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Professional Dress Code Policy 2018 - 2020

POLICY DETAILS:

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Last Review: July 2017

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Responsible Person: Headteacher

Introduction

The staff at St Mary's Catholic Primary School must maintain a professional manner at all times during the school working day and also be aware of their conduct in the wider community.

We are role models for the children and work in partnership with parents, colleagues and external agencies. Therefore, we must ensure we set high standards and expectations for ourselves, modelling exemplary standards, including dress and behaviour which reflects the Catholic ethos of our school and community.

When we are at work, we are representing our profession as educators and our values as staff within a Catholic setting. Parents and visitors to St Mary's will inevitably form an opinion about the school based on the appearance of staff members. It should be clear from our clothing and general presentation that we have high professional standards of ourselves and our pupils.

Dress Code

The school has a professional smart dress code policy which means clothing, footwear, jewellery and hairstyles must reflect our professional roles while taking into account the need for comfort while working and interacting with young children. Examples of clothing and presentation deemed to be appropriate are available from the Headteacher.

Clothing

- All staff must wear clothing which is considered to be 'professionally smart' or 'tailored'. Please see appendix for examples of appropriate dress
- Male staff must wear a smart business suit in a professional colour with a shirt and tie or professional trousers and jacket.
- Trousers must be full length, plain or a discrete professional style, such as pinstripe.
- Skirts and dresses should be knee to mid-calf length and professional in style, (short or mid-thigh lengths are not acceptable)
- Shoulders should be covered so 'spaghetti' type straps are not on view
- Vest tops and t-shirts are not allowed as the top layer of clothing
- Underwear should not be visible either through the clothing or when stretching / bending
- Tights / socks should be plain and reflect standard professional colours. For example, fishnet tights, bright pink tights or green socks are not allowed
- Leggings are not allowed to be worn so they are visible i.e. they must not be worn under skirts or dresses
- If cardigans are worn, they should be in a business style Long flowing cardigans or jumpers are not permissible
- Sweaters are not allowed
- 'Casual' clothing such as denim, leather, cargo trousers and hooded tops are not allowed

Footwear

Staff should wear footwear which is sensible for their role and does not pose a health & safety risk to the wearer or others. Flip flops and trainers are not permissible, shoes must be smart and in good clean condition.

Hairstyles

In keeping with the professional dress code and the expectation we have for children, staff should also maintain hairstyles reflecting the ethos of the school. Hairstyles and colourings must not be 'extreme' e.g. shaved icons in hair, brightly coloured hair or excessive accessories.

Jewellery / Accessories

Jewellery should be kept to a minimum. Only one pair of stud earrings/small hoops may be worn. Any other body piercings must not be visible. Therefore, facial and tongue piercings are banned as they cannot be hidden or easily covered. Accessories such as scarves may be colourful but the style should be simple and understated in keeping with the professional style.

Physical Education Lessons

The designated PE teacher will be provided with clothing suitable for PE lessons but must adhere to the professional dress code policy during classroom teaching. Staff who actively participate in PE lessons are encouraged to wear appropriate clothing and footwear for the activity and must change back into their professional clothes at the first opportunity.

General Appearance and Presentation

- Clothing, footwear and jewellery must not pose a health & safety risk to the wearer or to others
- Make-up should not be extreme in colour or coverage
- Staff should be aware of how their clothing may become more revealing, for example, when stretching or bending
- Clothing should be kept in good repair, for example, no tears, loose threads, broken zips or missing buttons
- Staff should maintain good personal hygiene standards
- Tattoos, henna or other types of 'body art' must not be visible and should be covered at all times.

With ever-changing fashion trends it is not possible to provide an exhaustive list of items which must not be worn at work. Therefore, the Headteacher will inform staff of any items of clothing that will not be permitted as and when necessary.