



1. Introduction

At Hout Bay International School (HBIS) our uniform is the most visible marketing brand of our school. More often than not it is how you as an individual and we as a school are judged by visitors and the local community. As such, every student at HBIS is a walking ambassador for their school and therefore should always wear the uniform with pride. It is in the interests of both students and the school that high standards are maintained. No breach of uniform regulations is allowed nor are any substitutes for the correct HBIS colours. Cleanliness, neatness (which also implies that clothes should fit properly) and good grooming are also enforced, for the same reasons.

This comprehensive document contains everything you need to know about the HBIS uniform. We ask that parents and students adhere to these regulations at all times.

a) The School uniform is to be worn:

- from home to school and back home;
- to all functions at School and excursions from or organised by the School, unless specific instructions are given to the contrary;
- to formal evening functions: all students must wear No. 1 Uniforms throughout the year to formal evening functions, unless specific instructions are given to the contrary;
- travelling to and from sporting events; the following variations are allowed:
 - **Matches:** change at school and travel in HBIS tracksuit with sports kit (exception is for cricket where students travel with blazers).
 - **Practices:** Official HBIS practice kit (white HBIS golf shirts, HBIS PE Shorts) must be worn to all sports practices. Other kit may only be worn by arrangement with the sports coach.
- by HBIS student spectators at Saturday sports events may come without uniform, but are encouraged to show their colours, even if only in their HBIS tracksuit. Team members who are ill or have been injured and who are attending a match must wear full school uniform.
- in its entirety when out in public e.g. shopping centres, malls, restaurants etc. (being barefoot while wearing the school uniform etc.)

2. Clarification of specific items

b) Badges:

No lapel badges may be worn unless officially awarded or sanctioned by the School. **One** non-School (yet appropriate) badge may be permitted after approval from the Principal.

c) Winter Jacket:

Only the HBIS Winter jacket may be worn on the school grounds and in the school building. Students may wear any raincoat to or from school.



d) Gloves:

- May not be worn in a classroom
- Gloves should be dark or conservative in colour.

e) Jerseys:

- Jerseys may not be worn in place of blazers at formal evening functions or on official fieldtrips.
- Jerseys may not be worn around the neck or waist.
- Sleeves may not be pushed up.
- Jerseys must fit adequately, i.e. not be baggy or long or tucked under at the waist; nor, on the other hand, may they be too tight.
- Students may not tuck jerseys into their trousers/skirts/skortts.
- Cuffs must not be torn or frayed, nor may there be holes in them.

f) Boys' white collared shirt (No. 1 Uniforms):

- Boys' white collared shirts may not have a self-pattern, epaulettes or cut-away collars. Only a plain white long or short sleeve shirt is permissible.
- The top button must be fastened at all times; should the top button be missing the tie knot should hide this.
- Shirts must remain tucked in at all times.

g) Girls' white blouse (No. 1 Uniforms):

- Only the HBIS white blouse may be worn.
- Shirts must not be tucked in and should have no missing buttons.
- A plain white/beige undergarment may be worn underneath.

h) Golf shirt:

- The top button must be undone.
- Sleeves may not be rolled up.
- The shirt may not be tucked in.
- Long sleeve vests are not permitted underneath a golf shirt.

i) Skirts/Skortts:

- All skirts must reach the knees.
- Shorts may not be worn underneath skirts.
- Skirts may not be rolled up to shorten the length.
- Skortts will be available for sale during the course of 2018.

j) Tracksuit:

- Tracksuits may only be worn as an item of sports kit or on a sanctioned field trip
- Only official HBIS or awarded provincial/national tracksuits may be worn at the school or on the grounds.
- A blazer may NOT be worn with a tracksuit.
- Students riding to and from school on bicycles or motorcycles may wear the HBIS tracksuit pants and or HBIS PE shorts and then change into regular uniform upon arrival.



