



@marsden.i

wear the uniform with pride

Uniform Borrowing Policy and Procedure:

The Uniform Room is resourced with a number of laundered uniforms available for students to borrow on the rare occasion they are unable to be in correct uniform. We understand that at times there may be reasons to borrow uniform but if there are ongoing concerns students or parents need to contact the relevant Year Level HOD to discuss options and support measures available.

There are conditions for borrowing uniforms, they must be:

- borrowed BEFORE school so students are on time to Connect class
- returned AFTER 2:30pm on the same day
- if a student is required to borrow uniform items regularly, the Year Level Head of Department will follow up with the student.
- Uniform Items are to be paid for in full if not returned to the Uniform Room within timelines sent in correspondence home

UNIFORM BORROWING PROCEDURE



CORRECT

- Borrowing finalised well before Connect bell
- Name and item/s recorded, personal non-uniform items secured in Uniform Room
- item/s worn with respect and pride throughout the school day
- Return item/s after 2:30pm and collect personal items
- FOLLOW-UP:
- record the borrowing on spreadsheet
- Parent contacted via email when each uniform item is borrowed



INCORRECT

- Borrowing during school/curriculum time
- Item/s previously borrowed not yet returned
- FOLLOW-UP:
- student issued a detention from classroom teacher if sent out during curriculum time
- parent contacted via email regarding non-returned item, and invoiced replacement cost
- parent contacted and YLH follow up regarding support measures
- YLH follow up if student is regularly non-complaint with uniform expectations.