



SHIPLAKE COLLEGE
HENLEY-ON-THAMES

Uniform and Equipment Guide 2024-2025



Introduction

At Shiplake College, the overriding principle for pupil appearance is on **looking smart** and adhering to a dress code - and hair and jewellery guidance - that would be considered appropriate and suitable within a work setting where suits (or jackets and ties) and ladies' equivalents are worn. The College uniform is modelled on such a setting.

We expect that all our pupils will wear their uniform correctly and with pride. This uniform list provides a comprehensive guide for all year groups and must be strictly adhered to.

All pupils must be well turned out with the correct uniform, regular haircuts, polished shoes and a neat and tidy appearance. In the Sixth Form pupils are allowed the privilege of wearing smart business attire to reflect their growing maturity, however this privilege brings with it responsibility and Sixth Formers must set a good example to our younger pupils.

To reiterate, parents and pupils are requested to keep the overriding principles for appearance firmly in mind. While there is, inevitably, some subjectivity, the Headmaster and senior staff will address accordingly any pupils who are deemed not to be adhering to the guidance below. This may include: pupils being asked to remove jewellery; pupils being asked to shave facial hair during the school day; pupils being sent home to have haircuts modified (for boarders, House staff will be authorised to take pupils to a local hairdresser).

The school requests that parents are wholly supportive of the uniform policy. Your support in ensuring that your child is correctly equipped with uniform items is appreciated. Where the uniform rules are not followed, disciplinary action will be taken.

We hope that this guide will provide you with all the information you need, however if you do have any queries, please contact the Admissions Office or your House Matron/Pastoral Leader.

Please note:

- House staff will carry out full kit checks at the beginning of term. Day pupils should ensure they have all sports kit with them
- Matrons/House Pastoral Leaders are authorised to order any items that are missing or in short supply at check and the cost will be added to the pupil's bill
- Cricket, rowing and tennis wear does not need to be purchased until later in the academic year once pupils have decided upon their games preferences

Hair and Facial Hair

Mullets, steps, undercuts, and any similar extremes of fashion or colour are not permitted at Shiplake College, in-line with the guidance above. This includes hair that is very short all over.

In essence, pupils' hair should appear natural, be kept tidy, and be well-groomed. Haircuts should not draw attention. Long hair must be tied back for pupils taking part in sport and practical subjects such as science or DT. Any hair accessories worn, should be discreet.

Boys should be clean-shaven; sideburns should not be lower than the bottom of the earlobe.

Jewellery

Jewellery is restricted to a discreet single-chain necklace, a single bracelet, and a single ring, for all pupils who wish to wear any of the above. All jewellery must be removed for all sports training and matches.

Earrings and Piercings

Body/facial piercings are not permitted at Shiplake College. This includes nose piercings.

In Years 7-11, one simple pair of plain gold or silver stud earrings may be worn. For Sixth Form, discreet studs for piercings in the lower lobes are permitted. Bangles, drop, or hoop earrings are not permitted.

Make-Up

In Years 7-8, no make-up is permitted. In Years 9-13, small amounts of make-up may be worn, so long as it looks natural. If make-up is too obvious, pupils will be asked to remove it. Only clear/discreet nail polish is allowed, if it is too dark or obvious, pupils will be asked to remove it.

Tattoos

In the UK it is illegal for people under the age of 18 to get a tattoo. Should a pupil have a tattoo, it must be covered up at all times.

Schoolblazer

In order to provide the best service for the provision of school uniform to parents, we subcontract the management of buying and sourcing to the online retailer Schoolblazer. Parents can therefore order anytime and from anywhere at their convenience. Schoolblazer (www.schoolblazer.com) supplies nearly 100 independent schools around the country.

Some items may be purchased on the high street rather than through Schoolblazer. The College holds a stock of emergency garments to replace lost items. However, as all pupils' items have name tags, this problem should occur very infrequently.

Marking of Clothes

All items should be clearly marked with name tags in a readily available position and printed with first name, surname and House initial in brackets. We would not recommend iron-on labels as they fade easily. Permanent marker pen should be used to mark trainers.

Boarders: A substantial charge is made for marking large quantities of clothes. Wherever possible, parents must make every effort to name all new clothing before the start of term. Please ensure underwear and casual clothes are also all marked.

