student uniform supply arrangements

1. Refer to the current procurement supply arrangement (DoE employees only) and the Panel of pre-Qualified Providers for the provision of school uniforms which conform with Australian Standards or equivalent.
2. Use the appropriate Deed of Licence, as outlined in the Information sheet – Copyright school uniform logo, when licensing a manufacturer to reproduce the school logo for the purpose of manufacturing uniforms or to restrict the retailers to whom the licensed manufacturers can supply the uniforms.
3. Ensure parents and retailers are notified of any proposed change to school uniforms as soon as possible, so that school uniform shops and others with significant stock of uniforms can replace or prepare for the changes.

Implementing the dress code

1. Implement strategies and processes as outlined in the dress code.
2. Where there are individual issues with the dress code, or a persistent failure of a student to comply with the code, efforts should be made to resolve issues at the school level. Refer to the Guide – Resolving student dress code issues as appropriate.
   - explore/identify the reasons why the student is not complying and determine whether additional support is required, or whether a modification, reasonable adjustment or exemption is warranted.
   - inform and support the student's parent to develop strategies to assist the student to comply with dress code requirements.
3. If students or parents are dissatisfied with how the school has resolved the issue, refer to the Customer complaints management procedure.

Reviewing and evaluating the dress code

1. Monitor modifications, reasonable adjustments, exemptions and issues raised regarding the dress code.
2. Periodically review the dress code in consultation with stakeholders (students, staff, parents, P&C) and interest groups (e.g. cultural leaders) using the Checklist – Developing, reviewing and implementing a student dress code as appropriate.
3. Allow a suitable transition period and arrangements for the introduction of new uniform items or other dress code requirements.

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Definitions

Term	Definition
Dress code	A standard specifying what is acceptable in relation to items of clothing, footwear and jewellery worn by the students and the personal presentation of the students that applies when students are attending or representing the school.
Parent	See section 10 Meaning of parent under *Education (General Provisions) Act 2006* (Qld)
Reasonable adjustments	A reasonable adjustment is a measure or action taken to assist a student with disability to participate in education and training on the same basis as other students. An adjustment is reasonable if it achieves this purpose while considering the student's needs and balancing the interest of all parties affected including those of the student with the disability, the education provider, the staff and other students. The need for an adjustment and the nature of an adjustment should be determined in consultation with the student or their associate.
Uniform categories	Categories of uniforms determined by a school to be appropriate for different occasions or activities (e.g. formal, every day, winter, sports, extra-curricular activities).

Legislation

- *Anti-Discrimination Act 1991* (Qld) Chapter 2, Part 1-3, Part 4 Division 3-4, Part 4 Division 10, Part 5
- *Disability Discrimination Act 1992* (Cwlth) Part 1, Part 2 Division 2, Part 2 Division 5
- Disability Standards for Education 2005
- *Education (General Provisions) Act 2006* (Qld) Chapter 12, Part 9 ss.360-363
- *Human Rights Act 2019* (Qld) Part 2
- *Racial Discrimination Act 1975* (Cwlth) Part II s.9
- *Sex Discrimination Act 1984* (Cwlth) Part I, Part II Division 2, Part II Division 4
- *Work Health and Safety Act 2011* (Qld)

Delegations/Authorisations

- Nil

Policies and procedures in this group

- Nil

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Supporting information for this procedure

- Checklist – Developing, reviewing and implementing a student dress code
- Frequently asked questions about the Student dress code procedure
- Guide – Considerations for resolving student dress code issues
- Information sheet – Copyright school uniform logo
- School logo licence

Other resources

- Customer complaints management procedure
- Developing a sun safety strategy
- Disability Standards for Education: NCCD Portal
- Disability Standards for Education 2005 (Factsheet 2)
- Diversity in Queensland schools – Information for principals
- Enrolment agreement
- Human Rights – OnePortal (DoE employees only)
- Inclusion – OnePortal (DoE employees only)
- Inclusive education
- Inclusive education policy
- Managing risks in school curriculum activities procedure
- Purchasing and procurement procedure
- Purchasing and procurement services (DoE employees only)
- Queensland Anti-Discrimination Act: an easy read guide
- Queensland Human Rights Commission – Responsibilities for schools and universities
- Student discipline procedure
- Students with disability – OnePortal (DoE employees only)

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Contact

For further information, please contact your closest regional office.

