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St Mary's CE High School

"Everyone is equal: everyone deserves the best"

Student Uniform and Personal Presentation Policy

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ST MARY'S CE HIGH SCHOOL
Uniform & Personal Presentation Policy

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"Our vision, as a school with a Christian ethos, is founded on The Parable of the Sower, where

"Through God's love, we are the rich soil where seeds flourish and roots grow",
Mark 4: 3-9

*This underpins our motto, **Everyone is equal: everyone deserves the best**, and is key to what we do. We provide a safe, nurturing environment in which we can all flourish. We have the very highest aspirations for our students, their families, our local community, and ourselves. We challenge students by having a rich and exciting curriculum provision and by making learning practical, engaging and enjoyable. We enable students to succeed by providing the best possible personalised support."*

Richard Vaughan – Head Teacher

Introduction

At St Mary's CE High School we believe that students achieve best in an inclusive, purposeful and educationally challenging school. Teaching and learning are of prime importance. However, students' attitudes to education and the promotion of a structured learning environment are vital. School uniform supports the development of a positive approach to learning. Time spent addressing issues related to standards of personal presentation distracts from teaching and learning time. In keeping with our Christian ethos, school policies allow for students to learn about the importance of personal presentation. However, persistently not wearing uniform correctly or not upholding high standards of personal presentation will be considered a serious matter and be dealt with using the full range of sanctions.

SAFEGUARDING STATEMENT

The Governors of St Mary's have made safeguarding a fundamental priority and are committed to ensuring that safeguarding of children and young people remains at the core of their work. For this reason, the principles of excellent safeguarding practice are integral to the culture of St Mary's and every aspect of the school's work. This policy supports this commitment to safeguarding and should be read in conjunction with other school policies as appropriate.

It is every person's responsibility to safeguard and promote the welfare of children and it remains a paramount concern of all who work in and who are part of the St Mary's community.

Aims and objectives

Our policy on school uniform is based on the notion that school uniform:

- Is practical and smart
- Promotes a sense of pride in the School and identifies the students with the School
- Promotes a collective identity engendering a sense of community and belonging towards the School
- Is worn to help identification and to create a more secure establishment
- Helps students prepare for the world of work and aids/supports socialisation
- Makes students feel equal to their peers in terms of appearance
- Is intended to be smart, conventional and free from fashion extremes
- Is regarded as suitable wear for school and good value for money
- Is designed with safeguarding and health and safety in mind
- Avoids unnecessary distraction from learning and teaching

1 Implementation

1.1 The School makes every effort to ensure that its school Uniform and Presentation Policy is fair and reasonable. When making decisions about uniform it considers:

- Affordability
- Availability of non standard sizes
- Branded items and items in unusual colours/shades
- Sustainable sourcing
- Health and safety
- Religion or cultural beliefs
- The Human Rights Act 1998 and anti discrimination legislation
- Temporary or permanent medical conditions

1.2 The school consults widely when considering any significant changes to the established policy school. In particular it considers:

- Its desire to promote a strong, cohesive, school identity that supports high standards and a sense of identity among students
- The need to promote harmony between different groups represented in the school
- The concerns of any groups about the proposed policy, and whether the proposed policy amounts to an interference with the right to manifest a religion or belief, and whether it is discriminatory. In such cases the Governors weigh up the concerns of different groups and consider whether it can accommodate fully the concerns of all groups
- The timeframe for introducing a new uniform policy or amending an existing one. A transitional period for phasing out the old uniform and introducing the new one is always considered, as is the length of time before the student leaves the school

1.3 Student Voice are involved in discussions about uniform and any proposed changes to this policy.

1.4 This policy is published on the school website, in the school Prospectus and included in the Admissions Pack that all parents\carers receive when their child starts at the school. A willingness to comply with the Uniform Policy is also a condition of the Home School Agreement. It is expected that parents/carers who select the school will place a high value on school uniform and support the school fully in its implementation.

1.5 The School gives high priority to cost and best value considerations in the design of its school uniform. It bears in mind at all times that items that must be purchased in accordance with school rules can be expensive, particularly for low income and large families.

1.6 Items that are available only from our supplier ([smithsschoolwear](#)) are kept to a minimum; the majority of the uniform chosen is widely available in high street shops, other retail outlets and internet suppliers. The school makes no profit from the sale of uniform.