Special Occasions

Before all events, pupils will be told which of the below dress codes they should follow:

Day-to-Day – Pupils in Years 7-11 are expected to wear school blazer, trousers/skirt, white shirt and a House tie. Sixth Form pupils should wear a dark suit, with a shirt. Sixth Form boys wear a House tie.

Formal – Pupils in Years 7-11 are expected to wear school blazer, trousers/skirt, white shirt and a School tie. Sixth Form pupils should wear a dark suit, with a shirt, Sixth Form boys wear a School tie.

Casual – Pupils are permitted to wear casual clothes such as t-shirts, jeans etc. Not to be worn in group outings away from Shiplake except possibly on House Sunday trips. Flip-flops are not to be worn other than to and from the pool. Casual clothes are also permitted on non-uniform charity fundraising days; parents and pupils will be notified about these in advance.

Unsuitable Non-Regulation Clothes

The school reserves the right to return unsuitable clothing (uniform or leisure wear) and to replace it with regulation items. Housemasters will, when necessary, approve the purchase of essential items not brought by the pupils.

Summer Dress Code

Should there be a sustained period of hot weather anticipated, the Senior Management Team may announce that pupils can move to the summer dress code, when jackets are not required to be worn and long-sleeved shirts can be neatly rolled up (short-sleeve shirts acceptable as well). Ties are still worn (unless informed otherwise), shirts must be tucked in and no jumpers are to be worn without a jacket. The expectation is that all pupils continue to look smart. If standards fall, then this dress code will be revoked. The move to summer dress code will normally be communicated directly to pupils by email and via House announcements.

Second-Hand Uniform Online Shop

The College runs an online second-hand uniform shop, with the proceeds going towards the Parents' Association fund. Go to www.shiplake.org.uk/onlineshop to browse the available stock and purchase items to be posted home or be made available to collect from Reception.

To donate items to the second-hand uniform shop, please bring items to Reception. This is the biggest source of income for the PA and it is thanks to parents donating good condition clean items of Shiplake crested uniform and sports kit. Generic items that are easily available on the high street such as trousers and shirts are not put up for sale and we are unable to sell obsolete or out of date uniform or kit. Anything we receive of this nature will be donated to local charities or children in developing countries.

Arriving at College

New boarders should arrive for their first term in uniform. Thereafter, they may travel in home clothes. Day pupils should always arrive and leave in uniform.

Laundry (Boarders)

All clothes are laundered at school in automatic washing machines; therefore clothes must be of machine washable, non-iron material (polyester/cotton). The College cannot accept responsibility for any damage to items sent to the laundry which are not machine washable.

All boarders must also have a named mesh laundry bag. Items requiring dry cleaning should be handed to the House Matron/Pastoral Leader; an additional charge will be made for this service.

Luggage (Boarders)

An overnight bag (holdall) should be provided for use on exeat weekends. Overseas pupils requiring storage facilities during holidays **MUST** provide a suitable case for this.

Portable Charging Device Procedure

The College acknowledges its responsibility to manage the use of charging equipment when it is being used on college premises. The use of external/personal chargers for devices, mobile phones (in boarding houses) and other equipment that requires charging, is authorised and should be used only in accordance with the manufacturer's requirements for each device. Charging should ideally not be left unattended and should only be carried out in areas where fire smoke detection is present to ensure any overheating can be detected quickly. **Chargers must not be used in conjunction with poorly made USB or universal adapters.**

Years 7 to 11 – Uniform

| Item | Qty | Schoolblazer Only | Schoolblazer or High Street | High Street |
|---|------------|-------------------|-----------------------------|-------------|
| Striped blazer | 1 | | | |
| House tie ¹ | 1 | | | |
| School tie ² (Year 9 onwards only) | 1 | | | |
| Black crested V-neck jumper | 1-2 | | | |
| Plain white shirts ³ | 5 | | | |
| Dark grey trousers or skirt ⁴ | 2-3 | | | |
| Plain dark socks or black/dark grey tights | 6-12 pairs | | | |
| Black polishable sturdy flat shoes ⁵ | 1 pair | | | |
| Dark school bag or back pack | 1 | | | |
| Plain dark raincoat or overcoat | 1 | | | |
| Wrist watch ⁶ | 1 | | | |
| Laptop (see separate advice) | | | | |
| Scientific Calculator (Casio FX-85GTCW) | 1 | | | |
| Pen, pencil, eraser, ruler, protractor, pair of compasses | 1 set | | | |
| Shiplake College scarf (optional) | 1 | | | |
| Water bottle (named) | 1 | | | |

¹ House tie is worn most days. Please wear House tie on the first day of term.