Review date

24/01/2025

Superseded versions

Previous seven years shown. Minor version updates not included.

5.0 Student dress code
6.0 Student dress code

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Refer to the Creative Commons Australia site for further information.

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Checklist – Student dress code

This optional checklist supports state schools in developing, reviewing, and implementing a student dress code.

1. Consult	
Engage the school community: Consult students, parents/carers, staff, Parents and Citizens' (P&C) Association, and relevant groups (e.g. cultural, suppliers).	☐
Gather feedback: Use surveys, meetings, or working groups to collect input on preferences, concerns, and cultural considerations.	☐
Document consultation: Record all consultation activities and feedback received.	☐
2. Develop	
Draft the dress code: Clearly outline expectations, including acceptable and unacceptable clothing and presentation standards.	☐
Address key elements: • Health and safety (e.g. protective clothing, sun safety). • Inclusivity (e.g. gender identity, cultural/religious needs, disabilities). • Affordability (e.g. limit branded items, consider functionality and durability). • Flexibility (e.g. shorts/pants for all genders, modifications for medical/religious reasons).	☐ ☐ ☐ ☐
Include enforcement guidelines: Ensure consequences for non-compliance are fair and do not impact academic outcomes or wellbeing.	☐
3. Implement	
Publish the dress code: Make it available on the school website.	☐
Communicate the dress code: Notify parents, students, and suppliers well in advance via newsletters, meetings, and online platforms. Ensure all communications are accessible.	☐
Support families: Provide access to affordable dress code options (e.g. limit the number of branded uniform items, payment plans, emergency uniform pool, reduced price second uniforms, subsidies).	☐
Train staff: Ensure staff understand and apply the dress code consistently, complying with human rights and anti-discrimination laws.	☐
Follow procurement procedures: Use approved suppliers and respect intellectual property rights for logos.	☐
4. Review and Evaluate	
Monitor compliance: Track modifications, exemptions, and issues raised.	☐
Engage stakeholders: Periodically review the dress code with input from students, staff, parents, and cultural leaders.	☐
Evaluate effectiveness: Assess whether the dress code supports identity, safety, health, and wellbeing, and aligns with community expectations.	☐

For more details, refer to the Department of Education's *Student dress code* procedure available at: https://ppr.qed.qld.gov.au/pp/student-dress-code-procedure.

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Student dress code procedure

Frequently Asked Questions

Jump to a section

1. About student dress codes
2. Developing and reviewing a dress code
3. Affordability, branded items and existing stock
4. Modifications, human rights and safety
5. Uniform options and resolving concerns
6. Compliance and monitoring

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1. About student dress codes

Why do schools have dress codes?

The purpose of a student dress code is to promote a sense of identity and pride; help strengthen school community cohesion; enhance student safety, health and wellbeing; and prepare students for the expectations of workplaces.

For example, a school uniform can support safety by allowing students to be easily identified. A requirement for closed-in footwear may prevent injuries when participating in some curriculum activities. School uniform items can also promote student health, for example through incorporating sun safety measures.

Do the requirements apply to all schools, including non-state schools?

The Student dress code procedure applies to all Queensland state schools. Non-state schools make their own decisions about dress codes.

How do I find out about a school's dress code?

A school's dress code should be published on the school's website.

Schools should communicate their dress code to parents and students prior to enrolment at the school. Parents agree to the dress code as part of the enrolment process through the enrolment agreement.

2. Developing and reviewing a dress code

Who will schools need to consult when updating uniform requirements?

The procedure requires state school principals to consult with students, school staff, parents and the Parents & Citizens' Association (P&C) when developing and reviewing the school's dress code.

Two supporting documents are available to support schools with developing and reviewing a dress code, and resolving dress code issues (e.g. non-compliance).

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We have already reviewed or updated our dress code for 2027. Do we need to review it again?

No. Schools that have already drafted, reviewed or finalised their dress code for 2027 do not need to undertake an additional review at this time. Necessary changes should be incorporated at the school's next scheduled dress code review.

