



Staff Dress Code Policy 2024-2025

Date last reviewed | October 2024

Review period | Annually

Lead Review | HR Manager & Principal/CEO

APPEARANCE AND DRESS CODE FOR STAFF – please refer to the Dress Code PPT for examples.

All staff must wear their staff identity badge around their neck at all times whilst in the school building.

All staff (teaching and non-teaching) are required to dress smartly and to set a high standard of personal appearance whilst at school, so that an appropriate business like and professional working environment is maintained. We are judged by how we look and it is important that we convey the correct message to both students and parents.

The following must be adhered to at all times:

Female Staff

- Female staff are required to dress in a way that is respectful to the Muslim society in which we live and work.
- Smart business suit (either trousers or skirt).
- Smart skirt and blouse. Skirts should neither be too tight nor too short – knee length is acceptable, knees should be covered whilst sitting down.
- Sleeveless blouses are not acceptable (shoulders must be covered).
- Low cut blouses are not acceptable and do not allow female staff to comfortably interact with pupils, colleagues, parents or visitors.
- Smart trousers and blouse (NO leggings, jeans, cords, combat style or pyjama style).
- A smart business like dress.
- Clean formal shoes (no sandals, flip flops or training shoes). Peep toe or sling back formal shoes are also appropriate. Jackets are required for parent meetings and school events.
- No high stilettos to be worn as not practical for the school environment.
- Sunglasses should not be worn on the head around school.
- **PE / PERFORMING ARTS STAFF** should wear the current staff uniform, with your own suitable training shoes, during a normal teaching day. Formal dress is required for parent evenings and school events.
- Staff taking part in extra-curricular sports activities must also adhere to the above.

Male Staff

- Smart formal trousers or chinos (no jeans, cords or combat-style trousers)
- Smart formal shirt and tie (top button on the shirt done up)
- Clean formal shoes (no sandals, flip flops or training shoes)
- Jackets are required for parents' evenings and school events
- Sunglasses should not be worn on the head indoors nor hang out of a pocket
- Clean shaven every day or a neatly trimmed moustache or beard
- **PE STAFF** should wear the current staff uniform, with your own suitable training shoes, during a normal teaching day. Formal dress is required for parent evenings and school events.
- Staff taking part in extra-curricular sports activities should also adhere to the above.

All Staff

- With the exception of earrings, any other body piercings should not be visible.
- Tattoos should not be visible.
- Facial piercings are not allowed.
- Hair should be clean and presentable
- Nails should be an acceptable length.

Please remember:

- That we need to appear professional and business like at all times;
- That we meet parents from a diverse range of backgrounds who should not be offended or uncomfortable in our presence;
- That we are role models for the students.