



**Urban**  
ACADEMY

# **Uniform Manual 2023-2024**

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## Introduction

At Urban Academy, students are expected to always look their best and to take pride in themselves and in their school uniform. It is the responsibility of all parents/guardians to ensure their children are familiar with the Urban Academy School Uniform Policy and with this Uniform Manual, and to understand it is a requirement for families registered in the school to abide by this policy.

Please take the time to review this entire Uniform Manual with your child(ren).

## Guiding Principles for Personal Style and Comportment

Urban Academy holds expectations that students will be presentable and take pride in their uniform. Guiding principles are provided in order to set expectations regarding uniforms. In all cases, school administration will retain authority and exercise discretion regarding the oversight of student uniforms.

### Guiding Principles for Personal Style and Comportment

Choice of personal style and any adornment to the uniform must be reflective of the following principles:

- Respect for the uniform
- Cleanliness and tidiness
- Discretion
- Safety
- School-level appropriateness

### Respect for the Uniform

- All personal adornment choices should be made with care and respect for the uniform as the primary consideration.
- Students will not add logos, brands, accoutrements or symbols of any kind to their uniform.

### Cleanliness and Tidiness

- Hair is to be clean and tidy.
- Hair is to be worn in a manner that allows students to see clearly and not have it interfere with any activity.

### Discretion

- Hair accessories are to be in school colours (navy, yellow, white, blue, black or grey) on formal uniform days.
- Makeup and nail polish should be professional in presentation.
- Jewelry is to be minimal, subdued and of small scale, not distracting to the presentation of the uniform.

### Safety

- Hair must be worn in a manner that does not compromise safety or the ability to fully participate in all required activities in a completely safe manner.
- Jewelry must not present a safety hazard to any student, including the student wearing it.
- Jewelry must be removed for Physical Education, sporting events, and any activity where staff deem it to be a safety hazard if worn.

### Age Appropriateness

- Students will exercise discretion and care in the use of makeup and jewelry to be in line with the guiding principles of the Uniform Policy.

### InSchoolwear

Uniforms are available through InSchoolwear. InSchoolwear's contact information is as follows:

InSchoolwear  
7666 Winston Street  
Burnaby, British Columbia, V5A 2H4  
604 620-8806  
vancouver@inschoolwear.com  
[www.inschoolwear.com](http://www.inschoolwear.com)

InSchoolwear  
Dressing The Future 

InSchoolwear staff on site will be able to help you choose the correct uniform pieces for your child and help you with the order process. Future uniform orders can be made online at the dedicated Urban Academy page on the InSchoolwear website: [www.inschoolwear.com](http://www.inschoolwear.com), with delivery of uniforms direct to your door or to the Burnaby location for pickup. **School Code: urba**

### Used Uniform Store

The Urban Academy PAX sells gently used uniform pieces at a reduced cost. Their online store is available to peruse at your convenience, and donations are always welcome. The online store can be accessed here: <https://urban-academy-pax.square.site/used-uniforms>

### Labels

Please ensure all uniform pieces are labeled with the student's name. If you would like to purchase labels, the Urban Academy PAX offers a Lovable Labels fundraiser year-round:

<http://urbanacademy.lovablelabels.ca>.

### Uniform Recycling

When uniforms are no longer acceptable to be worn, parents are asked to recycle them appropriately. The following garment conditions are considered unacceptable:

- White shirts with distinct discoloration
  - Stained clothing
  - Clothing which are torn or have holes
  - Pilling on clothing which is not removable with a sweater shaver
  - Faded logo, excessively cracked/peeling logo (gym strip) or logo which is falling off
  - Cuffs, hems or any other part of the clothing which is not repaired
1. Uniforms in the above unacceptable condition should be recycled in the following way:
    - a. Cut the UA logo out of the garment and dispose of it separately ie. your household garbage
    - b. Recycle the rest of the clothing at either one of these recommended places: [H&M Stores](#) or [Canadian Diabetes Blue Bins](#) (items can be left in their donation bins for their recycling program).

