Clarence
International School

School Uniform Policy

Ver. 26.1.0

School uniforms are one of the ways we help children develop self-confidence. By wearing and taking care of their school uniform, children can learn to feel secure and confident in themselves. Our uniform policy reflects our values and reinforces our school's culture of high expectations. All pupils must dress according to the uniform policy. It is one way in which we identify ourselves as a school and it promotes a strong, cohesive identity which supports high standards in all areas of school life. It promotes harmony between different groups represented in the school.

The Head of School and Board of Directors decide the policy for school uniform which is reviewed periodically and request that the policy is adhered to by all families in a consistent way. We ask parents and carers to support all decisions by school staff regarding whether or not clothing is appropriate or inappropriate for school.

On accepting a place at CIS, parents agree to adhere to this policy, provide appropriate school uniform and footwear, and make sure the child wears the uniform.

Equal Opportunities
All children have equal access to wearing the CIS uniform items regardless of their gender, culture, race, religion, disability or ability. CIS is committed to creating a positive climate that will enable everyone to achieve their full potential. A smart, shared, practical school uniform is part of this commitment.

Required Uniform Items for Each Season

Summer (June-September)	**Winter (November-April)**	**Transition Period (May and October)** ***Transition period may change depending on the temperature of the corresponding year.**	**All Year**
● School short sleeve polo shirt ● School warm-weather shorts / All-year-round shorts / School skirt ● School short socks ● School straw hat	● Long sleeve polo shirt ● School cool-weather shorts All year-round shorts / School skirt ● School vest / pullover ● School long socks ● School straw hat **Additional PE attire during Winter:** ● Non-hooded jersey jacket	Either Summer or Winter uniform	PE Uniform ● School yellow PE T-shirt ● School PE cap ● School Shorts School Bag

※School Skirt is optional. Those who have purchased school short pants may also purchase skirts. All pupils must purchase short pants, as they are worn in PE lessons and school events. In addition, the all-year-round shorts in size 120 will be on sale as soon as the stock of size L of the warm-weather/cool-weather shorts runs out.

※In cooler weather, children may wear tights or leggings underneath their shorts to keep them warm. These must be plain and black, white or beige coloured.

For more details about school uniform items, refer to "**APPENDIX D - Uniform and School Items"** in Handbook for Parents.

Outdoor clothing
Pupils should bring a coat to school each day during the cooler months. When travelling to and from school, the uniform must be worn correctly and in accordance with the school uniform policy. Uniform items should be clean and undamaged. Uniform items must not be replaced with home clothes unless absolutely necessary.

Footwear
Outdoor shoes must be closed-toed, hard-soled footwear with a flat sole. Open-toed sandals should not be worn, even in the Summer Term. Indoor shoes should be light, plimsoll style soft soled footwear. In the case of extreme weather children can wear boots to school but must change into a pair of indoor shoes on arrival to school.

Naming Clothing and Property

All clothing and property must be clearly named so that lost articles may be easily traced and returned. The school cannot accept responsibility for loss or damage of pupils' unnamed property and valuables. In some cases, the school may label the uniform to avoid loss of items.

Lost Property

We endeavour to return all named property.

Others

- ➢ If girls use hair ribbons or pins, they should avoid flashy ones and use colours that match the colour of the uniform.
- ➢ Make-up is prohibited as well as manicures and pedicures. Large piercings / ornaments that might get stuck on clothes or injure other pupils may not be worn.
- ➢ Do not sew patches onto the uniform or make any other alterations which distract from the original design.

Non-compliance with the Uniform Policy

It is the responsibility of all parents and staff to ensure that the school uniform policy is adhered to. There may be good reasons why a pupil is not wearing the school uniform. In this case, parents should share the reasons with the class teacher. Any request to deviate from the school uniform policy for reasons relating to disability, gender or religion must be agreed with the Head of School in advance. The school will always be considerate and discrete in trying to establish why a pupil is not wearing the correct uniform. Pupils will never be made to feel uncomfortable.

Parents and carers of pupils that do not wear the correct uniform will be contacted and asked to bring the correct uniform into school.

There will be occasions when the school decides that school uniform is not appropriate e.g. when taking part in a physical activity day, wearing different clothes as a part of a performance, fundraising or outdoor education events. Parents and carers will be notified in advance of the revised dress code on such days.

