

THE MANOR – A FOUNDATION SCHOOL POLICY DOCUMENT

[18th June 2010
Ratified 1st July
2010]



<STAFF DRESS CODE>
RESPONSIBLE COMMITTEE: <PERSONNEL>

As representatives of the School, all staff are expected to have good standards of personal presentation and hygiene.

It is recognised that the nature of the work often dictates the manner of dress and this may vary within different areas of the School. The dress requirements include all garments and footwear and should take account of the environment, operational requirements and the types of customers or students you work with.

As the School provides services to customers and students inside and outside of traditional term times, these standards shall apply throughout the year.

All clothes should always be professional for the role you undertake and the environment you work in and would be clean, neat and tidy. For example,

- If you are working within an office or teaching or supporting students in a classroom, you would wear suitable smart clothes e.g, skirts/dresses, trousers, smart tops/blouses/shirts, jumpers, jackets, shoes etc.
- If you are working within an area where a uniform is needed, this should be worn and kept clean and well maintained.
- If you are working within a workshop or in a classroom demonstrating a practical (and potentially messy) skill, you would wear overalls, protective clothing or other suitable clothing for the environment.
- If you are representing the School e.g, Welcome events, open days, external events, overseas travel or meetings with parents, external contacts or organisations, smart business dress would be worn (except where demonstrating within a workshop or in a classroom).

Your ID card should also be worn.

Health and safety considerations should always be taken into account and you should not wear anything which is unsafe to yourself or others e.g, those working with machinery or where there are hygiene considerations will be required to tie back long hair, those working with machinery should not wear jewellery that could get caught up etc). Staff are expected to wear personal protective equipment where this has been provided.

Exceptions to these arrangements can be agreed by the relevant CMG manager where the work particularly requires more casual attire e.g, staff undertaking office moves, clearing out areas etc. For clarification, jeans would only be worn where appropriate and in this case must be of smart appearance.

When an employee's dress or presentation is not considered appropriate the line manager will discuss this with him/her. The School will be sensitive to dress which is worn by a member of staff where this is directly due to their culture or religion or disability.