

# CODE OF CONDUCT

## ADDENDUM: RULES REGARDING DRESS AND APPEARANCE

### Introduction

This document provides more detailed explanations of some of the aspects the school's Code of Conduct and serves to avoid any confusion that may exist regarding the Code of Conduct. It is important that parents support the school in reinforcing and maintaining these requirements and specifications.

### Expectations - General Appearance

Glenwood House School is a private institution that prides itself on pursuing excellence.

The same should be true regarding the appearance of our students. Our students are ambassadors for the school and their appearance is important. It is in the **collective interest of the school community** (students, staff, and parents) and all its stakeholders to ensure that the appearance of our students is excellent.

As a school community:

We expect that our students wear the school uniform correctly, and with pride for their school.

We expect that our students conduct themselves admirably whilst wearing the school uniform to reflect the ethos of the school.

We expect that, when our students represent their school on the sports field or any other school-related activity or event, they will wear their school uniform / sports kit as prescribed and take pride in their appearance.

We expect that our students are always respectful, in school and on the sports field.

### Uniform

- Blazers
  - The school blazer is an essential part of the school uniform and must always be worn when students are in their school uniform, at school and in public. The school will evaluate the temperature and humidity on school days and will give permission for blazers to be removed for the day, when applicable.
- Headgear
  - Only Glenwood issue caps and beanies may be worn outside of classes.
  - Caps, beanies, and hoodie tops may not be worn during academic classes, assemblies, or any other indoor activities.
  - Grade 12 students wear their bashers as per agreement.
- Socks
  - Boys wear stone-coloured socks with long pants and navy-blue socks with shorts.
  - Girls wear navy socks, except when a girl chooses to wear trousers, in which case stone-coloured socks must be worn.
- Ties
  - Boys wear ties with winter and summer uniform during the year.
  - Girls wear ties during the winter with their winter school uniform. In the summer girls do not have to wear ties.
- Shoes
  - Only black shoes may be worn – no sneakers, even if black.
  - The school requires lace-up shoes and not slip-ons or other black shoes.
- Trousers
  - Boys may choose to wear short or long trousers during the summer and must wear long trousers with their winter uniform.
  - Girls may choose to wear long trousers.

- The items of the school uniform and the sports kit may not be mixed.
- Only Glenwood clothing items may be worn with the school uniform and sports kit – other personal wear are not allowed with the school attire.
- The school uniform must be clean and neat, and worn according to the stipulated requirements.
- Only Glenwood scarves are allowed and gloves must be navy.
- Blankets used in winter may be used in class and during break while seated, but may not be worn around the waist while moving between classes.

### **Hair**

- Hair must always be neat and tidy.
- For boys, the hair top must be neat, with no definite lines, steps or patterns cut into the hair. No fashion cuts.
- Plaiting patterns are allowed, but not more than two patterns allowed in one hairdo.
- Hair may not cover the ears.
- Hair may not cover the eyes.
- Hair may not cover the collar of the shirt.
- Sides and top of hair may not exceed a disproportionate length of two combs.
- Corn rows and braids should be free from beads/jewellery and neat and tidy. It should be the natural colour of the hair.
- Girls' hair length that exceeds the collar should be tied up with Glenwood House coloured bands.
- Facial hair is not permitted, and boys must be clean-shaven at school and any other school-related activity. A medical certificate must be submitted for any exceptions.

### **Piercings, tattoos, nails, make-up, and jewellery**

- Tattoos may not be visible at school or at any other school-related activity.
- A single simple earring (stud) may be worn in each ear.
- Students who are required or wish to wear a bracelet, necklace, other jewellery, or item of clothing for religious or cultural reasons may do so.
- Only one necklace is permitted and must be long enough to be worn under the school shirt. Religious pendants may not exceed 20mm in size.
- Nails should be kept clean and short. No artificial nails or tips are permitted.
- Only clear nail varnish is permitted – coloured nails are not permitted.
- Make-up and lipstick are not permitted. This includes all makeup products including false lashes.
- As per the addendum to the Code of Conduct, only girls may wear earrings. Studs and earrings without stones and ornaments may only be worn in the bell of the ear.
- Earrings may be worn but may not exceed 13mm in diameter and a thickness of 3mm.

### **Civvies dress code**

This 'civvies' dress code is a necessity drawn up to ensure that scholars remain good ambassadors of the school in line with the school's morals and values. Wearing civvies is a privilege and the school reserves the right to enforce the dress code policy.

The scholars are required to comply with the following guidelines when the school uniform protocols are relaxed, and the wearing of non-school dress (civvies) is allowed:

- No defamatory, offensive, or politically driven language and/or images on clothing.
- No torn clothing.
- No pyjamas or slippers.
- No mixing of school, sportswear and civvies.
- No hats or beanies or head coverings to be worn in class.

- No thin-strapped, strappy, strapless, halter-necked, cropped tops or vests allowed. All tops must provide full coverage of the midsection and no underwear showing.
- No 'yoga' pants. short skirts or shorts - school uniform length applies and no showing of underwear.
- Only eyeliner and, or mascara and subtle, neutral make-up may be worn.