² School tie is worn for whole school events and when representing the College at sports fixtures.

³ Shirts – Long or short sleeve may be worn.

⁴ Skirts – Must be knee-length, tailored and fitted at the waist and not ride up when walking.

⁵ Shoes –Year 7 and 8 pupils may wear shoes with a Velcro fastening.

⁶ Smart watches may be worn but must NOT be worn into examinations

Sixth Form Uniform

Please read the accompanying notes carefully.

| Item | Qty | Schoolblazer Only | Schoolblazer or High Street | High Street |
|---|------------|-------------------|-----------------------------|-------------|
| Business style suit in black navy or dark grey ⁷ | 2 | | | |
| House tie ⁸ (Boys only) | 1-2 | | | |
| School tie ⁹ (Boys only) | 1 | | | |
| White or pale coloured shirts ¹⁰ | 5 | | | |
| Plain dark socks/tights | 6-12 pairs | | | |
| Plain dark coloured V-neck or quarter-zipper jumper (optional) ¹¹ | 1-2 | | | |
| Black polishable sturdy flat shoes ¹² | 1 pair | | | |
| Wrist watch ¹³ | 1 | | | |
| A-level maths calculator, Casio FX-CG50 (scientific) can be purchased through school | 1 | | | |
| Pens, pencils, ruler, clear pencil case (protractor, compasses for maths if applicable) | 1 set | | | |
| Plain dark raincoat or overcoat (optional) | 1 | | | |
| Shiplake College scarf (optional) | 1 | | | |

⁷ Suit trousers/skirts/dresses and jackets must match. Subtle stripes are acceptable. As an alternative to a suit, Sixth Formers may continue to wear the striped school blazer but it must be worn with dark grey school trousers/skirt

⁸ House tie is worn on most days (boys only)

⁹ School tie is worn for whole school events and when representing the College at sports fixtures (boys only)

¹⁰ Shirts – Long or short sleeve may be worn. Shirts should be of formal construction, with proper stiff boned collars, placket fronts, and stiff interlined cuffs. Casual shirts with short soft collars are not allowed. No bold patterns, stripes or check or dark coloured shirts. No coloured shirts with white collars

¹¹ Jumpers should match suit colour and must not display logos

¹² Slip on shoes are not acceptable for boys. Matrons/House Pastoral Leaders will be authorised to purchase a pair of regulation shoes for any boy not wearing lace up shoes. The cost of such purchases will be added to the pupil's account

¹³ Smart watches may be worn but must NOT be worn into examinations

Guidance for Sixth Form Girls Uniform

Skirts

- Knee-length skirt, such as a classic pencil skirt
- Must be tailored and fitted at the waist
- Must not ride up when girls are walking
- Any splits in the skirt must be modest

Trousers

- Must be a business cut, full length, tailored and fitted at the waist

Shirts

- Must fit properly. Overly tight shirts or blouses or those which are revealing are not acceptable
- Must have buttons up to the collar and should be fastened modestly
- Must be long enough to tuck into skirts or trousers
- Short-sleeved blouses may be worn in the summer

Dresses

- Straps of dresses need to be wide enough to cover the shoulder
- Dresses should not cling or reveal
- Blouses do not need to be worn under dresses if the previous points are adhered to

Underwear

- Must be white or flesh coloured underneath shirts or blouses

Tights

- Must be worn in winter with skirts

Socks

- Ankle socks must be worn with trousers

Informal Clothes (for boarders)

- Tops should cover shoulders and stomach
- Skirts should be of modest length
- We recommend that no more than three sets are kept at the College at any one time as storage space is limited within the rooms

Examples of Acceptable Suits Available on the High Street

The photographs below show acceptable wear for our Sixth Form Girls.



Sports Kit

All boys will play rugby in the autumn term and football in the spring term. Rowing kit need not be purchased until boys have chosen to take those sports.

All girls will play hockey, netball, rounders and participate in 'fitness'. Rugby and football kit need not be purchased until girls have chosen to take those sports. Girls in the College netball team will be required to purchase a netball dress and undershorts in time for the netball season in the Spring Term. This will be arranged by the Head of Girls' Sport.