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- Cycling shorts may not be worn, when not cycling, if they are visible in any way.
- k) Shoes – School:**
- Regulation school shoes (i.e. plain black lace-ups or side buckles for girls) to be worn.
 - No suede may be worn. White or cream soles are not allowed.
 - Shoes must be polished regularly.
- l) Shoes – Sports:**
- Proper sports shoes are required with non-marking soles.
 - Sneakers, skateboard shoes, high tops, plimsoles, tekkies are not permitted.
- m) Socks:**
- Girls' socks must cover the ankle bone (secret socks are not permitted)
 - Students must wear navy ankle socks with the khaki long/short pants and skirts/skorts
 - The long HBIS sports socks used for sport (cricket, hockey, soccer) should be worn with garters to keep them up throughout a match.
 - White ankle socks are permissible for certain sports only (tennis, netball, running, etc.).
- n) Tie:**
- Ties are to be worn with No. 1 Uniforms for all formal functions.
 - The tie knot must cover the top button and not be allowed to slip down.
 - Clip on ties are available for the primary school students however high school students are expected to wear a proper tie.
- o) Caps/Hats:**
- Only the HBIS school cap/cricket hat may be worn with school/sports uniforms.
 - Caps/cricket hats may not be worn in the building or in classrooms.
- p) Blazers:**
- Navy blue blazers can be purchased from outside suppliers.
 - A HBIS badge may be purchased from the Uniform shop and must be sewn onto the blazer pocket.
 - Blazers are to be worn with the No. 1 Uniform at all formal functions as listed per the calendar.
 - Blazers should be cleaned regularly.
- q) Beanies:**
- Only the HBIS beanie may be worn and only on cold days. The beanie must be folded up so that the HBIS badge is visible.
 - Beanies may not be worn in the building or in classrooms.
- r) Scarves:**
- A knitted HBIS navy scarf may be used by all students on cold days.
- s) Khaki Chino Shorts:**
- The HBIS khaki chino shorts may not be rolled up.



t) Khaki Chino Long Pants:

- Excessively wide or narrow trouser bottoms are not permitted.
- If a separate belt is needed it must be black with an unobtrusive buckle.
- Girls are permitted to wear long pants as an alternative to the skirts/skorts for the winter months.
- Long pants may not be rolled up.

u) Cycle/Motorcyclists Helmets:

It is compulsory for cyclists to wear cycle/motorcycle helmets to and from school.

v) Jewellery:

- The following jewellery is permitted:
 - One pair of earrings (one per ear) in the ear lobe. Earrings must be small, plain gold or silver, round (NOT faceted) studs, or sleepers.
 - Watches.
 - Medic-alert bracelets may be worn.

w) Hair:

- Hair must be neat, tidy, and clean at all times.
- Hair must be kept clear of the eyes at all times.
- Hairstyles or cuts may not be a focus of attention. No current fashion trends/statements permitted (for example shaved stripes and marked steps).
- Primary School student's hair that is longer than shoulder length must be tied up at all times.
- High School students' hair is allowed to be worn down as long as it is not in their face. For safety reasons High School students must tie up their hair for practicals in the Science/Biology laboratories, Physical Education classes and all sporting activities.
- Hair may not be coloured unless it is an approximation of your natural colour. No bleaching permitted.
- Boys' sideburns should remain at mid-ear level.
- Boys' facial hair must be clean shaven at all times.

x) Hair Accessories:

- Only white, navy, black or brown hair accessories are permitted.

y) Nails:

- Nails are to be cut regularly and kept clean.
- Nail polish is not permitted with the exception of clear nail polish.

3. Uniform Shop

All items indicated with an asterisk (*) can be purchased from our school uniform shop located in the Finance Department on the mezzanine level of the Administration Block. Parents can contact Mrs. Gemma Allen either on (021) 791 7909 or via email at gemm.allen@iesmail.com The uniform shop is open Monday and Wednesday afternoons from 1:00 p.m. - 4:00 p.m. Parents are kindly requested to make an appointment to ensure that we are able to meet your needs. A credit card



machine is located in the shop for your convenience; unfortunately we cannot accept cash payments.

