

## Whole School Uniform Policy

### Purpose

The purpose of this policy is to ensure students, parents, and teachers are aware of the school uniform, and the procedures relating to noncompliance.

### Overview

A school uniform is an integral part of the IBSB programme and plays a valuable role in contributing to the ethos of the school, setting an appropriate tone.

Research indicates that a school uniform can help to instil pride, support positive behaviour and discipline, encourage students to identify with and support the school ethos and core values, ensure pupils of all races and backgrounds feel welcome, protect children from the social pressure to dress in a particular way, nurture cohesion, and promote good relations between different groups of pupils.

The IBSB school uniform/dress code policy is communicated to the public through the school website, the Student Diary, and the Parent Handbook.

### The School Uniform/Dress Code

The IBSB school uniform for students in the Early Years programme to Year 11 is available for sizing from the School Uniform Shop, located on the main campus in the Parent's Hub, and can be purchased online through the IBSB Trutex webpage (Please refer to ordering and delivery information below).

A letter will be sent out to all parents prior to the start of each new school year confirming the correct school uniform, including the summer uniform, the winter uniform, and the PE Kit for physical education classes, along with details about the process for ordering the school uniform online through the IBSB Trutex webpage. Refer to the Appendix to view the standard letter template.

All students will be required to be dressed in the IBSB Trutex uniform from the start of the school year.

### Early Years

Children in the Early Years programme are expected to wear the IBSB school uniform. Children must be dressed in a white collared shirt the dark blue trousers or skirt / dress, available on the IBSB Trutex webpage. On days when a Physical Education lesson is timetabled, students will be required to come to school dressed in the school's PE Kit. School shoes / trainers should be black or navy blue with an additional pair of indoor shoes to be worn in the classroom. **See image board below.**

We also recommend that every child in the Early Years programme have at least one change of clothes.

### Primary School (Years 1-6)

Children in Years 1-6 must be dressed in a white-collared shirt and dark blue trousers or skirt / dress, available on the IBSB Trutex webpage. On days when a Physical Education lesson is timetabled, children should come to school dressed in their PE Kit. **See image board below.**

In the winter when it is cooler, children may choose to wear the long sleeve polo shirt and are advised to wear the IBSB jumper/cardigan or fleece. Girls are also permitted to wear dark coloured (blue or black) tights. School shoes / trainers should be black or navy blue. **See image board below.**



**TRUTEX**

**International British School Bucharest**  
Primary School Girls












Rever Collar Summer Dress  
Royal/White  
JH3167-ROW

Long Sleeve Polo Shirt  
White  
LKES-WHT

Short Sleeve Polo Shirt  
White  
KES-WHT

Slim Fit Long Sleeve Blouse  
White  
SLB-WHT

Junior Girls Fit Trouser  
Navy  
JGTN-NVY

Cotton Cardigan  
Navy  
CGC-NVY

Zip Through Fleece  
Navy  
PEJ-NVY

Junior Pleated Skirt  
Navy  
JGPB-NVY

**TRUTEX**

**International British School Bucharest**  
Primary School Boys











Cotton V-Neck Jumper  
Navy  
CBV-NVY

Long Sleeve Polo Shirt  
White  
LKES-WHT

Short Sleeve Polo Shirt  
White  
KES-WHT

Slim Fit Long Sleeve Shirt  
White (from size 12.5")  
SLS-WHT

Junior Classic Fit Trouser  
Navy  
CFJ-NVY

Zip Through Fleece  
Navy  
PEJ-NVY

Junior Boys Short  
Navy  
SPS-NVY

## Secondary School (Years 7-11)

During **Term 1a and 3**, students may wear either the **IBSB Summer Uniform** with the white polo shirt, or the winter uniform with the collared white shirt, which should be buttoned-up and tucked-in at all times, and house tie, with either dark blue trousers or the IBSB tartan skirt. **See image board below.**

During **Terms 1b, 2a, and 2b**, students in the Secondary School will be required to wear the **IBSB Winter Uniform**, consisting of a collared white business shirt or blouse with the school logo (which should be buttoned-up and tucked-in at all times), along with their house tie, and the school blazer, with either dark blue trousers or the IBSB tartan skirt. The IBSB cardigan/jumper or tank top may also be worn.

