

# STAFF DRESS CODE POLICY

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*Walton Hall Academy*

*Developed:*

Revised: Sept

2016

Review date; July  
2017



# **DRESS CODE POLICY**

## **General Introduction**

We at Walton Hall Academy believe that members of staff represent the school and through their appearance will have an impact on the image that school projects to pupils, parents and visitors and therefore need to set a standard appropriate within a learning environment for effective teaching and learning. All staff at Walton Hall Academy are expected to be smartly and appropriately dressed at all times.

However, we also recognize that the staff represents a wide range of backgrounds, culture, ages and tastes and naturally we want staff to exercise choice in the clothing they wear for work. This code sets out our expectations for day-to-day wear, P.E, Residential and other non-classroom based activities such as farm, forest school and Horticulture.

## **Rationale/Aims:**

- All Staff must dress in a manner which reflects their role and 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 and with due regard to any conclusions parents/visitors may draw from your appearance.

## **General Principals**

- 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

## **Expectations/Acceptable Clothing**

### **Women**

- Dress
- Skirt or trousers with tee-shirt, blouse or smart top
- Leggings with a long tunic or dress
- Jacket and/or smart sweater, top or cardigan
- Smart long, tailored shorts (beneath knee)
- Shalwar Kameez or Sari

## Men

- Trousers
- Smart Shirt/polo shirt
- Tie (desirable but not essential)
- Jacket and/or smart sweater top or cardigan
- Smart long, tailored shorts (beneath knee)
- Kurta and Shalwar

## **Expectations/Acceptable Clothing – Residential**

The residential provision aims to provide a less formal dress code. Residential staff are expected to wear appropriate smart casual clothing, however, staff are permitted to wear denim jeans and tee shirts due to the active nature of the environment and activity programme.

Please note:-

- Dresses and tops should not be revealing (no plunging neck lines)
- Dresses and skirts should be on or below the knee
- No spaghetti string tops
- The dress code does not include blue denim jeans or skirt
- Clothing with inappropriate lettering, pictures or slogans must not be worn in school at any time
- All Clothing must be appropriate for the task and not breach Health and Safety regulations
- Jewelry and false fingernails to be worn at your own discretion. Staff must be aware of Health and Safety issues and the task being undertaken i.e. cookery when gloves should be worn and hair tied back; PE and jewelry

If children are in school uniform during an out of school visit then the above applies, however if children are required to wear alternative clothing then the same will apply for staff.

It is recognized that there may be specific occasions where the usual dress code would not be appropriate

- Outdoor / adventure visits
- Residential trips
- Sporting events

In these instances, guidance will be provided so that both pupil and adult dress codes are in line.

In accordance with current practice, the dress code may be relaxed on training days when pupils are not present

### **Footwear**

All Staff must wear footwear appropriate for their activity and not in breach of Health and Safety

- Please note staff flip flops should not be worn and
- Do not drive the school mini buses in flimsy footwear

### **Health and Safety**

*“All staff shall take all reasonable care for the health and safety of themselves and all other persons who may be affected by their acts or omissions at work”.*

Staff are expected to be familiar with activity risk assessments and adhere to them ensuring staff / students wear correct items of clothing, helmets, footwear

- Where specialist/safety clothing is available it must be worn.
- The school will provide overalls for outdoor areas such as the farm, motorcycling
- Staff should be aware of their working environment and take sensible precautions (e.g. suitable footwear, high heels, sandals, etc. Protective clothing) with dress
- Long hair should be tied back or put up

ID Badges should be on clips/ lanyards according to your preference

Chewing gum is not acceptable at any time on the academy site.

**Devised and implemented:** September 2016

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