Staff Dress Code Policy

Review Date: July 2016

To be reviewed in July 2017
Staff Dress Code

5. STAFF DRESS

As Staff we are expected to dress appropriately for the workplace/educational setting and in this way set a good example to students and promote a positive image within the community.

Our dress code reflects the high expectations of the academy in terms of teaching and learning, behaviour and student uniform. It is recognised that staff within the academy perform a variety of different roles and our dress code takes this into account.

Rationale

- All staff must dress in a manner which reflects this professionalism.
- All staff are models for the learners in the school, therefore they have a responsibility to model appropriate dress and appearance.
- The image that we project as professionals is associated with how we present ourselves; the image of the school in the community is related to how all adults in the school dress. It is therefore important to dress appropriately when acting in a professional capacity and with due regard to any conclusions parents/visitors may draw from your appearance.

This policy provides:
- Guidance to new colleagues.
- A benchmark against which the standards of all can be measured.
- A framework to inform decisions on standards taken by individual(s).

General Principles

- Staff must abide by the dress code and dress appropriately for their particular role.
- Clothing should be clean, in a good state of repair and not look worn or faded.
- If a staff member’s clothing or appearance is not deemed appropriate, a member of SLT will speak to the staff member concerned to discuss any concerns.
- The Principal has the final say on whether clothing and appearance is appropriate.

Information for all staff

- Clothing must be professional attire, not casual wear.
- Male staff must wear a shirt, tie, trousers and smart shoes (except PE staff and designated support staff).
- Female staff must wear smart dresses or separates (except designated support staff). Trousers must be tailored. Skirts and dresses should not be too short (just above knee length at the shortest). Shirts, blouses, knitwear and other smart tops may be worn, plus smart shoes or boots.
- Learning support assistants and office staff are expected to adhere to the same dress code as teachers.
- Other support staff and non-teaching staff (e.g. technicians, canteen staff, premises manager, site staff) should dress smartly and appropriately for their role taking into account health and safety issues/the physical nature of their role.
- Hair should be neat and tidy.
- Within reason tattoos should be covered.
- Within reason jewellery should be discreet.

On formal occasions (such as Parents’ Evenings, Open Evenings and Celebration of Achievement) all staff attending must dress in a professional manner befitting the event. The following may be helpful in clarifying what is and what is not appropriate:

- No denim.
- No revealing or excessively tight clothing, including visible underwear.
- No t-shirts (except PE staff) exceptions are for female staff who wear t-shirts in conjunction with other clothing.
- No shorts (except PE staff).
- No combat or cargo trousers.
- No leggings unless under an appropriate length skirt or dress.
- No inappropriate footwear e.g. flip flops, sandals and trainers (except PE staff) which may contravene Health & Safety guidelines.
- Women’s tops may be sleeveless but should not be ‘strappy’ (i.e. have narrow shoulder straps) or be strapless.
- No large logos.