



COOMERA  
ANGLICAN  
COLLEGE



# COOMERA ANGLICAN COLLEGE HANDBOOK

## Section 6 *Uniforms and Belongings*

---

### CONTENTS

<i>Uniform and Grooming Code</i> .....	2
<i>General</i> .....	6
<i>Sport and Physical Education</i> .....	7
<i>Sunsmart Policy</i> .....	9
<i>Uniform Shop</i> .....	9
<i>Stationery/Book Packs</i> .....	9
<i>Text Book Hire</i> .....	9
<i>Student Lockers</i> .....	9
<i>Student Owned Mobile Devices, Phones and Laptops</i> .....	10
<i>Valuables/Toys</i> .....	11
<i>Lost Property</i> .....	11
<i>Diaries</i> .....	11
<i>Lollies and Sweets</i> .....	12



# COOMERA ANGLICAN COLLEGE



## **Uniform and Grooming Code**

The way in which the uniform is worn is a powerful, visual reminder of how students view themselves and the College. Upon enrolment, all students and parents are asked to ensure they have read and understand the Code of Conduct and the Uniform Code so that they are clear about the College expectations and are willing to support these.

To ensure that the students' uniform always looks neat and well presented, the following regulations are required to be observed. Non observance may result in a Breach of Uniform Notice.

### ***Preparatory Uniform***

#### General

*Boys.* College navy yard hat, College polo shirt, navy elastic waisted formal shorts, navy ankle socks, black lace up shoes (no Velcro or buckle), College pullover.

*Girls.* College navy yard hat, College polo shirt, navy culottes, College logo white socks, black lace up shoes (no Velcro or buckle), College pullover.

#### Winter Uniform

*Boys.* College navy yard hat, College polo shirt, navy elastic waisted formal trousers (**optional**), navy ankle socks, black lace up shoes (no Velcro or buckle), College pullover.

*Girls.* College navy yard hat, College polo shirt, navy culottes, navy cotton tights, (purchased from the Uniform Shop), black lace up shoes (no Velcro or buckle), College pullover.

#### Sports Uniform

*Girls and Boys.* College logo white sport socks and predominantly white joggers (no Velcro) should be worn on sports days. College house polo shirts are worn for special events (as directed by Teachers).

College swimmers, College swim shirt and swim cap are required for Swimming lessons.

### ***Girls Summer Uniform - Years 1 - 6***

Consists of white hat, dress, College logo anklet socks, black lace up shoes, College pullover, College backpack. Black school shoes should be plain, conventional leather lace-up with no coloured stitching, buckles or Velcro. The heel should be a standard height. Black Converse or Vans are not appropriate.



# COOMERA ANGLICAN COLLEGE



## ***Girls Summer Uniform - Years 7 - 9***

Consists of white hat, check blouse with crossover tie, navy skirt, College logo anklet socks, black lace up shoes, College pullover, large College backpack. Black school shoes should be plain, conventional leather lace-up with no coloured stitching, buckles or Velcro. The heel should be a standard height. Black Converse or Vans are not appropriate.

## ***Girls Summer Uniform - Years 10 - 12.***

Consists of white hat, white blouse with senior girls' tie, navy skirt, College logo anklet socks, black lace up shoes, College pullover, large College backpack. Black school shoes should be plain, conventional leather lace-up with no coloured stitching, buckles or Velcro. The heel should be a standard height. Black Converse or Vans are not appropriate.

## ***Girls Winter Uniform - Years 1 - 6***

Consists of white hat, dress, College logo anklet socks or College tights (optional), black shoes, College pullover, small or large College backpack. Black school shoes should be plain, conventional leather lace-up with no coloured stitching, buckles or Velcro. The heel should be a standard height. Black Converse or Vans are not appropriate.

## ***Girls Winter Uniform - Years 7 to 9.***

Consists of white hat, check blouse with crossover tie, navy skirt, College logo anklet socks or College tights (optional), black shoes, pullover, College Blazer, large College backpack. Black school shoes should be plain, conventional leather lace-up with no coloured stitching, buckles or Velcro. The heel should be a standard height. Black Converse or Vans are not appropriate.

## ***Girls Winter Uniform - Years 10 to 12.***

Consists of white hat, white blouse with senior girls' tie, navy skirt, College logo anklet socks or College tights (optional), black shoes, College pullover, College Blazer, large College backpack. Black school shoes should be plain, conventional leather lace-up with no coloured stitching, buckles or Velcro. The heel should be a standard height. Black Converse or Vans are not appropriate.