1.7 The school at all times acts reasonably in accommodating religious and cultural requirements with regard to uniform. However, the school takes notice of the DfE guidance that the freedom to manifest a religion or belief does not mean that an individual has the right to manifest their religion or belief at any time, in any place, or in any particular manner.

2 Expectations

2.1 There is a clear expectation that all students will have the highest standards of personal presentation and they will wear their uniform with pride. It must be worn correctly and in full for the journey to and from school and throughout the school day. From time to time there will be special school events and activities outside of the normal school day when it will be a requirement for students to wear uniform e.g. Evening events.

2.2 When in uniform students are seen as ambassadors of the school and are expected to follow the School Code of Conduct and other policies relating to standards and expectations at all times.

3 Roles and Responsibilities

3.1 Students

3.1.1 Students have a responsibility to model the highest standards of personal presentation as set out in this policy in school and to and from school.

3.1.2 Students also have a key role in developing this policy and have a clear 'ownership' of it which will be achieved through involvement of Student Voice.

3.1.3 Students will be encouraged to become independent and self managing in relation to their personal presentation as part of good educational practice and their preparation for the world of work.

3.2 Staff

3.2.1 All staff have a responsibility to model the high expectations of personal presentation and dress as set out in the Staff Code of Conduct. They each have a responsibility and are expected to challenge students who do not comply with the standards of presentation and reward those who do as set out in this policy.

3.2.2 Tutors and Directors/ADoTL will monitor the standards of uniform within their form and year groups and use the systems in place to inform parent/carers when these standards are not met, as well as rewarding those students who consistently meet the high expectations of the school.

3.2.3 Teachers and classroom based staff will also monitor the quality and standard of presentation in the classroom and use the structures in place to sanction those students who are not meeting expectations, as well as reward those who consistently meet the standards and positive behaviour for learning within the classroom.

3.2.4 All staff will monitor quality and standard of presentation around school at all times and follow up observations appropriately i.e. challenging and rewarding.

3.2.5 Classroom based staff with curriculum and pastoral responsibility will make the expectations of personal presentation a high profile within their year group, and challenge students and hold to account those who are not dressed in correct uniform or demonstrating highest standards of personal presentation.

3.3 Parents / Carers

3.3.1 We believe that there are practical and health and safety advantages to students wearing uniform, and we expect all parent/ carers to support the school uniform policy.

3.3.2 Parents/carers who choose St Mary's as the educational establishment for their child do so because of the high standards that are set by the school, and thus have a responsibility to send their children to school correctly dressed and ready for their daily school work in line with the Home-School Agreement and other School policies.

3.3.3 This extends to our local community, and it is the responsibility of parents / carers to ensure that their child is properly dressed when travelling to and from school and when out within the community.

3.3.4 One of the responsibilities of parents/carers is to ensure that their child has the correct uniform, and that it is clean and in good repair as well as supporting all aspects of the policy inclusive of hairstyles, piercings and makeup.

3.3.5 We ask that parents/carers are especially vigilant about:

- Piercings
- Jewellery
- School bags
- School shoes
- Make-up
- Hairstyle

3.3.6 Young people will often try to push the boundaries in these areas. The school should be consulted for guidance if there is any doubt about whether an item or style is acceptable.

3.3.7 Parents / carers should raise any issues about school uniform with the SLT lead in the first instance. If a concern or complaint cannot be resolved, then reference should be made to the Complaints and Conciliation Policy

3.4 Governors

3.4.1 The Governing Body supports the Head Teacher in implementing the school uniform policy. In the event of there being any proposed changes to either the uniform or dress code, there will be an appropriate consultation of parents/carers, students and staff. The uniform will be reviewed periodically to ensure the policy is upheld.

3.4.2 It is the Governors' responsibility to ensure that the school uniform and related policies meet all regulations concerning equal opportunities.

3.4.3 Governors ensure that the school uniform policy takes into account that any uniform is sensible, hardwearing, safe, economic and practical.

4 Uniform and Personal Presentation Requirements

4.1 Years 7 – 11

4.1.1 Table 1 overleaf outlines the minimum requirements for students' uniform and personal presentation. Additional guidance on this is outlined in Section 5.

4.1.2 All clothing should be clearly labelled with the owner's name to facilitate its return in the event of it being mislaid or lost.