Can principals make changes to support transition arrangements for 2027?

Yes. Principals may, at their discretion, make minor changes to a school dress code where required to support transition arrangements for 2027. Any such changes should be communicated and implement in accordance with existing school process.

3. Affordability, branded items and existing stock

What are the financial implications for schools/families?

Principals must consider the affordability of uniforms and the socio-economic circumstances of families when developing or reviewing their school's dress code.

Schools should work with uniform suppliers to find affordable options to reduce costs for families, and consider payment plans, modifications, exemptions, loans or second-hand uniforms and limit branded items where appropriate.

Can a school continue to sell or offer branded socks or other non-compulsory branded uniform items?

Yes. A school may continue to offer branded items. However, the updated procedure requires schools to limit compulsory branded uniform items to help reduce costs for families. Schools should consider supplementing branded items where a non-branded item aligns with the schools uniform policy. For example, if the school policy allows for white socks, a non-branded item may be appropriate.

What if our school is located in a rural or remote community where there are limited uniform suppliers?

Schools should consider local circumstances when developing and reviewing dress codes, including the availability and affordability of uniform items.

4. Modifications, human rights and safety

What if a student requires a modification, reasonable adjustment or exemption to the school's dress code?

Any student who requires a short-term or long-term modification, reasonable adjustment or exemption from their school's dress code can request this from the principal (or their delegate) by following the process outlined in the school's dress code.

When might a student need a modification, reasonable adjustment or exemption from the dress code?

Dress codes must include processes to seek and grant short-term or long-term modifications, reasonable adjustments or exemptions for individual students or groups of students. Circumstances may include:

- religion, ethnicity or cultural practices, traditions or customs.
- gender diversity (e.g. access to gender neutral and gender diverse uniform options)

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- disability, including sensory, physical or other needs (e.g. reasonable adjustments for sensory, physical or other needs such as fabric variation, sensitivities or design feature[1])
- pregnancy
- financial hardship.

Can a school place limits on religious or cultural dress items for safety reasons?

Yes. In accordance with the law, a person may do and act that is reasonably necessary to protect the health and safety of people at a workplace. This includes students.

It may be necessary to place limits on religious or cultural dress items, where a genuine health or safety risk needs to be managed.

Principals should consider each matter on a case-by-case basis and balance human rights with the school's health and safety obligations.

For example, during trade, workshop, laboratory or other practical activities, or physical activities, an item may need to be temporarily removed, secured or modified if it creates a safety risk. Any limitation should be reasonably necessary, targeted to the identified risk and applied only for as long as the risk is required to be managed i.e. for the length of the activity.

Schools should discuss the issue with the student and parent and, where possible, identify a safe alternative that respects the student's religious or cultural practice.

5. Uniform options and resolving concerns

What if a student or parent disagrees with the school's dress code?

Any parents or students who have concerns about a school's dress code should discuss their concerns with the principal and P&C.

When were shorts and pants made a requirement for girls?

In 2018, a revised Student dress code procedure was released following stakeholder consultation. From 2019, all state schools were required to offer shorts and pants as options for all students in all uniform categories.

Why are shorts and pants included as part of the school uniform?

Giving all students the option to wear shorts/skorts and pants reflects our modern world.

Shorts and pants options for all students provide opportunities for everyone to participate in the full range of school activities, including sports, play and riding a bike to and from school.

These options provide greater flexibility and choice for all students to wear clothes that they feel comfortable in.

Are unisex shorts and pants required or can the school offer different styles for girls and boys?

As per the procedure, "Shorts and pants options in designs suitable to a student's gender identity must be included for all students in all uniform categories". School communities should decide on which shorts and pants styles best suit their students' needs. In some cases, more than one style may be offered, while in other cases, e.g. sports shorts, a unisex option may be suitable.

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[1] Online service request - Occupational Therapy service (DoE employees only)

6. Compliance and monitoring

Which legislation is relevant to a student dress code?

Dress codes should reflect health and safety, human rights, anti-discrimination and disability legislation to ensure they do not give rise to unlawful discrimination or non-inclusive practices against students.

What do schools need to consider to ensure their dress code complies with all relevant legislation?