College Blazer for Years 7 to 12 compulsory for Terms 2 and 3 and optional for Terms 1 and 4.

## ***Dress/skirt Length***

Dress: is to be **below the knee**.

Skirt: is to be **below the knee** when the waistband is secured and on the **waist**.

## ***Tights***

Only College tights are to be worn to ensure correct colour and quality - available from the College Uniform Shop.





# COOMERA ANGLICAN COLLEGE



## *Jewellery*

No jewellery (eg rings, bracelets or necklaces) may be worn. This includes visible religious crosses and/or medallions. Girls are permitted to wear a single pair of plain studs or sleepers in the lower lobe. The wearing of other earrings and body piercings is not permitted. Therefore, the use of any object to maintain additional piercings is not permitted. This includes, but is not limited to, invisible studs and piercing retainers. Wrist watches (not fashion watches) are permitted, as is any pendant/bracelet bearing a medical alert. Medical details must be provided, in writing, to Primary and Secondary Administration.

## *Hair/Make-up*

No make-up or nail polish is to be worn at any time. Acrylic nails are not permitted. Hair to be kept clean, tidy, off the face and of natural appearance, **not tinted or bleached**. Coloured and/or fancy hair clips and combs are not to be used. Hair below collar length must be tied back with navy ribbons or a navy scrunchie purchased from the Uniform Shop only.

## *Tattoos and Piercings*

Tattooing is not permitted.

Girls are permitted to wear a single pair of plain studs or sleepers in the lower lobe. The wearing of other earrings and body piercings is not permitted. Therefore, the use of any object to maintain additional piercings is not permitted. This includes, but is not limited to, invisible studs and piercing retainers.

## *Boys Summer Uniform - Years 1 - 3*

Consists of Aussiemate College hat, check shirt, navy rugger shorts, navy anklet socks, black shoes, College pullover, small or large College backpack. Black school shoes should be plain, conventional leather lace-up with no coloured stitching, buckles or Velcro. The heel should be a standard height. Black Converse or Vans are not appropriate.

## *Boys Summer Uniform - Years 4 - 6*

Consists of Aussiemate College hat, chambray shirt, striped tie, navy pleated shorts, black leather belt, navy knee-high socks, black shoes, College pullover, large College backpack. Black school shoes should be plain, conventional leather lace-up with no coloured stitching, buckles or Velcro. The heel should be a standard height. Black Converse or Vans are not appropriate.

## *Boys Summer Uniform - Years 7 - 9*

Consists of fur felt hat, chambray shirt, logo tie, navy pleated shorts, black leather belt, knee high navy socks, black lace up shoes, College pullover, College Blazer, large College backpack. Black school shoes should be plain, conventional leather lace-up with no coloured stitching, buckles or Velcro. The heel should be a standard height. Black Converse or Vans are not appropriate.



# COOMERA ANGLICAN COLLEGE



## ***Boys Summer Uniform - Years 10 - 12***

Consists of fur felt hat, white shirt, senior tie, navy pleated shorts, black leather belt, knee high navy socks, black lace up shoes, College pullover, College Blazer, large College backpack.

(Navy College Trousers optional for Years 7 - 12 during summer). Black school shoes should be plain, conventional leather lace-up with no coloured stitching, buckles or Velcro. The heel should be a standard height. Black Converse or Vans are not appropriate.

## ***Boys Winter Uniform - Years 1 - 3***

Consists of Aussiemate College hat, check shirt, rugger shorts, navy anklet socks, black lace up shoes, pullover, College track pants or navy trousers (optional), small or large College backpack. Black school shoes should be plain, conventional leather lace-up with no coloured stitching, buckles or Velcro. The heel should be a standard height. Black Converse or Vans are not appropriate.

## ***Boys Winter Uniform - Years 4 - 6***

Consists of Aussiemate College hat, chambray shirt, striped tie, College Blazer, navy pleated trousers (compulsory for Year 6), black leather belt, navy socks, black shoes, College pullover, large College backpack. Black school shoes should be plain, conventional leather lace-up with no coloured stitching, buckles or Velcro. The heel should be a standard height. Black Converse or Vans are not appropriate.