Only the IBSB school blazer or fleece may be worn inside over the school uniform. In cool weather, students are permitted to wear a winter jacket outside.

There should be no oversized clothing. Torn or radically altered clothing is not permitted.





## Sixth Form College (Years 12 & 13)

Senior School students in the Sixth Form do not have a school uniform, but must be dressed appropriately at all times in accordance with the Sixth Form Dress Code. The dress code requires students to dress corporate-professional, with a collared shirt (with buttons) for all students, and a tie for the boys. No bright colours: white or dark colours, or pastels colours only. Trousers or skirts should be dark in colour, with skirts and dresses knee length.

All clothing must be kept clean and tidy in appearance and be worn in the appropriate manner.

## Shoes

Students in Early Years and Year 1 to Year 6 are required to wear plain black / dark coloured shoes or trainers. Year 7 to Year 11 students are required to wear plain black leather shoes or leather trainers.

In winter, **when there is snow or ice on the ground**, students are permitted to wear warmer black boots. UGG boots, however, are not permitted.

**At no time are Secondary School students permitted to wear any colour other than black shoes.** In Years 7 to 11, trainers or sports shoes with logos on the side are not permitted to be worn.

## PE Uniform

The School has an official PE kit, which should be worn for PE lessons. **Students in the Primary School are permitted** to wear their PE uniform for the whole day on the days they have PE. **Trainers** may be used for PE lessons by all pupils in school. **Sstudents in the Secondary School are not permitted** to wear their PE kit during normal school lessons unless they have PE lessons in the school sports hall.



## IBSB UNIFORM SHOP (Monday-Thursday, 09:00-11:00)

A sizing selection is available the **IBSB Uniform Shop**, which is located in the **Parents Hub** on the **main campus**, to enable parents to see the uniform items before they order and to try on for size if they wish.

The **uniform shop** will be open to parents prior to the new school year starting **from the start of the first week of August, with opening hours from Monday-Thursday 09:00-11:00.**

During the school term, the uniform shop will be open **Monday & Thursday 08:30-09:30, and from 15:00-16:00, during drop off and pick-up times.**

If you would like to visit the IBSB Uniform Shop outside this time, please contact the office directly to make an appointment: [office@ibsb.ro](mailto:office@ibsb.ro).

## ORDERING THE IBSB UNIFORM ONLINE

If you do not currently have a Trutex Online Account, please click on the following link:  
[School Uniform Shop Online UK | Trutex](#)

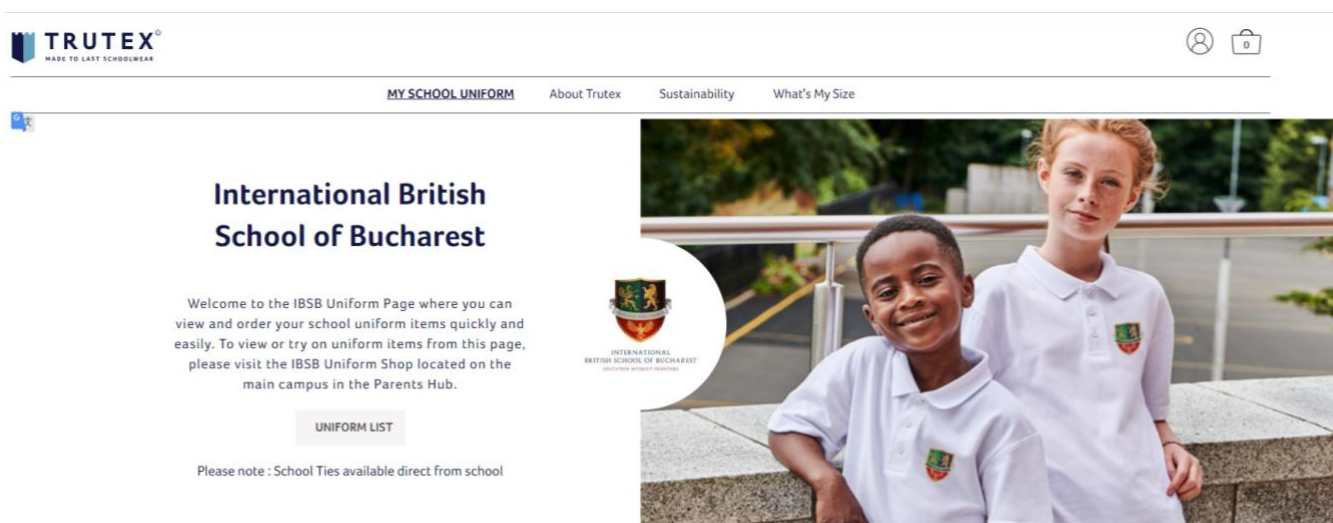
Then click on the 'Sign in portal' top right:

