

<b>The Marlborough Science Academy</b>	
<b>Professional Dress Code Policy GP 53</b>	
<b>Responsible Governing Body Committee:</b>	<b>Personnel Committee</b>
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<b>Adopted by:</b>	<b>FGB 14/07/2016</b>
<b>Author:</b>	<b>SLT and Governors</b>
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<b>Review Due Date</b>	<b>Review Completed</b>	<b>Amendments Y/N</b>
July 2015	July 2015	
July 2016	May 2016	N
July 2017	June 2017	N
June 2018	June 2018	Yes
June 2019	October 2019	No
October 2020	November 2020	No
November 2021		

Policies that relate to this policy:

Disciplinary policy  
Code of conduct policy

## **Introduction**

The Governing Body at The Marlborough Science Academy requires that all staff convey a professional image at all times to parents, students and visitors to support our commitment to achieving high standards.

The Governing Body recognises that its staff is of a wide range of backgrounds, cultures, ages and tastes and naturally would want staff to exercise choice in the clothing they wear for work. The Governing Body has no desire to impose a particular style of dress or appearance but rather to set a standard appropriate within a learning environment for effective teaching and learning.

While at work all staff are representing the school and through their appearance have an impact on the image the school projects to students, parents and visitors to the school. In all situations where staff are attending formal meetings or representing the school formal professional dress is required.

All staff are expected to have high standards of presentation and personal hygiene.

In extreme weather conditions, guidance will be issued about sensible changes to assist working conditions for all staff.

## **General Principles**

Given the diverse range of activities that staff carry out it is not feasible to be prescriptive and to lay down specific dress standards. In most cases 'smart dress' will be appropriate. However, staff are expected to ensure that the way they dress is appropriate for the type of teaching they will undertake eg, PE and worn with due care for personal health and safety.

No aspect of employees dress or appearance should be politically motivated, sexually provocative, discriminatory or offensive.

Examples of dress which are normally considered professional and acceptable within the school environment would include:

### **Male Dress Code**

Shirt, tie, tailored smart trousers (not jeans style), smart chinos, jacket, waistcoat and/or smart v neck jumper or cardigan (not fleece or sweatshirt material and ensuring a tie is visible).

### **Female Dress Code**

Smart dresses, smart tops and blouses, skirts, tailored trousers (inc  $\frac{3}{4}$  length), smart jumpsuits, cardigans or equivalent items of dress to a similar standard. Dress and skirt length should be no shorter than just above the knee and appropriate to a formal place of work. We ask that staff use their professional judgement as to whether they need to wear tights to maintain a professional image. No spaghetti straps and no cleavage or underwear straps to be visible.

Smart traditional cultural dress is acceptable for both men and women.

Footwear must be appropriate to the school environment and not present a Health and Safety risk. Smart tennis trainers are also acceptable, but will remain under review.

Examples of items of dress which would not normally be considered appropriate in the school environment would include:

Crop tops or tops showing cleavage, sports trainers\*, shorts\*, leggings (acceptable during pregnancy), jeans or jean style clothing in denim or coloured fabric \*\* and other items of a similar nature, doc martens and flip flops (including fit flops unless there is a sound medical reason for wearing). Leather clothing is not suitable.

\* Acceptable for sporting activities      \*\* acceptable for educational visits

Where uniforms or protective clothing are supplied they must be worn and any health and safety requirements such as special footwear must be complied with.

For inset/Easter revision and summer school dress code requirements will be advised by the Headteacher in advance of each date.

The Governing Body recognises that different cultures of staff and individual staff may wear piercing on religious grounds and therefore would not request that these members of staff remove their piercing. However, the Governing Body views that tongue, lip, ear and nose piercing has an impact on students, parents and visitors and would seek these are discreet. In the spirit of professionalism staff are to use discretion regarding piercings. A maximum of three ear piercings per ear (with discrete earrings) and a discrete nose stud are acceptable. Addressing Health and Safety issues concerning the wearing of piercing, sleepers or studs should be as small as possible to minimise such risks. Tattoos should be covered. If you have any concerns please see your line manager, People Manager or the Headteacher.

### **Monitoring**

The Senior Leadership, HOFs and People Manager will be responsible for monitoring the standards of dress and referring concerns to the individual and Headteacher.

### **Communication**

This Professional Dress Code Policy is discussed with all new staff as part of induction, available on the intranet and provided as part of an application pack for prospective candidates. All staff have a responsibility to familiarise themselves with this policy.

### **Breaches of this Dress Code Policy**

In the event that a member of staff persistently flouts the standards set out in the Professional Dress Code Policy then this would constitute a breach of the Disciplinary Rules and could lead to disciplinary action.

The decision of the headteacher as to what constitutes acceptable professional dress will be the standard that will be expected.

If any staff are unsure about the suitability of a choice of dress code advice from their line manager must be sought.

### **Monitoring, Evaluation and Review**

The Governing Body will review this policy at least yearly and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.