## ***Boys Winter Uniform - Years 7 - 9***

Consists of fur felt hat, chambray shirt, logo tie, College Blazer, navy pleated trousers, black leather belt, navy anklet socks, black shoes, College pullover, large College backpack. Black school shoes should be plain, conventional leather lace-up with no coloured stitching, buckles or Velcro. The heel should be a standard height. Black Converse or Vans are not appropriate.

## ***Boys Winter Uniform - Years 10 - 12***

consists of fur felt hat, white shirt, senior tie, College Blazer, navy pleated trousers, black leather belt, navy anklet socks, black shoes, College pullover, large College backpack. Black school shoes should be plain, conventional leather lace-up with no coloured stitching, buckles or Velcro. The heel should be a standard height. Black Converse or Vans are not appropriate.

The College Blazer is compulsory in Terms 2 and 3 and optional in Terms 1 and 4 for students in Years 7 - 12.

## ***Hair***

Boys must keep their hair clean, short and neat (though not less than blade 4), combed and off the face. Styles with extremes in hair length, shaved or tracked sides are not appropriate. Hair is not to be dyed, tinted or bleached. Excessive gel is not to be used.





# COOMERA ANGLICAN COLLEGE



## ***Jewellery***

No jewellery (eg: rings, bracelets or necklaces) may be worn. This includes visible religious crosses and/or medallions. The wearing of earrings and other body piercings are not permitted. Therefore, the use of any object to maintain any piercings is not permitted. This includes, but is not limited to, invisible studs and piercing retainers. Wrist watches (not fashion watches) are permitted, as is any pendant/bracelet bearing a medical alert. Medical details must be provided, in writing, to Primary and Secondary Administration.

## ***Tattoos and Piercings***

Tattooing and piercings are not permitted at all. Therefore, the use of any object to maintain any piercings is prohibited. This includes, but is not limited to, invisible studs and piercing retainers.

## **General**

The uniform is to be worn as a whole. Non-uniform items should not supplement it, nor should items be omitted. All uniform items, except shoes must be purchased from our Uniform Shop to ensure consistency. Students attempting to wear substitutes will be in Breach of the Uniform Code so please support in the College by not purchasing substitute items or allowing your child to wear substitutes or poorly maintained uniforms.

## ***Hats***

Formal College hats are required to be worn travelling to and from the College and on excursions. Formal hats must be worn in the street, at bus stops and in shopping centres if students are still in uniform. Yard hats/Caps\* are worn during recess and lunch, and during PE lessons. Students without hats will not be permitted to participate in play, physical education or sport. \*(Caps are for secondary students only). The College has a Sunsmart approach and follows a “no-hat-no-play” policy.

## ***Shoes***

*College Shoes* are to be the conventional plain black leather, lace-up type school shoes with no coloured stitching, buckles, or Velcro. The heel should be a standard height. Black Converse or Vans are not appropriate.

*Sports Shoes* must be predominantly white lace-up with suitable support. Extreme flashes of colour are not permitted. No canvas or deck style shoes are permitted

Non-marking soles are essential and, where possible, black soles should be avoided.



# COOMERA ANGLICAN COLLEGE



## *Cleaning*

Shoes are to be polished regularly. Sports shoes are to be washed regularly. Blazers are to be dry cleaned and hats to be regularly washed or cleaned and re-blocked. This may be done at home or a service is available at the Dry Cleaners.

## *Winter Uniform*

The winter uniform is worn from the date advised by the Principal (usually Terms 2 and 3). College Blazers are compulsory in Terms 2 and 3 and are to be worn to and from school. Long trousers for boys are compulsory in Terms 2 and 3 from Years 7 - 12. College trackpants may be worn by boys and girls in Prep and by boys in Years 1 - 3. College tights may be worn by girls in Years 1 - 12.

## *Pullovers*

In Primary, College pullovers may be worn to and from the College. College pullovers may be worn under the College Blazer. They may also be worn with the sports uniform. College pullovers may be worn during the school day and during recess instead of the College Blazer. However, College Blazers must be worn to and from the College in Terms 2 and 3 over the College pullover.

## *College Blazers*

College Blazers are to be worn to and from the College during Terms 2 and 3, optional Terms 1 and 4. College Blazers may be worn throughout the day but are not to be worn with the sports uniform. Students should not play on the oval wearing College Blazers.

## *Bags*

College backpack (compulsory). There is a smaller bag for Preparatory students which is also optional for Years 1 - 3 and a large bag for Years 1 - 12. A College library bag is available for Prep - Year 6.

