



# Code of Practice For The Selection of Uniform

It is proposed that, when selecting uniform, governing bodies take the following points into account:

1. Are their prospective suppliers members of the Schoolwear Association? If so, they will have signed up to the SA Code of Practice, which is in line with the National Governors Association Code of Practice.
2. The balance of specific and generic school uniform must be taken into account, thus ensuring a school can maintain a unique identity whilst keeping cost to parents at a reasonable level. School uniform costs should not become a deciding factor for prospective parents.
3. The character of the individual school should be taken into account; location, catchment area, demographics, socio-economic profile of parents, school's financial policies and the implications of the supply route chosen, such as price, service, stock holding involved, revenue to be generated.
4. Tendering for the supply of school specific parts of the uniform is recommended. This process should be transparent to parents. Through this process any combination of supply options can be acceptable, including sole supply, as long as the decision can be justified.
5. The balance of affordability must be taken into account; value, quality and year round availability are as important as cost.
6. When proposing changes to existing uniform governing bodies need to take into account several factors;
  - 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 costly waste of special products that have to be paid for somehow.
  - The financial impact of changes on parents and suppliers. A phasing in period is recommended to ensure that both parents and suppliers can reduce waste.
7. If, despite the recommendations of the 2006 Office of Fair Trading report, the school wishes to raise funds through the sale of uniform this must be completely transparent to parents. Schools should also realise that, by asking for donations from suppliers, they are inevitably increasing the cost of uniform to their parents and that this form of fund raising is not necessarily in the best interests of their parents.
8. A period of notice, to be agreed with the supplier, should be established at the time the contract to supply is given. This must be fair and will both allow the school to establish new supply routes upon notice by the supplier, and the supplier to deal with existing stock upon notice by the school. If schools make a change, one of their moral obligations to their existing supplier is that the new supplier appointed should be encouraged to buy back from the existing supplier any **relevant** stocks (at the existing suppliers cost price).
9. The supplier and the school should agree a detailed product list and should both agree not to make changes without fair consultation.

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