Most items are compulsory for each named sport, *optional items are italicised*. Any sports kit not on the uniform list should be approved by the appropriate Head of Sport prior to use.

| Sport | Item | Qty | Schoolblazer Only | Schoolblazer or High Street | High Street |
|---|--|--------|----------------------|-----------------------------|-------------|
| Rugby, football, boys' House competitions | College/House Reversible Sports Shirt | 2-3 | | | |
| Rugby | Black Crested Rugby Shorts (no pockets) | 1-2 | | | |
| Rugby, football | Maroon/black Crested Waterproof Top | 1 | | | |
| Rugby, football, hockey | Black/Maroon/Gold Hooped Games Socks | 2-3 | | | |
| Rugby, football | Rugby/Football Boots | 1 pair | | | |
| Hockey, netball, rounders, fitness | Black/Maroon Fitted Sports Shirt | 1-2 | | | |
| Hockey, netball, rounders, fitness | Black/Maroon Skort | 1 | | | |
| Hockey, netball, rounders, fitness | <i>College-Branded Black Fitness Leggings (Optional)</i> | 1-2 | | | |
| Netball (team players only) | Netball dress and undershorts | 1 | Supplied via College | | |
| 'Multi-sports' activities | Maroon/Black Crested Tracksuit Bottoms | 1-2 | | | |
| 'Multi-sports' activities | Black Crested Active Jacket (optional for boys) | 1 | | | |
| 'Multi-sports' activities | Maroon Crested Fitness/Training T-shirt | 2 | | | |
| 'Multi-sports' activities | Black Crested Midlayer Top | 1 | | | |
| Tennis | Maroon Crested Fitness/Training T-shirt | 1 | | | |

| Sport | Item | Qty | Schoolblazer Only | Schoolblazer or High Street | High Street |
|------------------------------------|---|---------|-------------------|-----------------------------|-------------|
| Football, Tennis, 'multi-sports' | Black Crested Sports Shorts (with pockets) / Black/Maroon Skort | 1 | | | |
| Cricket | Maroon Crested Fitness/Training T-shirt | 1 | | | |
| Cricket | Maroon/Black Crested Tracksuit Bottoms | 1 | | | |
| All | Sports Kit Bag/Holdall | 1 | | | |
| All | Maroon Cap (Optional) | 1 | | | |
| All | Branded or Plain Black Baselayer Top (Optional) | 1 | | | |
| All | Branded or Black Base Layer Leggings (Optional) | 1 | | | |
| All | Trainers | 2 pairs | | | |
| All | Sports Towel | 1 | | | |
| Outdoor Education | Waterproof top and trousers (Optional but advisable) | 1 | | | |
| All but rugby, football and hockey | White Sports Socks | 6 pairs | | | |
| Swimming, water polo | Black Swim Shorts/Swimsuit | 1 | | | |
| Football, hockey | Shin Pads | 1 set | | | |
| Rugby, hockey | Mouthguard ¹⁴ | 2 | | | |

Mouthguards

We arrange for OPRO to visit the College during the first week of term. OPRO provide custom mouthguards to offer the best defence against oral-facial injuries and concussions in contact sports. **Pupils must be booked to be fitted, in advance [via the OPRO website](#) (select Impression Visit).** The cost, about £45-75 depending on design and optional extras, will be added to your next bill.



¹⁴ We suggest one mouthguard/gum shield should be made to measure (offered by OPRO) and one basic mouthguard for emergency use.

Rowing – from Year 9

All Year 9 pupils will have the opportunity to try rowing at Shiplake. They will not require any specific kit initially and may participate wearing College sports clothing. Before the beginning of the Spring Term, pupils will indicate which major sport they will pursue. Pupils selected for Year 9 racing crews will need to purchase some additional items of rowing kit. The Director of Rowing will contact parents about requirements at the appropriate time.

Prior to their arrival at Shiplake College, it is very difficult to know how much rowing sixth form girls will become involved in. This can vary within each cohort and is very much dependent on the girls themselves and the level of commitment that they wish to make to the sport. As a result of the uncertainty, kit requirements are not defined in advance and we do not advise parents to purchase rowing kit for their daughters before they join the College if they will be novices/beginners.

Loose fitting clothes are however more prone to getting caught in the seat slides and blade handles can sometimes get stuck in T-shirts which can hamper performance. Therefore, should pupils take part in rowing regularly, it is recommended they purchase an all-in-one for training, which will also be suitable for racing. Other Boat Club kit is optional and can be purchased at a later date.