4. Formal Days

Generally all Mondays are Formal Days due to the fact that we have our school assemblies scheduled then. These formal days require students to ensure that they dress accordingly. In addition, certain formal functions during the year may also require students to wear their No 1 Uniforms – this may include, but is not limited to; Open Days, Evening Functions, School Photographs, Fieldtrips, Whole School Assemblies, Prize Givings, etc.

5. Marking of Uniforms

Parents are to ensure that every single item of their child's uniform is clearly marked before the start of the school term. The School does not assume any responsibility for lost or stolen items. It remains the responsibility of every student to ensure that they look after their belongings.

6. Interhouse Events

At all Interhouse events students are required to wear their House shirt (red, green, blue, yellow) with either their HBIS PE shorts or HBIS Tracksuit pants. Students may also purchase a House pin from the uniform shop to wear on their School Blazer. Parents are also invited to purchase a House shirt to help create House spirit on Sports days.



Early Years (EY 1 & 2)

BOYS & GIRLS	
SCHOOL UNIFORM (Worn Monday to Friday)	<ul style="list-style-type: none">• HBIS Polar Fleece *• HBIS Tracksuit *• Navy Ankle Socks *• Navy HBIS Golf Shirt *• Navy HBIS PE Shorts *• Navy HBIS V-Neck Jersey *• Navy Sandals OR• Sports Shoes (non-marking soles)
ADDITIONAL ITEMS	<ul style="list-style-type: none">• Art Apron – This can be an oversized T-shirt• HBIS House Golf shirt * (Chapman - Yellow, Disa - Blue, Sentinel - Green and Dungeons - Red)• Navy HBIS Beanie *• Navy HBIS Scarf *• Navy HBIS School Cap or Cricket Hat *• Navy HBIS Winter Jacket *

All items indicated with an asterisk (*) can be purchased from our school uniform shop.



Junior Primary (PYP 1 & 2)

	BOYS	GIRLS
<p>SCHOOL UNIFORM (Worn Monday to Friday)</p>	<ul style="list-style-type: none"> • Black Belt • Black Regulation School Shoes • HBIS Polar Fleece * • Khaki Chino Long Pants * • Khaki Chino Shorts * • Navy Ankle Socks * • Navy HBIS Golf Shirt * • Navy HBIS V-Neck Jersey * 	<ul style="list-style-type: none"> • Black Regulation School Shoes • HBIS Polar Fleece * • HBIS Skirt OR Skort * • Khaki Chino Long Pants * (as a winter alternative to skirts/skorts) • Navy Ankle Socks * • Navy HBIS Golf Shirt * • Navy HBIS V-Neck Jersey * • Navy Stockings/Tights *
<p>PHYSICAL EDUCATION & EXTRA CURRICULAR UNIFORM</p>	<ul style="list-style-type: none"> • HBIS House Golf shirt * (Chapman - Yellow, Disa - Blue, Sentinel - Green and Dungeons - Red) • HBIS Tracksuit * • Navy & White long HBIS Sports Socks * (Soccer, Hockey, Cricket) • Navy HBIS PE Shorts * • Navy HBIS School Cap or Cricket Hat * • Proper Regulation Exercise Sports Shoes (non-marking soles) • White HBIS Golf Shirt * • White Sports Ankle Socks (Tennis, Netball, Running) 	
<p>ADDITIONAL ITEMS</p>	<ul style="list-style-type: none"> • Art Apron – This can be an oversized T-shirt • Navy HBIS Beanie * • Navy HBIS Scarf * • Navy HBIS Winter Jacket * 	

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Senior Primary (PYP 3, 4, 5 & 6)