4.2 Sixth Form Students

4.2.1 There is a Sixth Form Dress Code that requires dress appropriate for business. Additional guidance on this is outlined in Section 5.17.

Table 1: Years 7 – 11 Uniform List

Students: (Yrs 7 – 11):

- SMHS crested black blazer
- SMHS crested black jumper or crested cardigan
- SMHS crested striped tie
- White collared shirt (short or long sleeved) or White collared blouse (short or long sleeved) / shirt and tie OR rever collared shirt and no tie
- School kilt (knee length) or black SMHS tailored trousers (no lycra, no leggings)
- Black tailored trousers
- Black shoes (no boots or trainers) with black laces (under 2" heels, no boots or trainers)
- Indoor shoes for Drama (e.g. plimsolls, dance shoes)
- Plain black socks or plain black tights (with kilt only)
- School lanyard (issued by SMHS)

Outdoor Wear

- Plain black/dark blue coat or jacket (no suede, denim, leather or logos)
- Plain black scarf/hat (optional)
- SMHS crested black/red trim rain jacket (optional)

PE Kit

- SMHS crested black polo shirt *
- SMHS crested black/red trim shorts *
- SMHS crested black/red trim skort *
- Plain black jogging bottoms
- White socks
- SMHS black/red trim long football socks
- Protective Equipment e.g. gum shield & shin pads (essential for safety reasons)
- Trainers or plimsolls (non marking)
- Football boots (essential for safety reasons)

Sports bag

**Item can be embroidered with child's initials*

			
St Mary's Blazer type 1	St Mary's Blazer type 2	St Mary's kilt	St Mary's black trousers
			
St Mary's tie	St Mary's V neck jumper		St Mary's cardigan
			
White button up long sleeve shirt	White button up short sleeve shirt	White reverse up long sleeve shirt	White reverse up short sleeve shirt
			
Black socks for school wear	White socks for PE	Black opaque tights for school wear	St Mary's lanyard colour dependant on year group
			
Black leather school shoes	Black leather school shoes	Black leather school shoes	Black leather school shoes

			
<p>St Mary's PE Polo</p>	<p>St Mary's PE Shorts</p>	<p>St Mary's Tracksuit Top</p>	<p>St Mary's PE Skort</p>
			
<p>St Mary's Waterproof Jacket</p>	<p>Black/Red Stripe Football Socks</p>	<p>St Mary's PE Leggings</p>	<p>St Mary's PE Joggers</p>
			
<p>St Mary's PE Bag</p>	<p>White socks for PE</p>		

5 Uniform and Personal Presentation Guidance

Uniform Guidance

5.1 Blazer

5.1.1 The school blazer must be worn at all times when travelling to and from school, to Acts of Worship or assembly. It should also be worn between lessons. When in lessons, students can choose to hand their blazers on the back of their chair or wear the blazer.

5.2 Shirts

5.2.1 White collared shirts must be tucked in at all times and the top button fastened.

5.2.2 A rever collared shirt should not be worn with a tie and must be tucked in at all times.

5.3 Ties

5.3.1 Ties will be in 'ready tied' format for all students.

5.3.2 Ties must be worn at all times with a collared shirt when travelling to and from school and whilst in and around school.

5.3.3 Ties must be worn correctly so that the school crest is clearly visible just below the knot.

5.3.4 Any student that defaces their tie or unpicks the stitching of the tie or crest will be asked to purchase a new clip tie. Any student choosing to wear their tie inappropriately will be required to wear a rever collared shirt.

5.3.5 All students will be required to wear ready tied/clip-on ties. Any student using a non clip tie who persistently wears their tie incorrectly will be required to purchase and wear a ready tied/clip tie. The tie will be confiscated until the ready tied/clip tie is purchased.

5.4 Kilts

5.4.1 Kilts must be to knee length. Students are not permitted to roll the top of their kilt or cut their kilt to reduce its length.

5.4.2 Any student who shortens their kilt to above the knee will not be permitted to wear the item and will need to purchase a new one of the correct length, or wear school trousers.

5.4.3 The school shirt must be worn tucked into the kilt.

5.4.4 Only plain black tights may be worn with a kilt.

5.5 Trousers

5.5.1 May be worn by any student.

5.5.2 Only full length black tailored school trousers are permitted. Some trousers will have the crest sewn just below the blazer hem and must be purchased from the school outfitters.

