

# HBIS UNIFORM REGULATIONS (JULY 2022)

## A. UNIFORM REGULATIONS FOR MYP STUDENTS

	BOYS	GIRLS
<b>SCHOOL UNIFORM</b> (Worn every day except Assembly days)	<ul style="list-style-type: none"> <li>• Black Belt</li> <li>• Black Regulation School Shoes (no boots, moccasins, sneakers, platforms, boots etc.)</li> <li>• Khaki Chino Long Pants *</li> <li>• Khaki Chino Shorts *</li> <li>• Navy Ankle Socks *</li> <li>• Navy or White HBIS Golf Shirt *</li> <li>• Navy HBIS V-Neck Jersey *</li> <li>• HBIS Polar Fleece</li> </ul>	<ul style="list-style-type: none"> <li>• Black Regulation School Shoes (lace-ups / buckle only, no slip on / ballet pump shoes, sneakers, platforms, boots etc)</li> <li>• HBIS Polar Fleece *</li> <li>• HBIS Skirt OR Skort * (to be worn no shorter than 4cms above the knees)</li> <li>• Khaki Chino Long Pants * (as an alternative to skirts / skorts)</li> <li>• Navy Ankle Socks *</li> <li>• Navy or White HBIS Golf Shirt *</li> <li>• Navy HBIS V-Neck Jersey *</li> <li>• Navy Stockings / Tights *</li> </ul>
<b>NO. 1 UNIFORM</b> (To be worn on Assembly days, for Functions, Prize-givings, etc.)	<ul style="list-style-type: none"> <li>• HBIS Tie *</li> <li>• Navy Blazer with HBIS badge* (Blazer <u>Not</u> stocked at school uniform shop)</li> <li>• White Buttoned Shirt (long or short sleeve)</li> </ul>	<ul style="list-style-type: none"> <li>• Long/Short Sleeve Fitted White Blouse with HBIS badge *</li> <li>• Navy Blazer with HBIS badge * (Blazer <u>Not</u> stocked at school uniform shop)</li> </ul>
<b>PHYSICAL EDUCATION &amp; EXTRA CURRICULAR UNIFORM</b>	<ul style="list-style-type: none"> <li>• HBIS House Golf shirt * (Chapman - Yellow, Disa - Blue, Sentinel - Green and Dungeons - Red)</li> <li>• HBIS PE/Sports Match Kit * (to be worn for both PE and matches)</li> <li>• HBIS Tracksuit *</li> <li>• White long HBIS Sports Socks * (Soccer, Hockey, Cricket)</li> <li>• Navy HBIS School Cap or Cricket Hat *</li> <li>• Navy HBIS Swim Cap *</li> <li>• Navy HBIS Swimming Costume *</li> <li>• Proper Regulation Exercise Sneakers (non-marking soles)</li> <li>• White Sports Ankle Socks (Tennis, Netball, Running)</li> </ul>	
<b>ADDITIONAL ITEMS</b>	<ul style="list-style-type: none"> <li>• Art Apron</li> <li>• House Badge* (red, green, yellow, blue pins) – students to purchase</li> <li>• Leadership Badge * (if eligible) – the school will provide</li> <li>• Navy HBIS Beanie *</li> <li>• Navy HBIS Scarf *</li> <li>• Navy HBIS Winter Jacket *</li> <li>• White Science Lab Coat (if prescribed on stationery list)</li> <li>• School Awards * (if awarded) – the school will provide</li> </ul>	

## B. UNIFORM REGULATIONS FOR DP 1 & 2 STUDENTS

	GENTLEMEN	LADIES
<b>UNIFORM</b>  (Worn Monday to Friday)	<ul style="list-style-type: none"> <li>• Black Belt</li> <li>• Black Formal Shoes (lace up / slip on) which must be polished daily</li> <li>• Black <b>suit</b> /blazer &amp; trousers</li> <li>• Black Tie</li> <li>• Black Jersey if required</li> <li>• Long / Short sleeve white buttoned <b>shirt</b></li> <li>• Winter Outerwear permitted when worn over blazer</li> </ul> <p><b>NOTE:</b></p> <ol style="list-style-type: none"> <li>1. Ties to be worn on Thursdays (Assembly days) and excursions / formal functions</li> <li>2. Blazers to be worn each day (may take them off at school but students must arrive and leave with them on)</li> <li>3. The following is not permitted:                             <ol style="list-style-type: none"> <li>a. Chinos</li> <li>b. Checked shirts</li> <li>c. Alternate coloured shoes</li> <li>d. Alternate colours</li> <li>e. HBIS golf shirts</li> </ol> </li> </ol>	<ul style="list-style-type: none"> <li>• Black Belt if required</li> <li>• Black <b>Dress</b> (optional), no more than four cm above the knee, with Blazer/Jacket</li> <li>• Black Formal Shoes (court shoes, medium heels, ballet flats, loafers) which must be polished/cleaned daily</li> <li>• Black <b>Suit</b> (option of trouser suit or skirt suit (<b>knee length, no more than four cm above the knee</b>) – either must have a matching blazer)</li> <li>• Black or white jersey to be worn over blouse (if required)</li> <li>• Long / Short Sleeve white <b>Blouse</b></li> <li>• Winter Outerwear permitted when worn over blazer</li> </ul> <p><b>OPTIONAL:</b> Black scarf, sheer / dark stockings (ladies must ensure that their stockings are not laddered)</p> <p><b>NOTE:</b></p> <ol style="list-style-type: none"> <li>1. Blazers to be worn each day (may take them off at school but students must arrive and leave with them on)</li> <li>2. The following is not permitted:                             <ol style="list-style-type: none"> <li>a. Strappy tops</li> <li>b. Short skirts</li> <li>c. Alternate coloured shoes</li> <li>d. Combat/platform boots</li> <li>e. Alternate colours</li> <li>f. Visible underwear of any kind</li> <li>g. Polo/turtle necks</li> </ol> </li> </ol>
<b>PHYSICAL EDUCATION &amp; EXTRA CURRICULAR UNIFORM</b>	<ul style="list-style-type: none"> <li>• HBIS House Golf shirt * (Chapman - Yellow, Disa - Blue, Sentinel - Green and Dungeons - Red)</li> <li>• HBIS Sports Match Kit * (to be worn for matches only)</li> <li>• HBIS Tracksuit *</li> <li>• White long HBIS Sports Socks * (Soccer, Hockey, Cricket)</li> <li>• Navy HBIS Swim Cap *</li> <li>• Navy HBIS Swimming Costume *</li> <li>• Proper Regulation Exercise Sneakers (non-marking soles)</li> <li>• White Sports Ankle Socks (Tennis, Netball, Running)</li> </ul>	

