



**Rationale:** Our objective in establishing a smart work dress code is to enable staff to project a professional image in keeping with a premium school. Staff should dress for success. Failure to dress appropriately can impact the way other administrators, teachers, learning assistants, students and parents perceive the staff member. Dressing for success allows staff to gain the respect needed to set a positive example for the students. Dressing for success has two main effects for staff: maintain respect and establish credibility.

**Recommendations:** This is an overview of appropriate smart attire and provides guidelines as to what is generally acceptable. No dress code can cover all contingencies and so employees must exert a judgment in their choice of work clothing.

### Dress Code for Men:

- **Suits:** Suit or blazer and trousers must be worn (except PE staff)
- **Shirts:** Top button must be fastened at all times and shirts tucked into trousers.
- **Ties:** Must be worn by teaching staff and must cover the top button
- **Shoes:** Should be polished / no trainers (except for PE staff).
- **Hair:** Must be of reasonable length above the collar.
- **Facial Hair:** Male staff must be clean-shaven or have facial hair that is well groomed.

### Dress Code for Women:

- **Dresses and skirts:** Length must ensure the top of the knee is covered when sitting.
- **Trousers:** Must be tailored and reach the ankle. They should be comfortable i.e. must not skin-tight or very tight trousers must not be worn, leggings, shorts, and jeans of any colour are not allowed.
- **Blouses / Tops:** Must reach the elbow, no bare shoulders, no low cut, see through, strapless or midriff less tops not be worn.
- **Material:** Leather or PVC should be minimal and avoided.
- **Shoes:** Should be sensible and comfortable. No open-toes shoes, flip-flops or trainers (except for PE staff). Heels must be no more than 4cm for safeguarding purposes.
- **Make-up:** Should be subtle.

**Dress Down Days:** Casual clothing may be allowed on dress down days, generally INSET days, Weekends and Holidays and Spirit Days.

All tattoos must be covered and out of sight.

**Identification Badges:** Identification badges must be visible on staff at all times while in school. ID badges include key H&S information on the reverse for safeguarding purposes.

**The school dress code of staff members should always project a professional image.**