



Staff Dress Code

Date: September 2021

Review Date: September 2024

West Somerset Academies Trust Dress Code

Introduction

All trust locations are formal and professional and our staff dress code should reflect this. It is important that all staff whether based in a specific setting or within the central team project a professional image at all times. Our dress code reflects the high expectations of the schools in terms of teaching and learning, behaviour and pupil uniform. It is recognised that staff within each setting perform a variety of different roles and our dress code takes this into account.

Rationale:

The respect a member of staff deserves must be reflected in their appearance and professionalism. All staff must dress in a manner which reflects this professionalism. All staff are models for the children in our schools, therefore they have a responsibility to model appropriate dress and appearance. It is therefore important to dress appropriately when acting in a professional capacity and with due regard to any conclusions pupils, parents or visitors may draw from your appearance

General Principles

- Staff must abide by the dress code and dress appropriately for their particular role.
- The Headteacher / CEO has the final say on whether clothing and appearance is appropriate.
- If a staff member's clothing or appearance is not deemed appropriate, the line manager will speak to the staff member concerned to discuss any concerns.

Information for all staff

- All staff are expected to adhere to the dress code.
- Clothing must be professional attire, not casual wear and no denim or jeans.
- Male staff should wear a shirt, tie (discretionary based on job role), trousers and formal shoes (except PE staff and designated support staff though all male staff should be formally attired when not taking practical lessons for meetings, parents' evenings and other such school events).
- Female staff must wear trousers, formal dresses or separates (except PE staff and designated support staff, though all female staff should be formally attired when not taking practical lessons for meetings, parents' evenings and other such school events).

Trousers may be full or $\frac{3}{4}$ length, but no shorter. Any cropped trousers must be formal and tailored. Skirts and dresses should not be too short (just above knee length at the shortest). Shirts, blouses, knitwear and other formal tops may be worn, plus formal shoes or boots. No underwear should be visible.

- Staff in some specific roles (e.g. technicians, canteen staff, premises manager, site staff) should dress smartly and appropriately for their role taking into account health and safety issues/the physical nature of their role.
- Any staff working in a technical workshop or laboratory should wear the appropriate protective clothing and equipment when required. This will be provided by the school.
- Hair should be neat and tidy-no extreme hairstyles/colours
- Body piercings (other than discrete earrings) and tattoos (if inappropriate for role) should be covered.

Owner: HR

Version Number	Version Description	Date of Revision
1.	Draft 1.1	
2.	Reforms following HT feedback	22.10.21