## JK to Grade 5 Uniform

Unless indicated, all items **must** be purchased from InSchoolwear, and are mandatory unless listed in *italics* as *OPTIONAL*. Choices are available for certain mandatory items as indicated by “**OR**” in the table below. Please note that for JK to Gr. 5, the uniform is not gender specific though there are a variety of pants and hoodie options available for both genders. Formal wear and day-to-day wear are the same, with the exception of knitwear (sweaters, vests, cardigans) being mandatory on formal uniform days.

	<b>JK to Grade 5 Uniform Requirements</b>
<b>Shirts</b>	UA polo shirt (long <b>or</b> short-sleeved) <ul style="list-style-type: none"> <li>• Only InSchoolwear polo shirts are accepted</li> <li>• Shirts are to be worn tucked in</li> <li>• Only plain white undershirts (no logos) are accepted, if worn</li> <li>• Long-sleeved undershirts are <b>not</b> permitted under short-sleeved polo shirts</li> <li>• Shirts must be clean and free of stains</li> </ul>
<b>Sweaters/Vests/Cardigans</b>	<ul style="list-style-type: none"> <li>• Either: UA cardigan, UA sweater or UA v-neck vest</li> <li>• Only InSchoolwear items are accepted</li> <li>• Gym hoodies are <b>not</b> to be worn with day-to-day uniform</li> <li>• A form of knitwear is mandatory on Formal Uniform Days</li> </ul>
<b>Pants</b>	UA pants, a variety of options available from InSchoolwear <ul style="list-style-type: none"> <li>• Only InSchoolwear pants are accepted for JK - Gr. 5 students.</li> <li>• <i>Adjustable walking shorts OPTIONAL May 1 to September 30</i></li> <li>• Pants or shorts that have been patched are not permitted</li> <li>• Pants length must be no higher than back of shoe height</li> </ul>
<b>Tunics/Skirts</b>	UA tartan tunic (JK to Grade 3) UA tartan skirt (JK to Grade 5)
<b>Gym Strip</b> (K-Grade 5 students have PE 2x week and wear their PE uniform the whole day. JK students have PE 1x week.)	UA Dry-Fit navy/gold gym t-shirt UA Coolmax navy gym shorts UA full-zip hoodie (two different cuts of hoodie are available) UA junior sweatpants <ul style="list-style-type: none"> <li>• Only InSchoolwear gym strips are accepted</li> <li>• For students requiring larger sizes than the junior sweatpants offer, they may purchase the UA Aptus Training Pant</li> <li>• Solid navy leggings worn under UA shorts are acceptable</li> </ul> Plain white gym socks Non-marking running shoes to stay at school for gymnasium use only. Students will wear regular running shoes the balance of the day with their PE uniform.
<b>Socks and Shoes</b>	Students may choose the following for day to day and formal uniform: <ul style="list-style-type: none"> <li>• Running shoes (that do not light up, squeak or roll) or</li> <li>• Polishable black or navy leather dress shoes</li> </ul> Navy or black trouser socks (to be worn at knee height with tunic/skirt)

<b>Accessories</b>	<p>All hair accessories in UA colours <b>only on formal uniform days</b>. Day to day hair accessories can be any colour but in line with the principals of the uniform policy. <i>UA tartan hair accessories OPTIONAL OR navy, yellow, white, blue, black, or grey hair accessories OPTIONAL</i></p>
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## Grade 6 to 12 Day-to-Day and Formal Uniform

It is expected that attention will be given to the formal dress code by both parents and students as we proudly represent Urban Academy. The UA uniform is unisex and any option of bottoms listed below are acceptable for all students. Unless otherwise specified, all items **must** be purchased from InSchoolwear. Formal uniform must include an InSchoolwear dress shirt, tie, and blazer, worn with either pants or kilt.