<b>HBIS BRANDING</b>	<p>Students will be <b>required</b> to wear the following pins / badges on the left lapel of their jackets at <b>ALL</b> times:</p> <ul style="list-style-type: none"> <li>• House Badge * (red, green, yellow, blue pins) – students to purchase</li> <li>• Leadership Badge * (if eligible) – the school will provide</li> <li>• School Awards * (if awarded) – the school will provide</li> </ul>
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## C. CLARIFICATION OF SPECIFIC ITEMS

### Badges:

No lapel badges may be worn unless officially awarded or sanctioned by the School.

### 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.

### 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.
- Blazer are not to be worn with Sport/PE kit

### 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 always fastened; should the top button be missing the tie knot should hide this.
- Shirts must always remain tucked in.

### 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, classrooms, hall or in the canteen

### Cycle / Motorcyclists Helmets:

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

### 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.

#### **Gloves:**

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

#### **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.

#### **Hair Accessories:**

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

#### **Hair:**

- Hair must be neat, tidy, and clean at all times.
- Hair must be always kept clear of the eyes.
- Hairstyles or cuts may not be a focus of attention. No current fashion trends / statements permitted (for example shaved stripes, patterns and marked steps).
- Primary School student's hair that is longer than shoulder length must be tied up at all times.
- Girls' High School students' hair is allowed to be worn down if 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. No multiple tone colours permitted. No bleaching or highlights permitted.
- Once Boys' hair is long enough to be tied up, it must be done so.
- Boys' sideburns should remain at mid-ear level.
- Boys' facial hair must be clean shaven at all times.
- Eyebrows may not be shaved

#### **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 / skorts.

- Cuffs must not be torn or frayed, nor may there be holes in them.

### **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.
  - Facial piercings are not permitted, including nose studs.
  - Watches.
  - Medic-alert bracelets may be worn.
  - Chains and necklaces may only be worn if they offer special medical information or are of religious significance. No additional jewellery is permitted.

### **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.
- Long pants may not be rolled up.

### **Khaki Chino Shorts:**

- The HBIS khaki chino shorts may not be rolled up.

### **Make-up:**

- No make-up is permitted
- False eyelashes may not be worn

### **Nails:**

- Nails are to be cut regularly and kept clean.
- Nail polish (with the exception of clear nail polish) is not permitted. This includes nail extensions and gel / acrylic or other overlays.
- Nails may not be longer than the tips of the fingers.

### **Scarves:**

- A knitted HBIS navy scarf may be used by all students on cold days.

### **Shoes – School:**

- Regulation school shoes (i.e., plain black lace-ups, crossbar, T-buckle or side buckles) to be worn.
- No suede may be worn. White or cream soles are not allowed.
- Shoes must be polished regularly.
- No boots, ballet flats, sneakers or platforms are permitted.

### **Shoes – Sports:**

- Proper sports shoes are required with non-marking soles.
- Sneakers, skateboard shoes, high tops, plimsoles and platforms are not permitted.

### **Skirts/Skorts:**

- Skirts / skorts may not be more than four fingers (four cm or one inch) above the knee.
- Shorts may not be worn underneath skirts.
- Skirts may not be rolled up to shorten the length.

### **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.).

### **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.

### **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.
- Cycling shorts may not be worn, when not cycling, if they are visible in any way.
- Students may not come to school dressed in tracksuits/PE kit, unless they have PE in the first period
- Students must change back into their school uniform after PE lessons

## UNIFORM INFRINGEMENTS : RECOMMENDED SANCTIONS

- First offense: student is (issued a debit) and sent to the front office and parent is notified to pick up the student or bring the correct uniform.
- Second & Third offense : as above
- Fourth offense : 4<sup>th</sup> Debit and Suspension for 1 day
- Fifth offense : Disciplinary Hearing : 1 week suspension / will not be allowed to participate in any camps/field trips/special events and enrolment at the school will remain conditional.
- Sixth offense: Expulsion / or student not allowed to return to school the following year.