	BOYS	GIRLS
<p>SCHOOL UNIFORM (Worn Tuesday to Friday)</p>	<ul style="list-style-type: none"> • Black Belt • Black Regulation School Shoes • HBIS Polar Fleece * • Khaki Chino Long Pants * • Khaki Chino Shorts * • Navy Ankle Socks * • Navy HBIS Golf Shirt * • Navy HBIS V-Neck Jersey * 	<ul style="list-style-type: none"> • Black Regulation School Shoes • HBIS Polar Fleece * • HBIS Skirt OR Skort * • Khaki Chino Long Pants * (as a winter alternative to skirts/skorts) • Navy Ankle Socks * • Navy HBIS Golf Shirt * • Navy HBIS V-Neck Jersey * • Navy Stockings/Tights *
<p>NO. 1 UNIFORM (To be worn EVERY Monday, Formal Assemblies, Functions, Prize givings, Fieldtrips etc.)</p>	<ul style="list-style-type: none"> • HBIS Tie * (Can purchase clip on tie) • Navy Blazer with HBIS badge* (Blazer <u>Not</u> stocked at school uniform shop) • White Buttoned Shirt (long or short sleeve) 	<ul style="list-style-type: none"> • Long/Short Sleeve Fitted White Blouse with HBIS badge * • Navy Blazer with HBIS badge* (Blazer <u>Not</u> stocked at school uniform shop)
<p>PHYSICAL EDUCATION & EXTRA CURRICULAR UNIFORM</p>	<ul style="list-style-type: none"> • HBIS House Golf shirt * (Chapman - Yellow, Disa - Blue, Sentinel - Green and Dungeons - Red) • HBIS Sports Match Kit * (to be worn for matches only) • HBIS Tracksuit * • Navy & White long HBIS Sports Socks * (Soccer, Hockey, Cricket) • Navy HBIS PE Shorts * • Navy HBIS School Cap or Cricket Hat * • Navy HBIS Swim Cap * • Navy HBIS Swimming Costume * • Proper Regulation Exercise Sneakers (non-marking soles) • White HBIS Golf Shirt * • White Sports Ankle Socks (Tennis, Netball, Running) 	
<p>ADDITIONAL ITEMS</p>	<ul style="list-style-type: none"> • Art Apron – This can be an oversized T-shirt • House Badge* (red, green, yellow, blue pins) – students to purchase • Leadership Badge* (if eligible) – the school will provide • Navy HBIS Beanie * • Navy HBIS Scarf * • Navy HBIS Winter Jacket * • School Awards* (if awarded) – the school will provide 	

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High School (MYP 1 – MYP 5)

All items indicated with an asterisk (*) can be purchased from our school uniform shop.

	BOYS	GIRLS
<p>SCHOOL UNIFORM (Worn Tuesday to Friday)</p>	<ul style="list-style-type: none"> • Black Belt • Black Regulation School Shoes (no boots, moccasins, etc.) • Khaki Chino Long Pants * • Khaki Chino Shorts * • Navy Ankle Socks * • Navy HBIS Golf Shirt * • Navy HBIS V-Neck Jersey * 	<ul style="list-style-type: none"> • Black Regulation School Shoes (lace-ups/buckle only, no slip on/pump shoes) • HBIS Polar Fleece * • HBIS Skirt OR Skort * (to be worn no shorter than 5cms above the knees) • Khaki Chino Long Pants * (as a winter alternative to skirts/skorts) • Navy Ankle Socks * • Navy HBIS Golf Shirt * • Navy HBIS V-Neck Jersey * • Navy Stockings/Tights *
<p>NO. 1 UNIFORM (To be worn EVERY Monday, Formal Assemblies, Functions, Prize givings, Fieldtrips etc.)</p>	<ul style="list-style-type: none"> • HBIS Tie * • Navy Blazer with HBIS badge* (Blazer <u>Not</u> stocked at school uniform shop) • White Buttoned Shirt (long or short sleeve) 	<ul style="list-style-type: none"> • Long/Short Sleeve Fitted White Blouse with HBIS badge * • Navy Blazer with HBIS badge * (Blazer <u>Not</u> stocked at school uniform shop)
<p>PHYSICAL EDUCATION & EXTRA CURRICULAR UNIFORM</p>	<ul style="list-style-type: none"> • HBIS House Golf shirt * (Chapman - Yellow, Disa - Blue, Sentinel - Green and Dungeons - Red) • HBIS Sports Match Kit * (to be worn for matches only) • HBIS Tracksuit * • Navy & White long HBIS Sports Socks * (Soccer, Hockey, Cricket) • Navy HBIS PE Shorts * • Navy HBIS School Cap or Cricket Hat * • Navy HBIS Swim Cap * • Navy HBIS Swimming Costume * • Proper Regulation Exercise Sneakers (non-marking soles) • White HBIS Golf Shirt * • White Sports Ankle Socks (Tennis, Netball, Running) 	
<p>ADDITIONAL ITEMS</p>	<ul style="list-style-type: none"> • Art Apron • House Badge* (red, green, yellow, blue pins) – students to purchase • Leadership Badge * (if eligible) – the school will provide • Navy HBIS Beanie * • Navy HBIS Scarf * • Navy HBIS Winter Jacket * • White Science Lab Coat (if prescribed on stationery list) • School Awards * (if awarded) – the school will provide 	



