# Checklist – developing, reviewing and implementing a student dress code

The following optional checklist is provided to support principals with establishing or reviewing student dress code requirements. The completed checklist will provide background information about how decisions were made.

## Developing and reviewing student dress code requirements

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| Considerations | Yes | No or N/A |
| Has a school dress code committee or working group been established including representatives from:   * school leadership team * staff * Parents and Citizens’ Association * other parents * students * any other community representatives? | ❑ | ❑ |
| Have members of the committee or working group been briefed on:   * current legislative requirements? * the [*Student dress code*](https://ppr.qed.qld.gov.au/pp/student-dress-code-procedure) procedure? | ❑ | ❑ |
| Has data been collected from relevant school records, surveys and interviews? | ❑ | ❑ |
| Has input about the purpose and benefits of a dress code; attitudes; individual needs; affordability; and compliance been invited from the whole school community with fairness to all groups of students, staff and parents? | ❑ | ❑ |
| Has information collected during these processes been carefully considered? | ❑ | ❑ |
| Has the committee collaboratively developed a number of options for school uniforms for consultation? | ❑ | ❑ |
| Has feedback been recorded and a school uniform decided upon which has support from the majority of parents, staff and students? | ❑ | ❑ |
| Have requirements of the *Work Health and Safety Act 2011* (Qld) been met (e.g. sun safety, protective clothing, clothing appropriate to specific curriculum activities)? | ❑ | ❑ |
| Have requirements of Anti-discrimination, Disability Standards for Education and Human Rights legislation been met? | ❑ | ❑ |
| Does feedback from broad student consultation indicate students generally like the proposed school uniform? | ❑ | ❑ |
| Have students, parents and school staff been involved in deciding on precise school uniform requirements (e.g. what is appropriate jewellery)? | ❑ | ❑ |
| Does the school uniform ensure the needs and diversity of the school community are represented (e.g. ethno-religious backgrounds, gender diverse, students with disability)? | ❑ | ❑ |
| Are shorts and pants options available in all uniform categories for all students, regardless of gender? | ❑ | ❑ |
| Have strategies to promote the school uniform been developed (e.g. live displays, visuals, texts, school Facebook page, school newsletter)? | ❑ | ❑ |
| Does the dress code identify the responsibilities of students, parents and the school? | ❑ | ❑ |
| Does the dress code identify strategies, agreed upon by the school community, for responding to students who do not comply with the dress code requirements? | ❑ | ❑ |
| Have strategies and criteria for students and families seeking short- and long-term modifications, reasonable adjustments or exemptions to the school uniform been developed and documented? | ❑ | ❑ |
| Have strategies to assist families facing financial hardship been developed? | ❑ | ❑ |
| Has a trial period for displaying uniform options for feedback been considered? | ❑ | ❑ |
| Will the new school uniform be introduced to the school community in ways that celebrate and promote pride in the school's achievements? | ❑ | ❑ |
| Has a timeline for the complete introduction of the new school uniform (up to three years) been set? | ❑ | ❑ |
| Has the [*Purchasing and procurement*](https://ppr.qed.qld.gov.au/pp/purchasing-and-procurement-procedure) procedure been followed or the [school uniform supply arrangement](http://qcd.govnet.qld.gov.au/Pages/Home.aspx) been used? | ❑ | ❑ |

Implementing a student dress code

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| Considerations | Yes | No or N/A |
| Have decisions been made about when and how a future review of the new school uniform will take place? | ❑ | ❑ |
| Has documentation of the student dress code and a statement detailing consultation processes been filed at the school? | ❑ | ❑ |
| Are all requirements of the student dress code clearly defined? | ❑ | ❑ |
| Have staff, students and parents been fully informed of the student dress code requirements and processes for seeking modification, reasonable adjustment or exemption to the student dress code? | ❑ | ❑ |
| Have a number of approaches been used to effectively inform different groups of parents of the student dress code requirements (e.g. school newsletters, mailouts, community media, translators)? | ❑ | ❑ |
| Are newly enrolled students and their parents informed of the student dress code? | ❑ | ❑ |
| Is the student dress code readily available to all members of the school community for their reference (i.e. school website, available from the school’s office)? | ❑ | ❑ |
| Is there support (e.g. payment plan, emergency uniform pool, reduced price used uniforms) to assist families experiencing challenges meeting the student dress code? | ❑ | ❑ |
| Has a strategy been developed to inform all school staff when a student requires uniform adjustments? | ❑ | ❑ |
| Have strategies been developed for recognition and reinforcement of compliance with the dress code, including for students who are complying with modifications, reasonable adjustments and exemptions, and are they applied consistently (e.g. positive comments, awards)? | ❑ | ❑ |