Schools should ensure their student dress code:

- is consistent with health and safety standards
- complies with the human rights, anti-discrimination and disability legislation – ensuring that it does not give rise to unlawful discrimination or non-inclusive practices against students
- incorporates strategies to accommodate the individual needs and circumstances of students and strategies for managing non-complying students
- allows for modifications, reasonable adjustments or exemptions that are inclusive and responsive to individual student needs, and
- addresses student non-compliance in ways that ensure students are not disadvantaged, discriminated against or subject to non-inclusive practices (e.g. suspension, exclusion, at risk of having their enrolment cancelled, damage to their academic or external career prospects) because of circumstances beyond the control of the student.

What monitoring occurs to ensure schools follow the student dress code procedure?

Principals have a legislative and professional obligation to meet the requirements set out in all departmental procedures.

Principals and P&Cs will be advised of the revised procedure and its requirements through a wide range of communication channels, including social media.

P&C Associations and parents play an important role in supporting schools to respond to the needs and expectations of the school community.

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Resolving student dress code issues

This guide aims to assist school staff to resolve dress code issues by providing some key considerations. This is a guide only and other considerations may be important for your school community.

When students don't follow the school's dress code

Consider:

- speaking privately with the student to determine why they are not complying with the dress code
- contacting the student's parent/s to determine why the student is not complying with the dress code and discussing how compliance could be achieved
- whether a short-term exemption or reasonable adjustment would be appropriate
- whether a long-term exemption or reasonable adjustment should be made on the grounds of: disability; race/culture/ethnicity/religious requirements; gender; pregnancy; health; and/or individual physical needs
- support/s that could be made available to respond to the family's financial circumstance e.g. access to a clothing pool or a financial support scheme
- clearly communicating to the student and/or parent/s the school's responsibilities for occupational health and safety if the student's non-compliance poses a risk to the health and safety of the student or others.

If students continue to not follow the school's dress code

Consider:

- informing the student's parent/s that their child is persistently failing to meet the school's dress code requirements – providing copies of relevant documents (including notes, letters and/or statements) to the student and parents
- arranging a meeting between the principal (or other appropriate staff member), student and parent/s giving each person an opportunity to respond to the concerns raised, explore relevant issues and discuss a way forward. (Where appropriate, invite a person to support communications e.g. interpreter, friend.)
- a modification to the student dress code requirements for all students if appropriate.

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Information sheet

Copyright school uniform logo

School logos are artistic works in which the State of Queensland (the State) usually owns the copyright. The most obvious application of logos is on school uniforms. When schools engage persons to create new school logos they should always ensure that a written agreement is entered into whereby the State owns the copyright in the logo.

Only principals can authorise manufacturers to reproduce the school logo for the purpose of manufacturing of school uniforms. Parents and Citizens' Associations (P&C) do not have the authority to authorise the use of the school logo.

The precedent Deeds of Licence, as per below, allow schools to licence a manufacturer to reproduce the school logo for the purpose of manufacturing uniforms and to restrict the retailers to whom the licensed manufacturers can supply the uniforms.

The three situations are:

1. the manufacturer itself sells uniforms to the public and no one else is permitted to retail uniforms (school logo licence – option 1)

2. the manufacturer supplies to the P&C which sells uniforms to the public – no one else (including manufacturer) is permitted to retail uniforms (school logo licence – option 2).

3. the manufacturer supplies uniforms to those retailers specified by the school – no one else (including manufacturer) is permitted to retail uniforms. This option could be used to permit P&C and other retailers to retail uniforms (school logo licence – option 3).

Existing licence agreements may be either written or oral agreements. If the agreement does not clearly state the termination conditions, or it is an oral agreement where the terms are not clear, then the termination must be reasonable in the circumstances. If there is doubt, seek legal advice from the Legal Services Branch by emailing adviceequest.LEGAL@qed.qld.gov.au.

Where schools are purchasing the uniforms from a manufacturer as well as licensing the manufacturer to reproduce the logo then that school will need to comply with the department's Purchasing and procurement procedure. Where the P&C is purchasing uniforms, the P&C will need to comply with the purchasing policies and procedures for P&Cs outlined on the department's website.