## *Key rings, badges*

Non College (or other) accessories are not to be attached to any uniform items eg: zips of skirt pockets.

## *Socks*

College logo white socks must be worn with the girls' uniform. The sock must fully cover the ankle. The College logo sport sock are to be worn by both girls and boys in Years 1 - 12. White socks are not to be worn with the boys' trousers. Navy ankle socks are to be worn with boy's long trousers and navy knee high socks with formal shorts.

## **Sport and Physical Education**

### *Sport uniforms*

Sports/PE Uniform consists of College Logo polo shirt and College blue shorts. College logo white ankle socks must also be worn by both girls and boys. This uniform is not to be worn to and from the



# COOMERA ANGLICAN COLLEGE



College except with permission of Senior Management or upon direction of the Head of Sport. Permission is usually given for this to happen on APS sport days, however.

### ***Tracksuits***

These are optional and are to be worn with the sports or athletics uniform only. The College tracksuit is available from the uniform shop. No other tracksuit may be worn. The tracksuit is not a substitute for the College Blazer and pullover when the weather is cool.

### ***Hats***

College yard hats are to be worn during physical education and sport as directed by sports' coaches and also during recess and lunch.

### ***Rubber Sports Caps***

These are not compulsory but may be worn during sport for competition games and running or in cases where a yard hat may blow off. They may also be worn at an outdoor swimming pool during swimming lessons.

### ***House polo shirts (Prep - Year 12)***

House polo shirts in the four house colours are to be worn as directed by the sports' coaches but not for regular Physical Education lessons.

### ***Athletics Uniform***

A College singlet top and College sport shorts for students are used for the following:

APS Athletics, Basketball, Cross Country, Rowing, Touch football

At this stage the Athletics uniform is only compulsory for APS Competitions when representing the College. Items are available at the College Uniform Shop. For sun safety reasons, the polo shirt may be worn over the top when not competing. The Athletic singlet is not to be worn for Physical Education.

### ***Swimwear***

Only College swimwear is to be worn. College bathing caps are not compulsory. College rubber sports caps are also available. A College Wetshirt is also available.

Sport shorts are not to be worn with the swimwear during House carnivals or when representing the College.

### ***Netball***

Netball skirts and navy briefs are to be worn for netball competitions only. They are to be worn with the College polo shirt.





# COOMERA ANGLICAN COLLEGE



## ***Sports bag***

The College sports bag only is to be used. No other sports bags are to be used.

## **Sunsmart Policy**

All students are to wear hats when not under cover. We have a “no-hat-no-play” policy. Parents/guardians are advised to provide sunscreen for their children with at least SPF 15 each day. Students are encouraged by staff to then re-apply sunscreen before Physical Education lessons, swimming and breaks.

## **Uniform Shop**

All uniform items, including socks, are to be purchased from the College Uniform Shop. The Uniform Shop is located at: 2/2 Kohl Street, Upper Coomera. Opening hours are:

Monday and Friday | 7.30am - 11.00am

Wednesday | 7.30am - 4.00pm

On the last week of every Term, the Uniform Shop is open 8.00am to 4.00pm Monday and Wednesday. Closed Thursday and Friday.

## **Stationery/Book Packs**

In the latter half of each year, the Uniform Shop will post a list of stationery requirements for the following year. Parents may indicate their student’s needs on an order form and submit this with payment by the due date in order to have their requirements delivered. Click on the link for a full list of requirements for each year level.

## **Text Book Hire**

Secondary students from Year 7 are given access to appropriate text books and reference materials through a Text Book Hire Scheme and the cost is included within the fee structure. Students are issued with all text books and printed resources they will use for the year with the understanding that they will be kept in good order and returned in good order at the end of the year. A separate agreement is signed by parents and students upon enrolment to cover these conditions.

Students who have outstanding items from the previous year will not be issued with new text books until these items have been returned, replaced or paid for in full.

## **Student Lockers**

Lockers for Senior Secondary students are provided in designated areas. All students will be allocated a locker and are provided with a secure combination padlock. Access to lockers is given at the start of recess and lunch times, and before and after school. No access can be gained during class time.



