



**SCHOOLWEAR
ASSOCIATION**

Code of Practice

1. Members will respect the logos and trademarks of individual schools. They will not supply uniform against the wishes of a school.
2. Members must commit to keeping appropriate stock levels 12 months of the year.
3. Members must commit to providing uniform for ALL pupils, regardless of size or shape.
4. Members are encouraged to ensure that the garments they sell are produced in an ethical manner, both in terms of employment and attitude to the environment.
5. Members should agree with schools a detailed product list and not make changes, to quality or brand, without the consent of the school.
6. Members must give the school as much notice as possible of any events which might have an adverse effect on their ability to supply the agreed uniform.
7. Adequate time should be allowed to ensure that the supply chain can react to any proposed changes to the uniform in a non-wasteful manner. Changes made at too short a notice could result in a costly waste of special products that have to be paid for somehow. Best practice is to work with suppliers on changes to ensure a fast and easy transition. Special products can require 6-9 months lead times.
8. If a school is considering changes to their uniform or supplier then members should embrace and actively engage in a tender process, encouraging the school's evaluation of suppliers to take into account the following criteria:
 - Desired quality, durability, and price of the product.
 - A fair, maximum price should be agreed for each school-specific item.
 - Availability of the product.
 - Equitability of the product.
 - Service offered.
 - Contributions. (These must be documented and be public knowledge.)
9. Where the school is considering changes, members should encourage the school to enter a consultation period with pupils and parents and take into account their views prior to the award of a contract.
 - The school should be encouraged to give parents clear guidelines as to which items must be school-specific and which can be generic.
 - If selected as a supplier, members should encourage schools to inform parents and pupils of their appointment, the date the appointment shall commence and the rationale for choosing that supplier.
10. Members should discourage schools from choosing uniform which may prove unaffordable or otherwise inequitable to any potential pupils.
11. Members should encourage schools to inform **all** suppliers (where more than one supplier is appointed) of any changes to uniform requirements.
12. Members should observe a respectful relationship with competitors where the supply of uniform is shared.
13. Members should endeavour to inform a school, at least annually, of any new product development, e.g. improved fabrics.

This code of practice meets the government guidelines and is in line with the National Governors Association Code of Practice for school uniform.