5.5.3 Trousers that are considered as fashion items and are not permitted include:

- Linen trousers
- Jeans or other denim trousers
- 'Legging' style trousers or jeggings
- 'Skinny' or excessively fitted trousers
- 'Baggy' style trousers
- Low rise style trousers

The school reserves the right to make the final decision on what constitutes a fashion item.

5.5.4 Trousers must be worn appropriately with the waistline above the hips.

5.6 Jumpers / Cardigans

5.6.1 Only black school cardigans or jumpers / cardigans with the school crest, may be worn.

5.6.2 Hooded tops/'hoodies' are not considered as jumpers and may not be worn at any time, including travelling to and from school.

5.7 Coats

5.7.1 Only black or navy blue coats are permitted. Coats must be plain and long enough to cover the school blazer. They must be worn over the school blazer. Coats that are considered as fashion items and are not permitted include:

- Puffer style jackets
- Fur lined jackets
- Coats with excessive logos or writing
- Leather jackets / coats
- Leopard print coats
- Shiny or sparkling jackets
- Denim jackets
- Hoodies or sweatshirt style or tracksuit jackets

The School reserves the right to make the final decision on what constitutes a fashion item or suitable school coat.

5.8 Footwear

5.8.1 Shoes should be plain black without large buckles or bows. Laces must be black.

5.8.2 School footwear needs to be practical and is not seen as a fashion item. Particular items of footwear that are considered as fashion items and are not permitted include:

- Canvas plimsolls / shoes
- Patterned or coloured shoes
- Black trainers or black plimsolls
- Heavy duty 'Doc Martin' boots and steel capped boots
- 'Ugg' style boots or similar
- Boots
- Kicker style shoes/boots that come over the ankle bone
- Sandals or open toed shoes
- Sling backed shoes
- No coloured laces

The School reserves the right to make the final decision on what constitutes a fashion item.

5.8.3 Heels over 2" are not permitted for health and safety reasons.

5.8.4 Students are not permitted to wear trainers to school as this is not in keeping with the smart appearance of our school uniform.

5.8.5 Shoes should be clean and polished as appropriate.

5.9 Tights / Socks

5.9.1 Only plain black socks are permitted for students who wear trousers.

5.9.2 Only plain black tights may be worn with a kilt. Students must not wear socks and tights together.

5.9.3 Tights must be plain black. They must not have any patterns, be coloured or have glittered embellishment.

5.9.4 Leg warmers, ankle socks, pop socks, are not permitted.

5.10 Belts

5.10.1 Belts may be worn with school trousers only but should be plain black with a small buckle.

5.10.2 Belts must not be removed from trousers at any time.

5.10.3 Belts may not be worn with kilts or over sweatshirts/jumpers.

5.11 Headwear

5.11.1 A plain black, grey or black hat may be worn to and from school as part of outdoor wear.

5.11.2 'Baseball' style hats may not be worn as part of the school uniform.

5.11.3 Hats must not be worn inside the school buildings.

5.11.4 Headwear worn on religious grounds must be submitted in School colours and is allowed at the discretion of the Head Teacher.

5.12 PE Kit

5.12.1 The school has a uniform code for PE lessons that can be found in Table 1 Section 5.

5.12.2 Students are asked to wear their PE kit with pride in the same way that they wear their school uniform.

5.12.3 There are sanctions for students that do not have the correct PE Kit as this is regarded as a failure to demonstrate appropriate Behaviour for Learning. A persistent failure to bring the correct kit will result in sanctions in line with the school Behaviour for Learning Policy.

5.12.4 Any student wearing inappropriate clothing will have it confiscated for four weeks. Second time offenders will have clothing confiscated for 8 weeks. Confiscated clothing will be securely stored within the Admin Office, and parents/carers will be advised when it may be collected.

5.12.5 Confiscated items that have not been collected after 2 weeks of the collection date will be disposed of by the school.

Personal Presentation Guidance

5.13 Hair / facial hair

5.13.1 Hair must be natural colour and of a style that avoids extreme hairstyles.

5.13.2 Extreme styles will not be tolerated. As a guide the following are not permitted:

- Shaved heads
- Hair shaved/cut to uneven lengths on the same head
- Shapes or patterns cut or shaved into hair
- Shapes or patterns cut or shaved into eyebrows or other facial hair
- Unnatural colours or unnatural combinations

The School reserves the right to make the final decision on what constitutes an extreme hairstyle.