Appendix A - School Uniform Key Items and Price List

Currently on Sale (as of Nov 2026)

Items to purchase on CIS website	Price	Items to purchase on Tombow website	Price
Cool-weather Shorts (Winter Season) (Size: L, equivalent to about size 120)	¥7,400	Short Sleeve Polo Shirt (Colour: Cream, Size: 90-120)	¥6,400
Warm-weather Shorts (Summer Season) (Size: L, equivalent to about size 120)	¥6,300	Long Sleeve Polo Shirt (Colour: Cream, Size: 90-120)	¥7,000
Clarence School Pullover (Size: 90)	¥7,400	Clarence School Pullover (Size: 100-120) *For 90 size, please purchase from the school website.	¥8,140
Clarence School Vest (v1) (Size: M only, about 90-100 size)	¥5,200	Clarence School Vest (Size: 110) *For 90-100 and 120 sizes, please purchase from the school website.	¥5,720
Clarence School Vest (v2) (Size: 90-100, 120)	¥5,200	All Year-Round Shorts (Size: 90-110) *For 120 size, please purchase cool/warm-weather shorts from the school website.	¥8,200
Long Socks	¥1,100	School Skirt (optional)	¥9,020
Short Socks	¥700	Short Sleeve Polo Shirt (Colour: Cream, Size: 90-120)	¥6,400
		Straw Hat	¥4,900
		PE Yellow T-shirt (Size: 90-120)	¥2,600
		PE Cap	¥770
		School Bag	¥27,000

School uniform prices are subject to change during the course of the school year.

We recommend purchasing one of the following uniform sets according to the time of enrollment. The recommended number of purchases per item is listed in the table, but parents can adjust the purchase number according to the number of days your child will be attending school. Uniforms must be purchased at the respective sites available for purchase (CIS School Website or Tombow School Uniform Website) depending on size and product.

Set 1 - For children enrolling at the beginning of the academic year (end of August-October) :

Winter Uniforms	Summer Uniforms	Other Items	PE Clothes
2 School Polo Shirt Long Sleeve	2 School Polo Shirt Short Sleeve	1 Straw Hat	1 Yellow T-shirt
2 Cool-weather School Shorts	2 Warm-weather School Shorts	1 School Bag	1 PE Cap
1 School Vest or Pullover	2 Short School Socks		

2 Long School Socks	

Set 2 - For children enrolling in the cool season (November~April) :

Winter Uniforms	Other Items
2 School Polo Shirt Long Sleeve	1 Straw Hat
2 Cool-weather School Shorts	1 School Bag
2 Long School Socks	
1 School Vest or Pullover	
PE Clothes	
2 Yellow T-shirt	
2 PE Hat	

Set 3 - For children enrolling in the warmer season (April-June) :

Summer Uniforms	Other Items	PE Clothes
2 School Polo Shirt Short Sleeve	1 Straw Hat	2 Yellow T-shirt
2 Warm-weather School Shorts	1 School Bag	2 PE Hat
2 Short School Socks		

※Pupils enrolling in May or October can wear either the warm or cool season uniform, as these months are considered transition periods. For further information, please refer to the *Parent Handbook*.

Appendix B - Guide for labelling names on uniforms and belongings

All clothing and property must be clearly named so that lost articles may be easily traced and returned. The school cannot accept responsibility for loss or damage of pupils' unnamed property and valuables. All names must be written in English using an oil-based pen.

Polo shirts: Label your child's name on either a yellow tag on the collar.



Pullover, Cardigans, Vests: Label your child's name on either a yellow tag on the collar.





School Shorts:
For the warm-weather shorts/cool-weather shorts, the names should be labelled on the yellow tag on the back waist.



For the all-year round shorts, label your child's name on the name tag that is stitched to the inside left seam of the shorts.



Skirts: Label your child's name on the name tag that is stitched to the inside left seam of the skirt.



Yellow T-Shirts: Label your child's name on either a yellow or white tag on the collar (the tag colour is different depending on the version purchased).

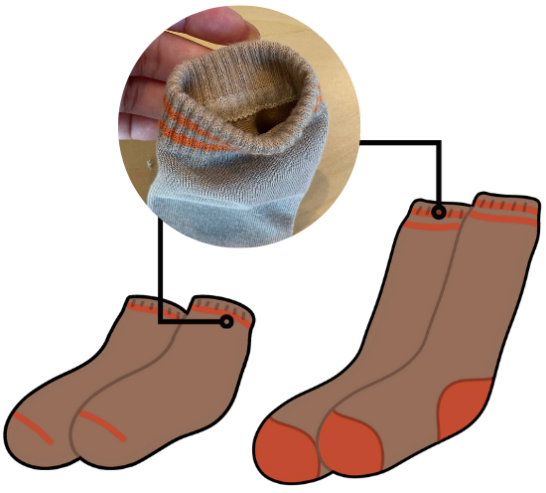
Previous Version



PE Cap, Straw Hats:
Label your child's name on the name tag located on the inner back side of the cap, or inside the rim of the hat.



Socks: Label your child's name on the inside of the elastic of the socks.



School Bag: Insert a label with your child's name inside the name tag holder on the back of the bag.



Indoor Shoes: Label your child's name on the front and back side of the shoes, written in a way that the teacher can read it as the example below.