## Student Owned Mobile Devices, Phones and Laptops

### *Students*

The following is taken from the Student Mobile Device Guidelines. The full Guidelines covers the control and management of all currently available mobile devices and can be found on the College's **eMind** support website at <http://laptop.cac.qld.edu.au>

### *Terminology:*

The term 'mobile device' and 'mobile equipment' is taken to mean any device that performs single or multiple functions including those of being a phone, media player, media recorder, music player, web browser, camera or media recorder. Single function memory devices such as USB memory sticks and backup disc devices are permitted when used exclusively for educational use, such as assignment backup and transportation purposes. Check with the **eMind** website for full details.

### *Mobile Device Guidelines - General*

- Mobile phones, MP3 players and other student owned mobile devices are not to be used by students between the time of their arrival at the College and 3.30pm.
- In the case of mobile devices being brought to the College, they are to be turned off and deposited for safe keeping until the end of the school day at either the Student Services Office (Secondary) or the Primary Office (Primary).
- If a student is found by a staff member to be in possession of, or operating a mobile device the staff member will request the student turn off the device and then take the device to either the Student Services Office (Secondary) or the Primary Office (Primary). The device will be held according to the following time frames:
  - In the first instance the device will be held for one week. In exceptional circumstances, the student's parent or guardian may request to collect the device from Student Services.
  - In the case of repeated incidences, the phone will be held for one week. In addition, the student's parent or guardian may be asked to attend a meeting with the Principal, or a representative of the Principal, prior to the return of the mobile device.
- Coomera Anglican College is not responsible for student mobile devices or other non-school items brought to the College. The College will supervise and manage student behaviour to develop and maintain its usual high community standards but:
  - In the case of damage to a student's possession, the College will not be held responsible.
  - In the event of theft of a student's mobile device, the College will not be responsible for this loss.
- Student owned laptops are not permitted at the College unless the student has a current Student Laptop Licence. See the Technology Policy at the **eMind** support website at <http://laptop.cac.qld.edu.au>





# COOMERA ANGLICAN COLLEGE



- For security reasons, students who bring mobile devices to the College do so at their own risk and must take full responsibility for any damage, loss or theft incurred while at the College.
- Students are not permitted to use any recording or camera facilities while at school unless under teacher direction. This action may contravene privacy laws.

Student mobile phones are to be stored at the Student Services Office. The College cannot accept responsibility for mobile phones if they are not brought to Student Services for safekeeping. Students are not permitted to use mobile phones to contact parents/guardians during the College day. All communication with parents/guardians during the day must be through Reception and only in situations of urgency.

Breaches of this rule will result in the confiscation of mobile phones for a period of one week for first offence and the withdrawal of this privilege for repeat offences. Parents are asked not to contact the College to ask for exceptions to be made, as refusal may offend.

### ***Parents***

Parents are requested not to phone their child's mobile during College hours as to do so would support disregard for the College's Policy regarding mobile phones as outlined above.

### **Valuables/Toys**

With the exception of "Show and Tell" times at the Primary Campus (which will be initiated by the classroom teacher), we ask that students do not bring toys or valuables eg iPods, MP3 players and computer games, to the College as they can be damaged or lost. The College will not be responsible for items brought without permission or not left in Reception for safe keeping.

### **Lost Property**

All items of clothing **MUST BE NAMED**. Unnamed articles of clothing, which are left lying around, will be stored and sold through the second hand shop at the end of each semester (hats must be discarded due to Health Regulations). Named items of clothing found will be taken to Lost Property at Primary Reception or Secondary Staff Room at Secondary Campus. Personal items of value, required at school, such as calculators, should be engraved with the student's name and stored in a locked locker when not in use.

### **Diaries**

College diaries are purchased by all students at the College Uniform Shop as part of the annual Stationery/booklist order. Diaries are used as a means of communication between home and class teacher. Parents/guardians are encouraged to use the diary to write notes of a non-confidential nature to the class/pastoral/ subject teacher. At the end of each week students should show the diary to parents/guardians and have them sign the page for the week to indicate homework completion and delivery of the newsletter. Diaries must be kept free of graffiti and stickers. Should the cover be defaced in any way, students will be required to replace the diary. Alternative diaries are unacceptable.





# COOMERA ANGLICAN COLLEGE



## **Lollies and Sweets**

Lollies and sweets are not to be brought to the College. This particularly includes chewing gum and bubble gum. Under no circumstances are students permitted to sell fundraising confectionery at the College to fellow students.

Students who bring cough drops should inform their class teacher.

Diabetics required to carry sweets such as jellybeans must bring written information for staff to allow proper management of the condition.