



Staff Dress Code Policy

Created: July 2017

Reviewed: March 2024

Next Review: Spring 2025



Statement of Intent

This policy starts with the premise that staff should dress in a professional way. We respect our profession and respect the children we teach. How we dress is a statement of our values. As adults with responsibility for children we are in a position of trust and are seen as role models. Guidelines for appropriate dress and appearance form part of “Guidance for Safe Working Practice for those working with children and young people in educational settings”.

These general principles apply to all adults working in our school. All adults working at St Mary's do so alongside impressionable children. Our expectations of pupil appearance are rightly very high and actually, by and large, pupils' appearance is a very high standard. It is also important that an example is set for our pupils. Where there is concern over the appearance of an individual the Headteacher or a senior colleague will have a discrete word with the person concerned so as to address the issue.

Specific Guidance

At St Mary's we interpret these guidelines in the following dress code:

Male Staff	Female Staff
Tailored trousers	Business dress/skirt or tailored trousers
Shirt (worn inside trousers)	Shirt, blouse or top*
Tie	(See clarification below)
Tailored jacket (when required)**	

** e.g. Formal occasions such as Open Evening.

Notes:

- Men's trousers: full length;
- Women's trousers: full or three quarter length;
- Skirts and dresses: knee-length or longer, without high side/rear slits;
- Tops: not transparent, low-necked, off-the-shoulder or revealing;
- Facial or visible body piercing or tattoos are not appropriate, and should be covered (except for one pair of small earrings);
- Faces to be uncovered at all times;
- Hair colouring and hairstyles should not be extreme;
- Midriffs: covered and underwear should not be seen;
- During exceptionally hot weather, colleagues will be advised on relaxing the code [e.g. not wearing ties]
- No Smart watches e.g. Apple Watches with camera facilities to be worn. Fitbits with the sole use to count steps are permitted.

These garments would not be appropriate when working for a majority of time in a classroom environment:

Shorts	Leggings	Denim garments (including jeans)
Vest tops	Sweatshirts	Leisure pants/trousers
Sportswear	Leather/Leather look	Hats (inside the building)
Sports shoes	Stiletto heels	Plastic/rubber flip flops

NB: On non-uniform/own clothes days staff are welcome to come to school in "non-uniform" but within the spirit of our dress code (i.e. jeans are acceptable but a miniskirt would not be).

ID BADGE/LANYARD: All staff should wear their lanyard and ID badge whilst on site. Please note; the only exception is for those staff who wear corporate wear.

Specialist Staff

- For staff in workshops/labs who need protective clothing, a white lab coat or similar should be worn
- Suitable sturdy footwear which covers the foot
- For Drama staff involved in practical work reasonable adjustments may be made.
- For PE staff, appropriate sportswear should be worn.
- Teaching staff who occasionally teach PE should make every endeavour to change back into professional dress (using the nearest break/lunch break to do so)
- Business Support staff who are customer facing, should follow the same guidance as Teaching staff.
- Premises staff should wear job-specific school-designated clothing as required.
- Staff covering duties should wear their high viz jacket during these times.

All staff should wear appropriate footwear for their role and for health & safety reasons.