Where a school is not purchasing the uniforms and is only authorising the reproduction of the logo by the uniform manufacturer (albeit with retailing restrictions), there is still a requirement for the school to engage in the tender process.

Schools should keep a current register of licences.

For further information, contact the Legal Services Branch by emailing adviceequest.LEGAL@qed.qld.gov.au.

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THIS Deed is made this day of 20

BETWEEN: **THE STATE OF QUEENSLAND** acting through the **Department of Education** of 30 Mary St, Brisbane.

("**the Licensor**")

AND:

("**the Licensee**")

RECITALS:

A. The Licensee, wishes to obtain a licence to reproduce the School Logo on School Uniforms that it manufactures.
B. The Licensor agrees to grant a licence to the Licensee to reproduce the School Logo subject to the terms and conditions of this Deed.

THE PARTIES AGREE AS FOLLOWS -

1. Interpretation

1.1 In this Deed unless the contrary intention appears or the context requires:

"**Intellectual Property Rights**" includes all copyright and all rights in relation to registered and unregistered trademarks (including services marks), registered designs and confidential information (including trade secrets and know-how) and all other rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields;

"**Licence**" means the licence granted in clause 2 of this Deed;

"**Licence Period**" means the period which begins on the date of execution of this Deed and ends either when the Licence is terminated in accordance with this Deed or two (2) years from the date of the execution of this Deed, whichever is the earlier;

"**School**" means the school(s) specified in Item 1 of Schedule 1;

"**School Uniform**" means the uniform of the School as described in the specification of the School uniform provided to the Licensee by the Principal of the School;

"**School Logo**" means the logo of the School provided to the Licensee by the Principal of the School.

2. Licence [insert relevant clause option 1, 2 or 3 below, and adjust clause numbering]

[Option 1 – use where the manufacturer (only) sells uniform items]

2.1 The Licensor hereby grants to the Licensee a non-exclusive, non-transferable, revocable licence to reproduce the School Logo during the Licence Period for the purpose of manufacturing School Uniforms.

2.2 The Licensee must retail School Uniforms directly to the public.

2.3 The Licensee is not permitted to supply School Uniforms to any retailer/reseller.

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[Option 2 – use where the P&C (only) sells uniform items]

2.4 The Licensor hereby grants to the Licensee a non-exclusive, non-transferable, revocable licence to reproduce the School Logo during the Licence Period for the purpose of manufacturing School Uniforms.

2.5 The Licensee must supply School Uniforms to the School's Parents and Citizens' Association.

2.6 The Licensee is not permitted to supply School Uniforms to any other retailer/reseller.

2.7 The Licensee is not permitted to retail School Uniforms directly to the public.

[Option 3 – use where retailers specified by school sell uniform items]

2.8 The Licensor hereby grants to the Licensee a non-exclusive, non-transferable, revocable licence to reproduce the School Logo during the Licence Period for the purpose of manufacturing School Uniforms.

2.9 The Licensee must supply School Uniforms to the retailer(s) specified in **Item 3** of **Schedule 1** on the condition that the retailer(s):

(a) may only retail the School Uniforms directly to the public; and

(b) must not resupply the School Uniforms to any other retailer/reseller

2.10 The Licensee is not permitted to supply School Uniforms to any person other than the retailer(s) specified in **Item 3** of **Schedule 1**. The Licensee is not permitted to retail School Uniforms directly to the public.

2.11 The Licensor may add to or remove retailers specified in **Item 3** of **Schedule 1** by giving the Licensee thirty (30) days' written notice and the Licensee must meet its new obligations under 2.2 and 2.3 from the date on which the 30 days' notice expires.

3. Intellectual Property Rights

3.1 The Licensee acknowledges that this Deed does not transfer any ownership of the Intellectual Property Rights in the School Logo to the Licensee.

3.2 The Licensee acknowledges that the Licensor gives no warranty relating to the Licensor's authority to grant the Licence.

3.3 The Licensee acknowledges that the Licensor gives no warranty relating to the Licensee's right to manufacture and supply the School Uniform.