	<b>Day to Day</b>	<b>Formal Uniform</b>
<b>Shirts</b>	<p>UA white polo shirt (long <b>or</b> short-sleeved)</p> <ul style="list-style-type: none"> <li>● Only InSchoolwear polo shirts are accepted</li> <li>● Shirts are to be worn tucked in</li> <li>● Only plain white undershirts (no logo) are accepted, if worn</li> <li>● Long-sleeved undershirts are <b>not</b> permitted under short-sleeved polo shirt</li> <li>● Shirts must be clean and free of stains</li> </ul> <p>Grade 9-12 students also have the option of the light blue Sr. Polo Shirt. All students may also wear InSchoolwear button-down shirt for day-to-day.</p>	<p>UA white formal button-down shirt (long <b>or</b> short-sleeved)</p> <ul style="list-style-type: none"> <li>● Only InSchoolwear formal shirts are accepted</li> <li>● Long-sleeved undershirts are <b>not</b> permitted under short-sleeved formal button-down shirts</li> <li>● Shirts are to be worn tucked in</li> <li>● Only plain white undershirts (no logo) are accepted, if worn</li> </ul>
<b>Sweaters/Vest /Cardigans/Blazers</b>	<p>One of: UA blazer, UA V-neck vest, UA cardigan <b>OR</b> sweater</p> <ul style="list-style-type: none"> <li>● Only InSchoolwear items are accepted</li> <li>● Gym hoodies are <b>not</b> to be worn with day-to-day uniform</li> <li>● Grade 9-12 students also have the option of the quarter 'Sr. School' zip</li> </ul>	<p>UA blazer (to be worn for all formal events)</p> <ul style="list-style-type: none"> <li>● Only InSchoolwear blazers are accepted</li> <li>● May wear the UA V-neck vest, UA cardigan or UA sweater under the UA blazer if desired</li> <li>● Gym hoodies are <b>not</b> to be worn with formal uniform</li> </ul>

<b>Pants</b>	UA pants, a variety of options available from InSchoolwear <ul style="list-style-type: none"> <li>Should the fit of pants from ISW not be suitable for your child, Grade 6-12 students are permitted to purchase alternate <b>NAVY only</b> DRESS PANTS from another retailer. Please note these are not to be black.</li> <li><i>Adjustable walking shorts OPTIONAL May 1 to September 30</i></li> <li>Pants or shorts that have been patched are not permitted</li> <li>Pant length no higher than back of shoe height</li> </ul>	
<b>Kilt</b>	UA tartan kilt <ul style="list-style-type: none"> <li>Only InSchoolwear kilts are accepted</li> <li>Hemline no higher than 10cm above the knee and no lower than 5cm below the knee</li> <li><i>Modesty shorts worn under kilt OPTIONAL but recommended</i></li> </ul>	
<b>UA Tie</b>	UA tartan tie <i>OPTIONAL</i> , worn with dress shirt only	UA tartan tie mandatory
<b>Socks and shoes</b>	Polishable black or navy leather dress shoes <b>only</b> <ul style="list-style-type: none"> <li>No embellishments or other colours permitted</li> <li>No coloured heels/soles or stitching</li> <li>No heels over 5 cm</li> <li>No running shoes or boots</li> <li>Shoes are available from InSchoolwear (optional)</li> </ul> Navy or black trouser socks (to be worn at knee height with kilt)	
<b>Gym Strip</b> (Gr. 6+ students have PE 2x week but only wear their gym strip for their PE class and change into their regular uniform after.)	UA Dry-Fit navy/gold gym t-shirt UA Coolmax navy gym shorts <ul style="list-style-type: none"> <li>Solid navy leggings worn under UA shorts are acceptable</li> </ul> UA Unisex no-zip hoodie <b>OR</b> UA full zip hoodie/track jacket UA Aptus Training Pant Only InSchoolwear gym strips are accepted Plain white gym socks Non-marking running shoes to stay at school for gymnasium use only.	
<b>Accessories</b>	All hair accessories in UA colours <b>only on formal uniform days</b> . Day to day hair accessories can be any colour but in line with the principals of the uniform policy. <i>UA tartan hair accessories OPTIONAL OR navy, yellow, white, blue, black, or grey hair accessories OPTIONAL</i>	

## Outerwear

The guidelines for outerwear apply to all grades at Urban Academy. This year, in an effort to be more sustainable, there have been some changes to outerwear requirements as indicated below.