5.13.3 Hair may be worn in small plaits where little scalp is visible provided the whole head of hair is plaited. Long plaited hair must be fastened at the back.

5.13.4 Hair must be tied back for practical subjects or when requested by a member of staff in line with Health and Safety regulations.

5.13.5 Hair bands, ties and clips should be discrete and in school colours. Large or excessive hair accessories, flowers and fascinators are not permitted.

5.13.6 If hair is worn in an unsuitable style the student may be excluded from normal lessons until re-grown / re-styled.

5.14 Jewellery

5.14.1 Fashion jewellery is not appropriate for school.

5.14.2 Earrings are permitted for all students but must be limited to one small stud in the lobe of each ear. No hoops or costume jewellery are allowed.

5.14.3 Nose piercings are not allowed.

5.14.4 An inexpensive watch, preferably clearly named, may be worn.

5.14.5 One discreet necklace chain is allowed but needs to be worn under clothing and not visible.

5.14.6 Rings, bracelets and anklets are not permitted in school.

5.14.7 All items of jewellery must be removed for health & safety reasons for PE lessons and some other practical lessons may also require jewellery to be removed. It is expected that students will take personal responsibility to remove jewellery as required and when asked by staff in preparation for learning.

5.14.8 All items of jewellery worn (in accordance and as allowed by the School Policy) are brought to school at the owners risk. The school will take no responsibility for lost or damaged items. Neither will the school staff be able to involve themselves in resolving issues around lost/misplaced jewellery.

5.14.9 Any student wearing inappropriate jewellery will have it confiscated for four weeks. Second time offenders will have jewellery confiscated for 8 weeks. Confiscated jewellery will be securely stored within the Finance Office, and parents/carers will be advised when it may be collected.

5.14.10 Confiscated items that have not been collected after 2 weeks of the collection date will be disposed of by the school.

5.15 Tattoos and Piercings

5.15.1 A small pair of stud earrings are the only piercings that may be worn in school (see 5.14.2).

5.15.2 Nose piercings, lip piercings, tongue piercings or any other facial piercings; belly button piercings or any other form of piercings, dermals etc are not allowed in school.

5.15.3 Tattoos are not allowed.

5.16 Make-Up

5.16.1 Students should not wear heavy make-up to school.

5.16.2 Permitted light make-up is regarded as that which is natural and not obvious.

5.16.3 Excessive or streaky use of 'fake tan' will be regarded as heavy make-up and as such is not permitted.

5.16.4 False eye lashes or false nails (acrylic or gel) are not permitted as they are a fashion accessory and have health and safety implications especially in technology or other practical lessons. A student may be sent home to have false nails or false eye lashes removed. Students may be requested to cut/remove nails/lashes in school using school provided scissors/remover.

5.16.5 Nail varnish is not permitted, students wearing nail varnish will be asked to remove it.

Sixth Form Guidance

5.17.1 As recognition of the Sixth Form students' growing maturity and independence our dress code is based upon business principles. We believe that a business dress code promotes fairness and equality for all in the Sixth Form, as well as giving them a more adult image that sets a positive image and good example to the rest of the school.

5.17.2 Additionally, the school believes the dress code strikes a balance between some degree of individuality whilst recognising the importance of setting an example to the younger members of the school community, parents/carers and visitors to the school.

5.17.3 Guidance on the Sixth Form Dress Code can be found in the Sixth Form & Leadership Centre Prospectus and Brochure. Additional guidance is provided by the Sixth Form Director, and all students are asked to sign an agreement indicating their understanding of and commitment to these expectations.

5.17.4 Specific guidance for Sixth Form students is business dress that includes:

- Suit or smart tailored jacket and trousers
- Shirt and tie
- Appropriate shoes / boots
- Tailored jacket
- Tailored trousers or skirt (of a suitable length)
- Smart blouse/top (no strapless tops, spaghetti straps or low cut tops to be worn or midriff to be shown)
- Appropriate shoes / boots (no flip flops)

5.17.5 Sixth Form students who are part of Academy Programmes (Basketball, Football and Performing Arts) may wear appropriate attire on identified days in agreement with the Director of Post 16 learning and/or Academy Leads. An example of this maybe the wearing of an Academy tracksuit on match days for Football Academy students. In addition, students studying the BTEC Sport Programme or BTEC Performing Arts programme, may wear appropriate attire when they have practical activities, again in agreement with the Director of Post 16 and Subject Teachers.

