



Sponsored by Academy Transformation Trust

Staff Dress Code Policy

Adopted	September 2013
Date of Review	May 2016

*Inspire,
Aspire,
Achieve!*

This policy applies to all employees of The Hathaway Academy (permanent, fixed term and casual).

It is a condition of employment that all staff comply with The Hathaway Academy dress code. Accordingly, all staff are expected to dress in a professional or business-like manner. Clothing needs to reflect the professional environment in which we work and maintain high standards of modesty, style and taste. Staff need to be mindful that although there is a difference in circumstances, students will always compare what staff are wearing with what they are prohibited from wearing. Staff need to be aware that they are regarded as role models and consistent standards of professional attire help set a purposeful and business-like manner, for example facial piercings and unnaturally coloured hair.

Dress Code Requirements

A useful comparator is the standard and type of dress that can be commonly seen worn by staff working in a professional office. Smart suits or separate jacket/trouser/skirt combinations are standard, with trousers being of full length and skirts not being immodestly short. Footwear should be smart and formal. Men are expected to wear tailored shirts with collar and ties done up.

The following are strictly prohibited:

- Leisure or sportswear (except for PE or sports events)
- Denim jeans/skirts etc.
- Trainers
- Flip flops
- Leggings or shorts
- Visible body piercings (other than discrete earrings) and tattoos (must be covered)
- T shirts/vests
- Clothing made of sheer fabric exposing underwear
- Baseball caps
- Low cut tops

The Hathaway Academy dress code applies on all occasions when staff are working, including CPD days and days when the students are on site. A jacket should be worn for more formal occasions, including all meetings with parents, celebration of achievement evenings and assemblies.

Staff involved in the teaching of practical or sporting subjects are expected to wear suitable clothing or protective wear. However, they are expected to change into business attire where and when appropriate, this includes all formal parental meetings.

The Policy is not exhaustive in defining acceptable and unacceptable standards of dress and appearance and staff must use common sense in adhering to the principles underpinning the policy.

Equality & Diversity

The Hathaway Academy values and recognises the diversity of cultures, religions and disabilities of its employees and will take a sensitive approach when this affects dress requirements. **Hijabs worn for religious purposes must not**

cover the face. Turbans, kippots, and headscarves are supported on religious grounds but must not compromise health and safety.

Disputes

Staff considered to be in breach of the dress code will be advised by their line manager and given the opportunity to conform. Disagreements about the appropriateness of specific items of clothing or footwear will be referred to the Academy Leadership Team, Principal or Governing Body (as appropriate) who will be the final arbiter on such matters.

Persistent failure to comply with this code will result in disciplinary action.