

11th July 2017

Parental Salutation  
Address 1  
Address 2  
Postcode

Dear Parent/Guardian,

**Re: Harris St John's Wood Uniform Distribution Event & Uniform Code**

Enclosed is very important information of when school uniform can be collected (next year's 8 to 11) or purchased by **cash only** (next year's year 7) are included with this document. The new Uniform Code is also included, please ensure you read it all. Please ensure you attend with your child.

There will be one more letter this term giving details of your child's tutor, tutor group, head of house and pastoral support manager. All students and families will meet their child's tutor for an appointment on **Thursday 7th September**. Your child must be in full school uniform.

Please note all details about September and moving to Harris are easily accessible on our website.

Yours sincerely,



Alex Atherton

Headteacher

## Harris St John's Wood Uniform Code

Students in years 7 to 11 at Harris Academy St John's Wood will wear a school uniform and the Sixth Form will wear smart business dress.

### Main Uniform for years 7 to 11

Students must wear the full uniform every day, it must be neat and tidy to comply with the uniform code. Our uniform is predominantly dark blue with a sky blue trim and black with and a tartan skirt for girls.



In addition to this

### Shirt

Shirts must be white, and not a blouse as a clip on tie will be worn. Any shirt without a top button is not compliant with the code. Top buttons must be done up and shirts tucked in at all times.



### Trousers

Trousers must be black.

Girls may wear trousers as an alternative to the blue tartan skirt. They must be a bootcut/regular fit style and not tight fitting elasticised trousers or leggings. In order to avoid variation we ask that the bottom of the trousers are loose and touch the shoe.

Girls may also wear a long skirt for religious reasons, but it must be plain black. If tights are worn they must be plain black. High socks are not permitted, they must be plain, black ankle socks.

Acceptable **girls' trousers** can be purchased from the following shops (examples)

John Lewis - Girls waist button school trouser	£11 - £16
Asda - Girls School Basic Trouser	£5 - £15
M&S - Senior Girls Slim Leg trouser	£8 - £13
Debenhams - Pack of two girls bengaline trousers	£10-£14

**Boys' trousers** must be business style and not casual chino style

Acceptable boys trousers can be purchased from the following shops (examples)

John Lewis - Easy care tailored fit trousers	£14 - £16
Asda - Boys school 5 pocket western trousers	£7 - £14
M&S - Boys wool blend pleat front trouser	£9.50 - £14.50
Debenhams - Pack of 2 boys' black trousers	£11 - £13.50

## Shoes

Shoes must be black leather, they must be plain black and cannot be trainers or look like trainers. They should be a shoe that can be polished and suitable to wear at a job interview. Boots of any kind including ankle boots are not permitted.

Shoes must be leather and completely black, they cannot look like a trainer. Laces must also be black. Boots are not permitted.

Examples of acceptable shoes



School shoes can be purchased at a wide range of shops, if you are unsure please contact the school to ask.

## Jewellery/make up

- No jewellery or make up is to be worn at all.
- Watches are not considered to be jewellery, they are permitted and encouraged.

## Religious Clothing

- Hijabs must be navy blue or black and without embellishments

## Outdoor Coats

- All outdoor coats must be sensible.
- They may be worn outside, but not inside the school. The same applies to scarves and hats.

## PE kit

### Uniform

- Polo Shirt  
White with academy badge
- Shorts  
Navy
- Track suit Jacket  
Navy with academy badge
- Track suit Trousers  
Navy



### PE KIT

All students must wear school PE kit in PE lessons and when representing the school. The school polo shirt is compulsory as are plain navy shorts. Tracksuit trousers are optional and must also be plain navy. The school tracksuit jacket is optional, no other jacket is permitted.

## **UNIFORM DISTRIBUTION EVENT**

### **THURSDAY 30<sup>th</sup> AUGUST – FRIDAY 1<sup>st</sup> SEPTMEBER 2017**

We are happy to detail below arrangements and requirements for the above 3 day event to distribute all new uniform to Harris Academy St John's Wood. We all want this event to run as smoothly and professionally as possible, with every pupil attending the event leaving with a full set of compulsory uniform in time for the opening of the academy in September. We believe we have included all details and requirements, however if you think of anything else, please do let us know.

#### **EVENT DATES/TIMES & SLOTS**

##### **WEDNESDAY 30<sup>th</sup> AUGUST – YEARS 8 & 9 PUPIL DISTRIBUTION**

Doors Open 11:00 am – Event Finish: 5:00 pm

- 11:00 am – 2:00 pm – Year 8 Pupils (plus siblings)
- 2:00 pm – 5:00 pm – Years 9 Pupils (plus siblings)

##### **THURSDAY 31<sup>st</sup> AUGUST – YEARS 10 & 11 PUPIL DISTRIBUTION & LATE FINISH**

Doors Open 10:00 am - Event Finish: 6:30 pm

- 10:00 am – 12:30 pm – Year 10 (plus siblings)
  - 12:30 pm – 3:00 pm – Year 11 (plus siblings)
- 3:00 pm – DOORS CLOSE FOR ONE HOUR**

**DOORS WILL NEED TO BE LOCKED WITH NO ACCESS TO THE EVENT BETWEEN 3:00 pm & 4:00 pm**

- 4:00 pm – 6:30 pm – Working pupils/parents unable to attend during the day

We anticipate that the evening session will be extremely busy and waiting times significantly increased

##### **FRIDAY 1<sup>st</sup> SEPTEMBER – YEAR 7 PUPILS ONLY**

Doors Open 9:00 am – Event Finish: 1:00 pm

- 9:00 am – 1:00 pm – Year 7 Pupils (plus siblings)

**Cash only payment required from year 7 pupils/parents. A cash register will be available to make payment for 1 set of compulsory uniform per pupil.**

The below additional dates have been requested by the Federation as they anticipate that a large number of pupils will be overseas for the initial 3 days and will need to attend the below:

\*\*Monday 4<sup>th</sup> September – 10am-3pm – Uniform Collection\*\*

\*\*Tuesday 5<sup>th</sup> September – 10am-3pm – Uniform Collection\*\*

The Federation have requested that Brigade provide 2 members of staff for the above event together with a cash register and cash float. The academy will also require 1 member of Brigade staff (maybe 2) to stay at the academy for the remainder of that week (commencing 4<sup>th</sup> September).

Girls may wear leggings as an alternative but they must be navy.