



PROGRESSIVE ENGLISH SCHOOL (L.L.C.)

(Approved by the Ministry of Education, UAE, Affiliated to CISCE (ICSE / ISC), New Delhi)

Tel: +971 6 567 22 34, Fax: +971 6 566 43 11

P.O. Box 6078, Sharjah, United Arab Emirates, E-mail: progressive.english09@gmail.com

Uniform Discipline Policy

Progressive English School, Sharjah



Reviewed and Updated on: March 2024



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Uniform Discipline Policy for Progressive English School, Sharjah

At Progressive English School, Sharjah, we uphold a disciplined, professional, and unified dress code to foster a sense of community, pride, and belonging. This policy aims to ensure all students represent the school positively and respect its values.

General Principles

1. Equality: The uniform policy applies equally to all students across sections, respecting cultural, religious, and individual preferences within the uniform guidelines.
2. Professional Appearance: Students are expected to maintain a neat and clean appearance, which reflects their discipline and commitment to learning.
3. Adherence: Wearing the designated school uniform is mandatory during school hours and school-organized activities unless exceptions are communicated explicitly.

Uniform Guidelines by Section

1. KG Section

- Regular Uniform
- Physical Education Uniform: A unique PE uniform designed for KG students for comfort and ease.

2. Primary Section (Grade 1 to 4)

- Regular Uniform:
- PE Uniform: Aligned with the student's house colors. Shoes are mandatory.

3. High School Section (Grade 5 to 10)

- Regular Uniform:
- PE Uniform: House-colored uniform with Shoes are mandatory.



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4. Higher Secondary Section (Grade 11 to 12)

- Regular Uniform
- PE Uniform: House-colored PE uniforms with clear, consistent guidelines.

Discipline Guidelines

1. Dress Code Expectations:

- Students must adhere to the approved uniform at all times.
- Uniforms should be in good condition, clean, and correctly fitted.
- Modifications to the uniform are strictly prohibited.

2. Hair and Grooming:

- Girls: Hair must be tied neatly if shoulder-length or longer. No coloring/tinting is allowed.
- Boys: Short, well-groomed hair. Fancy haircuts or visible designs are not permitted.

3. Footwear:

- Black shoes with the regular uniform.
- Shoes for PE. Trainer or ankle socks are not allowed.

4. Accessories:

- Minimal accessories are allowed (e.g., two plain ear studs for girls).
- Jewelry, makeup, and tattoos are strictly forbidden.

5. Tie

- a) Students must wear a tie except summer season.
- b) Tie is the part of uniform, the student who failed to wear tie will be fined



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Hygiene:

- a) Students must keep short, clean and unvarnished fingernails (no nail paint).
- b) Students should always come to school in clean uniform.
- c) Students should take pride in their uniform and appearance as it provides an identity.
- d) Students should take pride in looking and smelling fresh through the day.
- e) Students should keep the school grounds and classrooms clean at all times.
- f) Students are to keep the toilets clean.

Non-Compliance Procedure

1. First Instance: Verbal reminder by the teacher or Head of Section.
2. Repeated Instances: Notification sent to parents via email or phone call.
3. Further Escalation: Meeting with the Head of Pastoral Care to resolve non-compliance.
4. Severe Cases: Disciplinary action involving senior leadership, including warning letters or further sanctions.

Parent and Student Acknowledgment

- Role of Parents:

Parents are expected to ensure their children comply with the uniform policy daily. Proper labeling of uniforms and regular maintenance are encouraged.

Acknowledgment:

Students and parents must sign a Uniform Policy Agreement at the beginning of each academic year.



Flowchart: Discipline and Warning Structure for Uniform Non-Compliance

1. Step 1: Initial Observation

Subject Teacher

- **Action:**
 - Verbal Warning issued to the student.
 - Uniform issue discussed with the student.
 - Explanation for non-compliance noted.

2. Step 2: Communication with Parents

Class teacher

- **Action:**
 - Parents informed via email or phone call.
 - Letter/email sent home outlining the uniform issue.
 - Possible remedial actions suggested.

3. Step 3: Escalation to Leadership

Vice Principal or Principal

- **Action:**
 - If the issue persists, the matter is escalated.
 - Formal meeting arranged with parents to resolve the matter.

4. Step 4: Warning Letter

Vice Principal or Principal

- **Action:**
 - A formal warning letter issued to the student and parents.
 - Additional measures, such as community work (in school), may be assigned.

5. Step 5: Final Escalation

Principal

- **Action:**
 - Final decision made regarding the student's non-compliance.
 - Involvement of external agencies, if necessary.