All rowers who enter into competitions for the College require a Club (Bumblebee) All-In-One, Maroon leggings, black long-sleeve tech top, white short-sleeve tech top (you can so use cheaper alternatives as long as they are non-branded) and a black splash top (Catch Wind Shell). Please note that some items are for **Senior Rowers only**. There are also a couple of items that are available but not essential; the gilet and the softshell top.

Shiplake Boat Club kit is provided by Five57 Sportsgear, if any items you order do not contribute to the 10 item minimum order quantity required by the company you will be refunded by them. Please visit <https://www.five57sportsgear.com/team-kit>, password: **Shiplakebc** (case sensitive).

Sizing charts are available when you click into the product. **There are kit order windows and the closest one to the date of publication is from 10 June to 19 July 2024.** We have a few items of brand new kit as well as some second-hand items in stock at school already which can be purchased via our [online shop](#).

Boarders Only

| Item | Quantity | Schoolblazer Only | Schoolblazer or High Street | High Street |
|---|-------------|-------------------|-----------------------------|-------------|
| Night wear | 2 sets | | | |
| Dressing gown | 1 | | | |
| Underwear | As required | | | |
| Slippers or Flip-Flops | 1 pair | | | |
| Informal clothes | 3 sets | | | |
| Coloured bath towels ¹⁵ | 3 | | | |
| Pillows | 1-2 | | | |
| Pillow cases | 2-4 | | | |
| Duvet | 1 | | | |
| Duvet covers ¹⁶ | 2 | | | |
| Coat hangers | 3 | | | |
| Shoe cleaning kit | 1 | | | |
| Mesh linen bags (for underwear) | 2-3 | | | |
| Small laundry bin (optional) | 1 | | | |
| Knife, fork, spoon, bowl/plate and mug (for in-house use – not required in Welsh House) | 1 of each | | | |
| Alarm Clock | 1 | | | |
| Bedside/Desk Light | 1 | | | |
| Bathroom toiletries ¹⁷ | | | | |

Full boarders will require the maximum number of items suggested to allow for laundry turnaround times. ALL items to be clearly marked.

¹⁵ Bath towels – not bath sheets.

¹⁶ Fitted sheets are supplied by school.

¹⁷ The use or possession of aerosols is not permitted in College

Your school uniform and sportswear are now ready to order!

Simply log in at www.schoolblazer.com

Why not order early and relax this summer with **FREE UK P&P from 1st July - 14th July 2024**. Our returns policy is 365 days which means that any items ordered at the start of the holidays can be exchanged if you find they no longer fit before the start of term.

FREE UK P&P



**EASY
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Fully name-taped orders dispatched within 3 days.



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Free UK returns, with 365 days to return your item.

We are committed to making your preparations for the new term as easy and pain-free as possible.

If you have any questions or require help, please do not hesitate to contact our Helpline on:

0333 7000 703

Mon-Fri 9am-8pm, Sat 9am-5pm

or email Schoolblazer at:

customerservices@schoolblazer.com

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Call: 0333 7000 703

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Schoolblazer.com was founded by parents for parents to take the chore out of shopping for school uniform.

Our secure online ordering service allows you to shop for uniform and sportswear at your convenience, and we even offer to sew all of the name tapes into the garments for free – so throw out the sewing box and enjoy the summer!

FREE UK P&P

Frequently Asked Questions

How do I know what sizes to order?

We ask you to input your child's measurements and our Intelligent Sizing System will indicate the recommended size on the shopping page.

However, this is a suggestion only, based on the measurements you have entered. Should you wish to choose an alternative size, you can use the drop-down menu to select this.

What if I need to return an item?

We offer a free returns service so please return any item unsuitable using our online returns tool, and we will either refund or exchange as required.

Do I have to pay for name tapes?

We only charge for the cost of the name tapes and sew them in free of charge.

How long will my order take to be despatched?

We promise to despatch orders within 3 working days, and more swiftly than this wherever possible. FastTrack delivery is also available.

I need an item that is showing as out of stock on the website, what should I do?

As an online retailer we typically hold much higher levels of stock than a high street store, but if an item you require is showing as out of stock, please place your order and we will work to supply this as quickly as possible.

What if I need further information or help with my order?

Our Schoolblazer website features lots of useful information including a How to Shop video and more Frequently Asked Questions. Alternatively you can call our Customer Services Team on 0333 7000 703 and they will be happy to help.

Call: 0333 7000 703

www.schoolblazer.com

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customerservices@schoolblazer.com