



# PCS Staff Dress Code

## Rationale

To ensure staff appearance maintains authority, credibility and respect, whilst also being good role models as adults and employees.

## Introduction

This dress code will help staff gain and retain the respect and credibility necessary to be effective in working with students, parents and visitors. Expectations regarding the professionalism of all staff should be satisfied from first impressions. The right clothing also shows we are serious and consistent. Furthermore, students will tend to model what they see; as a school we have high expectations for them, including their appearance. Reinforcing school as a place of work for children and adults is important and this policy develops that ethos further.

## The Policy

First appearances are important and staff should set the example for each student. An effective member of staff will dress appropriately and model the expectations we have of our young people. Schools are unique as being both places of work and also institutions which train for work. Furthermore, making a good impression on parents helps foster a productive relationship which will help the student be successful. Establishing oneself as an authority figure by following the dress code policy and the rules of the school helps reiterate the serious business of education. Clothes and footwear must also be safe for school life and some specialist roles have additional requirements.

## Expectations

Staff should dress smartly - business clothing is the best guide. Please ask HR colleagues if you are unclear about appropriate attire.

## Clothes

- A suit or smart trousers and a collared shirt with tie or blouse.
- A smart dress/skirt/trousers/shorts are also appropriate.
- Jackets demonstrate high standards of professional appearance.
- Ties need not be worn during hot weather, although formality when meeting parents is helpful and a sign of professional pride.
- In some situations a tie may represent a safety risk and so should be removed for such activities.

## Shoes

- Footwear that is appropriate and safe for walking around the school site is vital. Shoes that are open or have high heels may make some situations awkward or dangerous. Shoes without a back strap or heel fitting are never appropriate. All staff members are responsible for ensuring that their footwear does not prevent them carrying out their duties or school activities in a safe and effective way. For example, offering support to a colleague in a science laboratory or dealing with an incident on the other side of the school field.
- If working in Science, shoes must have a closed toe in accordance with COSHH regulations.
- Where roles require lifting or moving heavy items, safety shoes or boots should be worn.
- Kitchen staff have dedicated footwear for hygiene and safety reasons.

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## **Exceptions**

- The exception to the description above is where a staff team have an agreed 'uniform' for the role within school that they undertake e.g. Site Team and PE staff. Uniforms are agreed with the Headteacher and designed to allow safe effective working. Where a uniform is in place it must be worn when undertaking that role and also look smart and professional. HSE guidelines should be followed.

## **Other Expectations and Considerations**

The Headteacher, Head of School and governors expect a clean professional look:

- Clothing should be modest, casual wear is not acceptable.
- Fashion accessories, including jewellery, earrings and make-up, should avoid excess and also consider what is safe in a busy school environment. One discreet nose piercing may be worn. Large earrings, nose rings and other facial jewellery are not safe.
- Hair colour and make-up need to be subtle.
- Visible tattoos should be minimal, discreet and not offensive. Clothing should be worn to cover, not reveal, tattoos. There should be none on the face. Colleagues may be asked to cover up tattoos, even in warmer weather.
- Jogging bottoms, denim, short skirts and short shorts are not appropriate.
- Hijabs covering head and shoulders may be worn, for example, as part of religious belief and should be suitable for the work environment. In normal circumstances the face should not be covered as this may interfere with the clear communication required by adults in the school.
- Should a Public Health requirement mean face coverings are required in school, school staff will be expected to follow that direction.
- Moustaches and beards should be kept trimmed to support ease of understanding; this is important where background noise and other's hearing may be assisted by lip-reading.
- High visibility vests and jackets are provided to all staff who undertake duties and should be worn when on duty.

## **Dress Code for Inset and Review Days**

- Inset days are exceptions to this code and clothes should be appropriate for the activities to be undertaken and also reflect the likelihood of meeting with parents and other professionals.
- Review days with students (SRD) are an important time with parents and students and professional credibility should be evident through the professional clothing worn.
- Performance Management Review days for staff (PAR) are an important point in the appraisal cycle and an opportunity to discuss and demonstrate high standards to colleagues and line manager.

If you are unclear, please ask what would be considered appropriate. The decision of the Headteacher and the Head of School is final.