5.17.6 Sixth Form students are also expected to adhere to the Personal Presentation guidance within this policy.

5.17.7 If Sixth Form Students fail to comply with the dress code they may be asked to leave the school site by the Sixth Form Director, or SLT and return when dressed in accordance with the Sixth Form dress code.

6 Non Compliance

6.1 Any student who fails to comply with the Uniform and Personal Presentation Policy will be subject to school sanctions procedures.

6.2 The school reserves the right to sanction a student for a breach of the Uniform and Personal Presentation Policy. However, before any disciplinary sanction is imposed, considerate and discreet enquiries are made as to why a student is not attending school in the correct uniform. For example, their uniform may have been lost, stolen or damaged or the student's parents / carers may be in financial difficulties. The school will always give parents /carers time to purchase the required items, but parents/carers are expected to support the school in giving the appropriate priority to uniform provision. The school has a small supply of uniform that will be loaned for short periods as required.

6.3 A student who wears the incorrect uniform or is inappropriately presented will be required to return home to address the non-compliance. The Head Teacher or a person authorised by the Head Teacher may ask a student to go home to remedy a breach of the school's rules on appearance or uniform. Time spent at home should be no longer than is necessary to remedy the breach. This is not an exclusion, but an authorised absence. The student is always expected to return as soon as possible to the school, and parents /carers will be advised of the need for the student to return home before they are signed out. Parents/carers remain responsible for costs and organisation of travel to and from school in these circumstances.

6.4 If the student continues to breach uniform rules in such a way as to be sent home to avoid school, or takes longer than is strictly necessary to effect the change, the student's absence may be counted as unauthorised absence. A student will not be sent home indefinitely or for longer than is necessary to remedy the breach. In all such cases parents / carers will be notified and the absence will be recorded. When making this decision, the child's age, vulnerability, how easily and quickly the breach can be remedied, and the availability of the parent / carer, are considered.

6.5 Any student wearing inappropriate clothing will have it confiscated for four weeks. Second time offenders will have clothing confiscated for 8 weeks. Confiscated clothing will be securely stored within the Admin Office, and parents/carers will be advised when it may be collected.

6.6 Confiscated items that have not been collected after 2 weeks of the collection date will be disposed of by the school.

6.7 If the student is unable to comply with Uniform and Personal Presentation Policy, or repeatedly infringes the school's rules on uniform or appearance, an internal exclusion or after school detention sanction will be issued.

6.8 A fixed term exclusion will be considered as an appropriate response to breaches of school uniform policy where they are persistent and defiant.

6.9 Persistent and/or repeated non compliance with the requirement of the uniform and personal presentation policy will be considered as a lack of co-operation and a failure to uphold the school code of conduct. As such, in extreme cases it could attract and/or contribute to reasons to consider permanent exclusion.

7 Cost of School Uniform

7.1 The School fully endorses the principle that the school's uniform should be affordable for everyone, ensuring that no student or family is socially excluded through inability to buy.

7.2 The School is committed to a regular appraisal of uniform costs and quality in order to ensure that it continues to be affordable for everyone.

7.3 The school uniform is available from our outfitters, J Smiths & Sons. Uniform can be bought in store or online. This can be found at:

J Smiths & Sons

223 Baker Street, Enfield, EN1 3LA **OR** 25 Station Parade, Cockfosters Road, EN4 0DW

Tel: 0208 363 2424

Tel: 0203 818 3622

www.smithschoolwear.co.uk

Email: schoolwear@jsmith-sons.co.uk

8 Monitoring and Review

8.1 The Governing Body reviews the Uniform and Presentation Policy by considering, with the Head Teacher, any requests from parents / carers for individual students to have special dispensation with regard to school uniform. Reasons must be presented in writing and be reviewed termly or annually. Dispensation will only be made in exceptional circumstances.

8.2 The Governing Body will expect the Head Teacher to report to the Governors on the way the school uniform policy is implemented.

8.3 The Student Voice will be asked about their views on a regular basis.

8.4 This policy will be reviewed every three years.