3.4 The Licensee must not:-

(a) use, copy or reproduce the School Logo or any part of it otherwise than in accordance with this Deed;

(b) sub-license the Licensee's rights in relation to the School Logo;

(c) otherwise infringe the Licensor's Intellectual Property Rights in the School Logo;

without the express prior written consent of the Licensor.

3.5 The Licence granted by this Deed is personal to the Licensee who shall not without prior written consent of the Licensor, assign, charge or part with any of its rights or obligations under this Deed.

3.6 The rights and obligations contained in clauses 3.4 and 3.5 shall survive any termination of this Deed.

Effective 27 January 2021

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4. Conditions of Licence

4.1 The Licensor grants the Licence to the Licensee on the following conditions:

(a) That the Licensee contacts the Principal of the School in writing within 14 days of the date of this deed to:

(i) obtain a copy of the School Logo (preferably on disc) for reproduction on the School Uniform, and

(ii) obtain a copy of the School Uniform specification.

(b) That the Licensee contacts the Principal of the School in writing at least 90 days before the commencement of each school year to ask whether any changes have been made to the School Logo or the School Uniform specification;

(c) That the School Uniform (bearing the School Logo), manufactured and supplied by the Licensee, is of a quality and style which, in the opinion of the Principal of the School, is appropriate and in accordance with the specified School Logo and School Uniform (and any changes to the School Logo and School Uniform specifications that are communicated to the Licensee);

(d) That the Licensee, in exercising its rights under this Deed, complies with the requirements of the Licensor's policies and guidelines.

5. Licensee's obligations

5.1 It is the Licensee's obligation to satisfy itself that it has the permission to manufacture and supply the School Uniform, and that in doing so, the Licensee will not infringe the intellectual property rights of any third party.

6. Termination of Licence

6.1 If the Licensee fails to perform any of its obligations or meet its responsibilities under this Deed or otherwise breaches the terms of this Deed, the Licensor may give the Licensee thirty (30) days written notice requiring the Licensee to remedy its breach.

6.2 If within the 30 day period under clause 6.1 the Licensee fails to remedy the breach, the Licensor may terminate the Licence by written notice given immediately upon or after the expiration of that 30 day period.

6.3 Upon termination of the Licence, all the rights granted herein by the Licensor shall immediately cease and the Licensee shall immediately discontinue use and reproduction of the School Logo, and destroy/delete or return the copy of the School Logo to the Principal of the School.

7. Entire Deed

7.1 This Deed constitutes the entire Deed between the parties with respect to the contents and subject matter hereof and supersedes and extinguishes all prior Deeds, representations, correspondence and understandings between the parties.

8. Service Of Notices

8.1 Notices under this Deed may be delivered by prepaid postage or registered post, by hand, by email, or by facsimile transmission addressed as specified in Item 2 of Schedule 1 or addressed as subsequently notified in writing by one party to the other.

8.2 Notices shall be deemed to be given:-

(a) in the ordinary course of post if correctly addressed and deposited in the mail with postage prepaid;

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(b) when delivered by hand;

(c) by email; or

(d) if sent by facsimile transmission, upon confirmation of successful transmission.

9. No Agency

9.1 The Licensee acknowledges and agrees that this Deed in no way constitutes a relationship of agency or joint venture, or partnership or any other relationship between it and the Licensor other than that of supplier and licensee.

10. Governing Law

10.1 This Deed shall be governed by, and construed in, accordance with the law of Queensland and the parties hereby irrevocably submit to the exclusive jurisdiction of the Queensland Courts.

THE PARTIES HAVE EXECUTED THIS DEED ON THE DATES APPEARING BELOW.

SIGNED SEALED AND DELIVERED for and on behalf of **THE STATE OF QUEENSLAND** acting through the **Department of Education**

this day of 20

by _____

(full name)

A person duly delegated in the presence of

_____ _____

(print name)

SIGNED SEALED AND DELIVERED by

_____ _____

this day of 20

In the presence of:

_____ _____

(print name)

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SCHEDULE 1

Item 1: **School(s)**

Item 2: **Address-** **Licensor -**

Licensee

(Applies to Option 3 licences, where retailers specified by school sell uniform items, otherwise remove Item 3)

Item 3: **Retailer(s)**

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