- Jackets:**
  - Crested UA fleece-lined, water-resistant jacket available from InSchoolwear **OR** students can provide their own outerwear of their choice. Outerwear must be clean and in line with the guiding principles of the UA Uniform Policy, but are not required to be a specific colour.
- Footwear:**
  - Rubber boots of any colour.

## Parent-Sourced Uniform Pieces – Shoes, Socks, Runners, Outerwear

There are very few items that may be sourced outside of InSchoolwear. These include:

- Outerwear
- Socks and tights
- Grade 6-12 navy dress pants should ISW brand not suit a student's needs
- Leather dress shoes (Gr. 6-12)

For these items you may consider sources such as, but not limited to: The Gap, Hudson Bay Company, Old Navy, Land's End (online), Marks & Spencer (online), Children's Place, Panda, Geox, The Shoe Company and others. Choices must comply with the uniform policy. The correct pieces are available for parents to purchase from InSchoolwear.

The following images illustrate acceptable alternate uniform pieces, as well as some examples of items that are not acceptable.

- Navy socks to be worn with uniforms and white gym socks to be worn for PE may not have images or logos on them and must be plain navy or white. Ribbed socks for boys and knee-high socks and tights for girls are available from InSchoolwear.



Acceptable



Acceptable



Not Acceptable



Not Acceptable



Not Acceptable



Acceptable



Acceptable



Not Acceptable



Not Acceptable



Not Acceptable

- Running shoes for PE must be shoes suitable for physical activity and cannot light up, squeak or have rollers. They must have non-marking soles that will not mark the gym floor. High tops or skate shoes are not permitted for PE.



Acceptable



Not Acceptable



Not Acceptable



Not Acceptable



- Day to day shoes for JK to Gr. 5 id comfortable, appropriate student footwear including runners (without lights, squeaks or rollers) or dress shoes.
- Day to day shoes Gr. 6 to Gr. 12: Students are required to wear black or navy polishable dress shoes with no embellishments.



Acceptable



Not Acceptable



Not Acceptable



Not Acceptable

## Non-Uniform Items

Wearing non-uniform items in school during school hours is not permitted. This includes lunchtime, gym class, study blocks, field trips, and before or after school while on campus. Items such as non-uniform sweatshirts, hoodies, running shoes, jackets, and hats are to be left in lockers during school hours. Questions regarding the suitability of an item should be discussed with your homeroom teacher in advance. Hats are not permitted inside the school.

## Home Clothes Days

On days where home clothing is permitted to be worn, it must be neat, clean, school- and age-appropriate, and free of large logos. Hats are not permitted in the school on home clothes days.

## Infractions

Urban Academy students are expected to wear their uniform with pride and dignity. It is to be complete on a daily basis. The following outline provides information on what parents and students can expect should a student attend school wearing incomplete or improperly worn uniform.

1. Students will be spoken to by either their homeroom or specialist teacher to advise them of their uniform item needing attention. It is expected that the uniform infraction will be resolved the following day.
2. Should Middle and Senior School Students not remedy the problem after being advised by school staff, the homeroom teacher will follow up by issuing a uniform infraction report in the school portal, MySchool. It is expected that the infraction will be addressed the following school day.
3. Should the problem persist, parents may be asked to meet with Administration.
4. Full, properly worn uniform is a requirement of attending Urban Academy. Should the problem persist, the student may, at the discretion of the Head of School, be asked not to attend classes until the issue is corrected.

Parents/guardians may not excuse students from following the Uniform Policy. Notes from home are not accepted or applicable to the situation of incomplete or inappropriate uniform. In exceptional circumstances, the school should be contacted or the student should, upon arrival at school, contact their teacher to alert them to any short-term issues related to a uniform infraction.