SIGN IN/REGISTER TO YOUR SCHOOL



You will be asked to set up an account, requiring you to enter your school's LEA code, which is. **LEA000113TF**. This code will take you to the IBSB page on the Trutex website.

Once have added your details and password, you will be taken to the IBSB Online Uniform page.

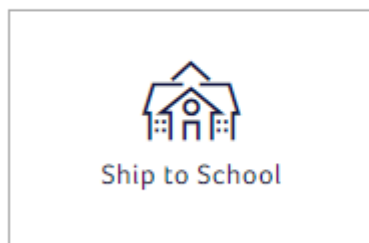


From here, you will be able to scroll down, selecting items, the size, and the quality to be added to your basket before checking out and paying.

## DELIVERY OPTIONS

Once you have completed your order, you will need to go to checkout to pay. You will be asked to choose a delivery option. **Please note orders over the value of 150€ are delivered free of charge** (No delivery charge).

### Choose your delivery method



If you select 'Ship to School', the office will contact you when your order is delivered and ready to be collected from reception. If orders are placed during the school year, reception will contact you to ask if you will collect the delivery from reception, or if you would like the delivery to be given to your children to bring home.

**Delivery time:** Trutex say that deliveries can take **up to 10 working days**

## RETURNS POLICY

If a uniform item arrives and has an issue, please arrange for the item to be returned to Trutex at your earliest convenience and a replacement item will be sent out with no delivery costs applied.

## Headwear

Hats are not to be worn at school, with the exception of IBSB baseball caps, which may be worn only during PE lessons and break-time outside, and winter hats outside during the cooler winter months.

## Hair

Haircuts or hair styles which draw undue attention to the wearer are not permitted. Multi-coloured or unnatural coloured hair is not allowed.

Boys and Girls are required to keep their hair off their face at all times.

## Cosmetics

**Students in Key Stages 1-4** are not permitted to wear any make-up or nail polish.

**Students in Key Stage 5** are not permitted to use excessive make-up. Nail polish must be French (not coloured) for health and safety reasons. Coloured nail polish is not permitted.

## Jewellery and other non-essential apparel

**The only items of jewellery permitted to be worn at school are:**

- a single set of stud or clasp earrings (girls only)
- a simple chain necklace with a single pendant
- Martisor wristbands and pendants are permitted to be worn during the month of March.

**No other items of jewellery are permitted, including rings, bracelets, or wrist bands (other than the IBSB yellow wristbands for entry/exit).**

## Tattoos

Tattoos are to be covered at all times.

## Sunglasses

Sunglasses are not to be worn in school.

## Headphones

Headphones are only permitted to be used at IBSB if permission is given by the teacher in special circumstances, or if the students are working online.

At no time should the volume from the headphones be heard by another student in the class.

## Smart Phone or Watch

**Students in the Primary School are not permitted to bring these devices to school.**

**Secondary School Students bringing a smart phone or watch to school will be required to hand them in to their Form Teacher (Years 7-11) or the Sixth Form Office Admin Staff for students in Year 12-13.**

**Analog phones are permitted, but must remain in the students' bag during school time.**

Any students found to be using a mobile phone during the school day will have their phone confiscated and returned at the end of the school day. Any student found to be repeatedly using their phone during the school day will have their phone confiscated and returned to a parent at the end of the school. For more details, please refer to the **Whole School Use of Personal Digital Devices Policy**.