IB DIPLOMA STUDENTS (DP 1 & DP 2)

	GENTLEMEN	LADIES
<p>UNIFORM (Worn Monday to Friday)</p>	<ul style="list-style-type: none"> • Black Belt • Black Formal Shoes (lace up/slip on) which must be polished daily • Black suit (Jacket & Trousers) • Black Tie • Dark Jersey if required • Long/Short sleeve white buttoned shirt • Winter Jackets permitted <p>OPTIONAL: Bow tie, waist coat, braces, scarf</p> <p>NOTE:</p> <ol style="list-style-type: none"> 1. Ties to be worn each day 2. Jackets to be worn each day (may take them off at school but you must arrive and leave with them on) 3. The following is not permitted: <ol style="list-style-type: none"> a. Chinos b. Checked shirts c. Alternate coloured shoes d. Alternate colours 	<ul style="list-style-type: none"> • Black Belt if required • Black Dress (optional) With Blazer/Jacket • Black Formal Shoes (court shoes, medium heels, suitable boots) which must be polished daily • Black Suit (option of trouser suit or skirt suit (knee length) – either must have a matching jacket) • Dark Jersey if required • Long/Short Sleeve white Blouse • Winter Jackets Permitted <p>OPTIONAL: Scarf, sheer/dark stockings (ladies must ensure that their stockings are not laddered)</p> <p>NOTE:</p> <ol style="list-style-type: none"> 1. Jackets/Blazers to be worn each day (may take them off at school but you must arrive and leave with them on) 2. The following is not permitted: <ol style="list-style-type: none"> a. Strappy tops b. Short skirts c. Alternate coloured shoes d. Alternate colours
<p>PHYSICAL EDUCATION & EXTRA CURRICULAR UNIFORM</p>	<ul style="list-style-type: none"> • HBIS House Golf shirt * (Chapman - Yellow, Disa - Blue, Sentinel - Green and Dungeons - Red) • HBIS Sports Match Kit * (to be worn for matches only) • HBIS Tracksuit * • Navy & White long HBIS Sports Socks * (Soccer, Hockey, Cricket) • Navy HBIS PE Shorts * • Navy HBIS Swim Cap * • Navy HBIS Swimming Costume * • Proper Regulation Exercise Sneakers (non-marking soles) • White HBIS Golf Shirt * • White Sports Ankle Socks (Tennis, Netball, Running) 	
<p>HBIS BRANDING</p>	<p>Students will be required to wear the following pins/badges on the left lapel of their jackets at ALL times:</p> <ul style="list-style-type: none"> • An HBIS/IES Pin* - the school will provide • Class Badge * (to identify which graduating year the student belongs to, e.g. 'Class of 2018') • House Badge * (red, green, yellow, blue pins) – students to purchase • Leadership Badge * (if eligible) – the school will provide • School Awards * (if awarded) – the school will provide 	

All items indicated with an asterisk (*) can be purchased from our school uniform shop.