



Staff Dress Policy

For the Following Academies:

Holy Trinity C of E Primary School
Connaught Junior School
Crawley Ridge Infant School
Crawley Ridge Junior School
Windlesham Village Infant School

This Staff Dress Policy was approved and adopted by the Trust Board: Sum 2023
It will be reviewed on: Sum 2024

1. Introduction and Purpose of Policy

TAMAT has high expectations of its pupils not just in terms of their educational achievements but also in respect of their behaviour and personal presentation. We expect all staff to reflect these high standards by presenting a positive and professional image to pupils, parents, and other stakeholders. The aim of this policy is to reflect these standards without unduly restricting individual choice. This policy is not intended to be exhaustive in defining acceptable and unacceptable standards of dress and appearance, and members of staff are expected to use their common sense in adhering to the principles underpinning the policy.

TAMAT recognises that there may be a diversity of cultures and religions represented amongst the staff and will take a sensitive approach when this affects dress requirements. Priority will, however, be given to health and safety, the education and wellbeing of pupils and other similar considerations.

2. Roles and Responsibilities

All members of staff are expected to abide by this Dress Policy, as appropriate to the role that they perform.

Final decisions about the appropriateness of dress in any individual case are ultimately at the discretion of the Headteacher.

Any member of staff who has concerns about appropriate dress is expected to raise these initially with his/her Line Manager and vice versa.

3. Guidelines on Appropriate Dress

Teachers and Office Staff

The dress code for Teachers and for Office Staff is expected to be formal and professional rather than casual. Men are expected to wear a shirt or smart polo shirt and if appropriate (for meetings etc) a tie, trousers, and smart shoes. Women are expected to wear shirts, smart tops or knitwear, skirt or trousers or a smart dress. As a guide, skirts or dresses should be no shorter than just above the knee. Shoes or boots should be smart and not excessively high-heeled. Clothing should be clean and maintained appropriately with no rips, tears, or excess wear.

Teachers working with young children are allowed a degree of latitude in terms of formality of dress, though clothing must still be smart and tidy. Jewellery should not present a risk to the wearer or to children (e.g. drop earrings that may be grabbed or pulled, or rings/brooches that may present a risk to children).

Other Staff

There will be roles, and particular circumstances, where formal attire will not be appropriate. PE or Drama Staff, Premises Staff, Catering Staff and Technicians for example, are permitted to wear clothing suitable for the task being undertaken (e.g. overalls, uniform, tracksuit, as appropriate).

Standards for All Staff

- Hair should be neat and tidy.
- Staff are asked to cover offensive tattoos whilst at work where the location of the tattoo makes it reasonably practical to do so.
- Jewellery should be discreet and visible piercings restricted to ears. Single nose studs may be worn.
- All staff are expected to be well groomed and maintain a good standard of personal hygiene.
- Clothing should not unduly restrict movement or prevent a task being carried out with dignity.
- Transgender employees may follow the dress code in a way they feel matches their gender.
- If the impact of the dress code is more onerous for disabled employees, it will be relaxed.

4. Guidelines on Inappropriate Dress

For the avoidance of doubt, inappropriate dress is deemed to include the following:

- Jeans or other denim clothing
- Revealing or excessively tight clothing, such as cropped tops and short skirts
- Clothing which exposes underwear
- Casual t-shirts or shorts (except where appropriate to task, e.g. PE)
- Combat or cargo trousers
- Leggings, unless worn under a skirt or dress of appropriate length
- Trainers/baseball boot/shoes (except PE staff)
- Strapless tops/dresses or tops/dresses with narrow shoulder straps or halter necks
- Clothing with large logos, political symbols, or contentious slogans.
- On Health and Safety grounds backless or strapless shoes shall not be worn (including flip-flops or other not held in place shoes).

This policy does not seek to document all the items that could be deemed inappropriate but to provide a general indication to staff.

5. Exceptions to the Dress Policy

Staff may change into old clothing or protective clothing when participating in active, messy or dirty tasks where clothing may be damaged. Sportswear should be changed into when participating in sports.

Staff may be required to adhere to specific dress arrangements for certain activities where health and safety is a consideration.

The dress code for educational visits, events and INSET days will normally be more relaxed, unless the nature of the event itself is formal. Any specific expectations in relation to individual events will be notified to the members of staff affected.

In extreme weather conditions, the Headteacher may allow exceptions to the usual dress code, in which case staff will be notified accordingly.

6. Monitoring

Staff are expected to take personal responsibility for dressing appropriately and it is therefore anticipated that intervention will be required only rarely. Where choice of attire falls outside the dress code, the member of staff will be advised of this on an informal basis by his/her Line Manager. Where clothing is very unsuitable (particularly if it is excessively revealing) the member of staff may be required to return home to change. Any concerns an employee may have about the dress code should be raised initially with his/her line manager. Exceptions may be granted in certain circumstances. Repeated infringements of the dress code, despite the provision of informal management advice, will be dealt with as a disciplinary matter.

6. Status of Policy and Review

The content and operation of this policy is reviewed annually by the Trust Board.

Members of staff are encouraged to contribute to the development of this policy by raising any issues or concerns they may have with their Line Manager.