Students are solely responsible for ensuring the safety all electronic devices brought to school.

## Other

Students are required to bring a **school bag, pencil case, and Student Planner** (Secondary only) to school each day. If Student Planners are lost, the student will be required to pay for an immediate replacement.

The possession of **skateboards / skates / roller blades** and their use is prohibited at school.

Students are permitted to ride **bikes and scooters** to school providing they have returned the Parent Permission Form.

Bikes and scooters should be stored (bikes should be locked in the bike rack) behind the Secondary School building.





## APPENDIX 1

### IBSB Uniform Sizing and Ordering 2023-24

*Starting the week of XXX*

Dear Parents,

As we approach the start of the new school year, we would like to inform you of the process for ordering your school uniform from our uniform supplier Trutex for **2023-24**.

#### **All Items in Stock from Monday, July 31, 2023**

It is expected that all students will be dressed in the IBSB Trutex school uniform from the start of school, which means **parents should place their online orders in the first week of August**, when all uniform items will be in stock, available to be ordered online through the IBSB Trutex webpage.

#### **IBSB UNIFORM SHOP (Monday-Thursday, 09:00-11:00)**

A sizing selection is available the **IBSB Uniform Shop**, which is located in the **Parents Hub** on the **main campus**, to enable parents to see the uniform items before they order and to try on for size if they wish. We plan to **open the uniform shop** to parents starting **from Monday, July 31<sup>st</sup>, 2023, Monday-Thursday 09:00-11:00**. **If you would like to visit the IBSB Uniform Shop outside this time, please contact the office directly to make an appointment: [office@ibsb.ro](mailto:office@ibsb.ro)**.

#### **ORDERING THE IBSB UNIFORM ONLINE**

If you do not currently have a Trutex Online Account, please click on the following link:

[School Uniform Shop Online UK | Trutex](#)

Then click on the 'Sign in portal' top right:

SIGN IN/REGISTER TO YOUR SCHOOL



You will be asked to set up an account.

#### ***Register to shop your school uniform***

You will need your school's **LEA CODE**, which is **LEA000113TF**. This code will take you to the IBSB page on the Trutex website.

Once have added your details and password, you will be taken to the IBSB Online Uniform page.

## International British School of Bucharest

Welcome to the IBSB Uniform Page where you can view and order your school uniform items quickly and easily. To view or try on uniform items from this page, please visit the IBSB Uniform Shop located on the main campus in the Parents Hub.

UNIFORM LIST

Please note : School Ties available direct from school

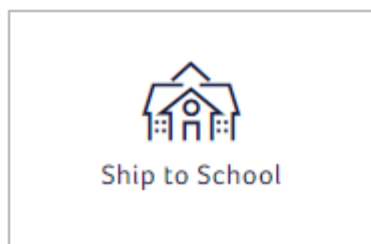


From here, you will be able to scroll down, selecting items, the size, and the quality to be added to your basket.

### DELIVERY OPTIONS

Once you have completed your order, you will need to go to checkout. You will be asked to choose a delivery option. **Please note that orders over the value of 150€ are delivered free of charge** (No delivery charge).

### Choose your delivery method



If you select 'Ship to School', the office will contact you when your order is ready to be collected from reception. If orders are placed during the school year, reception will contact you to ask if you will collect the delivery from reception, or if you would like the delivery to be given to your child to bring home.

**Delivery time:** Trutex say that delivery can take **up to 10 working days**

### RETURNS POLICY

If a uniform item arrives and has an issue, please arrange for the item to be returned to Trutex at your earliest convenience and a replacement item will be sent out with no delivery costs applied.

If you have any questions in regard to ordering the IBSB school uniform, please do not hesitate to contact the office.

Yours sincerely,

IBSB Office