

	Staff Dress Code Policy
Person(s) Responsible	
Approval	Governing Body
Headteacher	Gary Edmunds
Policy Originator	Gary Edmunds
Date Approved:	September 2020
Date of Review:	September 2021

Introduction

The dress code for all members of staff at Spring Hill High School reflects the standard that is expected of teaching as a formal professional vocation.

All staff are models for the learners in the school, therefore they have a responsibility to present with appropriate dress and appearance.

They also have a responsibility to maintain a professional image to parents/carers, professionals, and members of the public.

It is recognised that members of staff within the School perform a variety of different roles and are often required to take part in physical intervention. Our dress code takes all this into account.

Aim

- To provide clarity for members of staff on how to dress while acting in a professional capacity
- To provide guidance on how to dress in a manner which reflects professionalism, with due regard to any conclusions parents/visitors may draw from a member of staff's appearance.
- To provide a benchmark against which the standards of all can be measured.

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 Headteacher has the final say on whether clothing and appearance is appropriate
- If a staff member's clothing or appearance is not deemed appropriate, the Headteacher, or one of the school's Deputies will speak to the staff member concerned to discuss any issues..

Spring Hill High School Expectations in Relations to a Member of Staff Dress Code

- Clothing must be professional attire, not casual wear
- Male staff must wear a shirt or polo shirt, trousers (not blue denim) and comfortable shoes (exceptions for PE staff and designated support staff).
- Female staff must wear trousers and an appropriate top that is suitable for physical interventions. Trousers may be full, or $\frac{3}{4}$ length, but no shorter. Any cropped trousers must be formal and tailored. Please note that shoes and boots must be suitable for physical interventions.
- 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. members of staff who work mostly in the kitchen) should dress smartly and appropriately for their role, taking into account health and safety issues/the physical nature of their role .
- Jewellery should be discreet so that it does not cause danger to the wearer or pupil, nor be detrimental to the overall working professional appearance.
- On formal occasions (such as Celebration days at the end of each term) all members of staff attending, must dress in a professional manner suitable for the event.
- Nails should be kept to an acceptable length so as to not cause danger to staff or students in the event of a physical intervention. Acceptable length is considered 1mm over fingertip.

What is and is not appropriate

- No blue denim
- No revealing clothing- See-through blouses or low cut tops which reveal cleavage
- No t-shirts (except PE staff); exceptions are for female staff who wear t-shirts in conjunction with other formal 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. trainers (except PE staff) or flip flops, 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 shoes with open toes, kitten heels or high heels.
- No large logos
- No clothes with fashion rips or tears.
- Coats, hats, caps, tams are not allowed in the school buildings.

Clothes damaged or destroyed while at work

If items of clothing are damaged while an employee is carrying out their duties the school will reimburse fifty percent of the cost, once the member of staff produces a receipt.

The School will stand cost as follows: shirt/blouse/shirt/dress-£10.00, trousers/blazer-£20.00, shoes/boots trainers-£30.00, Coat-£30.00.

Claims form for items of Clothes damaged at work

<https://docs.google.com/document/d/1qIZJW5w0YSNqCbZ2CFogEif4T96q-gxty1r2PzqfyrY/edit>

Ratified by Governors:

Name: Barbara Scrivens

Role: Chair of Governors

Date:

Signature: