

HIGH SCHOOL UNIFORM REGULATIONS

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 therefore 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. Arriving at school inappropriately dressed may result in the student being sent home to dress correctly, and the missed time will be made up later.

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.

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 (if needed, time will be allocated during the last lesson for changing) 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.)

UNIFORM SHOP

All items indicated with an asterisk (*) can be purchased from our school's online uniform shop based at Blouberg International School. The link is available on the school website under the parent tab. Fittings can be arranged with Mrs Arlene Nicholas (arlene.nicholas@iesmail.com) Parents are kindly requested to make an appointment to ensure that we are able to meet your needs.

Our Bursary fund (CHELO) runs a second hand uniform shop of which the proceeds are reinvested in the bursary programme. Please contact hello@chelo.org.za to get the contact details of the person in charge of this service.

FORMAL DAYS

Generally all Thursdays 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 the "number one" uniform. This means that all MYP students wear the school blazer, and boys wear ties. DP students are in their most formal outfits.

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, Field Trips, Whole School Assemblies, Prize Givings, etc.

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.

INTER-HOUSE EVENTS

At all Inter-house events students are required to wear their House shirt (red, green, blue, yellow) with either their HBIS PE shorts or HBIS Tracksuit pants. Parents are also invited to purchase a House shirt to help create House spirit on Sports days.

MATCH KIT

Spell out what is required, and consequences of not wearing match kit for matches.....

CLARIFICATION OF SPECIFIC ITEMS

Badges:

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

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.
- Blazers 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).
- 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. Failure to arrive at school clean shaven will result in the student being supplied with a shaving kit by the Dean of Students so that they can shave immediately.
- Eyebrows may not be shaved

Jerseys:

- Jerseys may not be worn in place of blazers at formal evening functions or on official field trips.
- 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.

Winter jackets:

- During the **second and third terms (the winter months)** students may wear a plain dark blue or black covering jacket to and from school, and while out on the playground or fields at break, **if they are already wearing the regulation school jersey, polar fleece and official HBIS winter jacket, but are still cold.**
- **Unofficial jackets are not to replace the regulation uniform items.** They are for additional insulation on cold days.

Hoodies:

- As a general rule hoodies are prohibited, but it is understood that some of the above mentioned winter jackets may have hoods attached. Students may not wear the hoods over their heads while at school. The school beanie is quite adequate as a head warmer.

Jewellery:

- **No visible jewellery to be worn by boys.** This includes necklaces, rings and earrings.
- Facial piercings are not permitted, including nose studs.

- 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. Sleepers should not have a diameter greater than 12mm.
 - 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**

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. No lipstick 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.

Shoes – School:

- Regulation school shoes (i.e., plain black lace-ups, crossbar, T-buckle or side

buckles) to be worn.

- Shoe laces are to be done up. No unlaced shoes, or shoes with laces removed, will be permitted.
- 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.
- For **medical reasons, smart, orthopaedic shoes** that closely resemble the formal school shoe may be worn. (Note: not casual, coloured running shoes).
 - A current medical certificate, clearly explaining the reason for orthopaedic shoes must accompany your request to wear these shoes.
 - Every effort must be made to acquire orthopaedic shoes that match the regulation school shoes in terms of colour and general appearance.

Shoes – Sports:

- Proper sports shoes are required with non-marking soles.
- Sneakers, skateboard shoes, high tops, plimsolls 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, and leave school in their normal uniform.

UNIFORM REGULATIONS FOR MYP STUDENTS

	BOYS	GIRLS
<p>SCHOOL UNIFORM</p> <p>(Worn every day except Assembly days)</p>	<ul style="list-style-type: none"> ● Black Belt ● Black Regulation School Shoes (no boots, moccasins, sneakers, platforms, boots etc.) ● Khaki Chino Long Pants * ● Khaki Chino Shorts * ● Navy Ankle Socks * ● Navy or White HBIS Golf Shirt * ● Navy HBIS V-Neck Jersey * ● HBIS Crew Neck Jersey* 	<ul style="list-style-type: none"> ● Black Regulation School Shoes (lace-ups / buckle only, no slip on / ballet pump shoes, sneakers, platforms, boots etc) ● HBIS Crew Neck Jersey * ● HBIS Skirt OR Skort * (to be worn no shorter than 4cms above the knees) ● Khaki Chino Long Pants * (as an alternative to skirts / skorts) ● Navy Ankle Socks * ● Navy or White HBIS Golf Shirt * ● Navy HBIS V-Neck Jersey * ● Navy Stockings / Tights *
<p>NO. 1 UNIFORM</p> <p>(To be worn on Assembly days, for Functions, Prize-givings, 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) ● Grey PE t-shirt (new garment, only available from end February 2025) ● HBIS PE/Sports Match Kit * (to be worn for both PE and matches) ● HBIS Tracksuit * ● White long HBIS Sports Socks * (Soccer, Hockey, Cricket) ● Navy HBIS School Cap or Cricket Hat * ● HBIS Swim Cap * ● Navy HBIS Swimming Costume * ● Proper Regulation Exercise Sneakers (non-marking soles) ● 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 Scarf * ● Navy HBIS Winter Jacket * ● White Science Lab Coat (if prescribed on stationery list) ● School Awards * (if awarded) – the school will provide 	

UNIFORM REGULATIONS FOR DP 1 & 2 STUDENTS

	GENTLEMEN	LADIES
UNIFORM (Worn Monday to Friday)	<ul style="list-style-type: none"> ● Black Belt ● Black Formal Shoes (lace up / slip on) which must be polished daily ● Black suit /blazer & trousers ● Black Tie ● Black Jersey if required ● Long / Short sleeve white buttoned shirt ● Winter Outerwear permitted when worn over blazer <p>NOTE:</p> <ol style="list-style-type: none"> 1. Ties to be worn on Thursdays (Assembly days) and excursions / formal functions 2. Blazers to be worn each day (may take them off at school but students 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 e. HBIS golf shirts 	<ul style="list-style-type: none"> ● Black Belt if required ● Black Dress (optional), no more than four cm above the knee, with Blazer/Jacket ● Black Formal Shoes (court shoes, medium heels, ballet flats, loafers) which must be polished/cleaned daily ● Black Suit (option of trouser suit or skirt suit (knee length, no more than four cm above the knee) – either must have a matching blazer) ● Black or white jersey to be worn over blouse (if required) ● Long / Short Sleeve white Blouse ● Winter Outerwear permitted when worn over blazer <p>OPTIONAL: Black scarf, sheer / dark stockings (ladies must ensure that their stockings are not laddered)</p> <p>NOTE:</p> <ol style="list-style-type: none"> 1. Blazers to be worn each day (may take them off at school but students 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. Combat/platform boots e. Alternate colours f. Visible underwear of any kind g. Polo/turtle necks h. The standard jewellery regulations regarding earrings and rings apply.
PHYSICAL EDUCATION & EXTRA CURRICULAR	<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 * ● White long HBIS Sports Socks * (Soccer, Hockey, Cricket) 	

UNIFORM	<ul style="list-style-type: none"> ● HBIS Swim Cap * ● Navy HBIS Swimming Costume * ● Proper Regulation Exercise Sneakers (non-marking soles) ● White Sports Ankle Socks (Tennis, Netball, Running)
HBIS BRANDING	<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"> ● 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