

## **Dress Code for Staff:**

### **Introduction**

Teaching is a formal and professional vocation. A staff dress code should reflect this and it is important that all staff project a professional image to students, parents and other stakeholders.

Within school, staff perform a variety of different roles and our dress code takes this into account. Rationale: The respect a member of staff deserves must be reflected in their appearance and professionalism.

- 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.

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 and in a good state of repair;
- The Head has the final say on whether clothing and appearance is appropriate;
- If a staff member's clothing or appearance is not deemed appropriate, the Head, SLT or Line Manager will speak to the staff member concerned to discuss any concerns.

### **Information for all staff**

- Clothing must be professional attire, not casual wear;
- Male staff must wear a shirt (either long or short sleeved with the top button done up), 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 may be full or  $\frac{3}{4}$  length, but no shorter. Any cropped trousers must be formal and tailored. Skirts and dresses should not be too short. Shirts, blouses, knitwear and other smart tops may be worn, plus smart shoes or boots. (No Ugg boots or boots designed for casual wear);
- During the Summer term, male staff may wear a smart polo shirt;
- All staff are expected to adhere to the same dress code;
- 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. No extreme hairstyles are allowed;
- Visible tattoos are discouraged and must be discreet\*; no visible body art;

- Jewellery should be discreet with visible piercing restricted to ears. Single nose studs may be worn for reasons of culture or religious observance only.

The following may be helpful in clarifying what is and what is not appropriate:

- No denim in any colour;
- No revealing or excessively tight clothing;
- No shorts (except PE staff);
- No combat or cargo trousers;
- No leggings;
- No inappropriate footwear e.g. flip flop or thong style shoes, mules, Birkenstocks, Ugg/casual boots 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;
- No clothes that are excessively worn or faded;
- No clothes with rips or tears;
- No visible body art;
- No hoodies, fleeces;
- No floor length dresses or skirts;
- No trousers tucked into boots.

\*please see acceptable tattoo guidance.

[https://docs.google.com/a/johncolet.co.uk/document/d/1gNbCaWeBqSIUEHgYnbguChQnUzXp81fvnFVXFieY\\_38/edit?usp=sharing](https://docs.google.com/a/johncolet.co.uk/document/d/1gNbCaWeBqSIUEHgYnbguChQnUzXp81fvnFVXFieY_38/edit?usp=sharing)