



Crown Lane Primary School

Staff Dress Code

Scope

This policy applies to all employees of Crown Lane Primary School & Children's Centre (permanent, fixed term and casual).

Policy Statement

All staff should be mindful that their dress/appearance sets an example to pupils. The Crown Lane staff dress code is traditional smart casual.

To dress and present professionally shows pride, and respect for both yourself and for your profession. All members of the school staff are role models and as such are expected to set a good example. They should be neat, clean, smart and tidy wearing clothes that are commensurate with their post in the school and the community.

All staff should exercise good judgement in their choice of appearance at school by dressing in a way that is appropriate to the situation and in a manner that will invoke a positive impression.

Dress Code Requirements

1. All staff should wear smart clothing suitable for a school environment.
2. All staff should wear a smart casual top or shirt, with trousers, tailored shorts, skirt or a dress.
3. For particular activities, such as teaching PE, it sets a good example to pupils if teachers also wear suitable clothing on that day. For reasons of safety, staff should always change into suitable footwear for PE, even if not changing other garments.
4. Tailored shorts or cargo pants may be worn but garments must not be 'ripped' or 'distressed'.
5. Clothing shall fit appropriately and all undergarments shall be concealed. Tops/dresses may be sleeveless but the shoulder area must be covered to the top of the arm and the torso must also be covered.
6. Tight, form-fitting clothing such as leggings may be worn provided they are covered by a tunic, dress or skirt to a modest length.
7. Shoes: We recommend that open toed or Birkenstock shoes or heels over 3cm are NOT worn. If staff members disregard these guidelines, then they do so at their own risk.
 - Appropriate shoes include court shoes or pumps, leather-like suede or loafer-style shoes and boots
 - Single coloured trainers that fit in with the smart casual look are acceptable.
 - Shoes with cleats, rubber crocs, flip-flops, or other beach type shoes are inappropriate as are 'ugg-style' soft sheepskin boots.
 - Shoes should cover the heel or have a strap around the heel to secure them safely.



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Inappropriate Dress

The following are not considered acceptable attire for working in a school.

- Shirts, tops or other clothing with slogans, advertising logos (other than discreet manufacturer's labels), pictures containing nudity/foul language, or symbols/insignia that might reasonably be considered by others to be offensive or discriminatory
- Sports wear
- Military clothing, with the exception of dress uniform for a formal event
- See-through clothing or garments that might reasonably be considered by others to be inappropriately revealing or offensive.
- Torn, damaged or dirty clothing
- Any articles of clothing or jewellery which could present a Health and Safety hazard
- Any other items of clothing that might reasonably be considered by others as offensive, inflammatory or discriminatory.
- Examples of clothing that are considered inappropriate are: clothing made of denim, transparent fabrics, fishnet material, low-cut, halter, off the shoulder, strapless or strapped tops.

Health and Disability

If you have particular dress needs relating to a health or disability, we will make the necessary reasonable adjustments to the Dress Code to meet your needs.

Safety Clothing and Equipment

Where appropriate safety clothing and equipment is provided by Crown Lane School in accordance with current legislation (Personal Protective Equipment at Work Regulations 1992). Protective clothing provided by the school includes:

- Waterproof trousers & jackets for premises staff.
- Safety boots and shoes with protective toecaps for premises staff.
- High visibility jackets for playground staff.
- Rubber gloves for all staff.
- Aprons for staff who work in the dining halls and when they change children.

Dress Down and Inset Days

We have the discretion to deem some days as "casual" or "dress down" days; on these days standards may be relaxed, in which case your clothing can be less formal but should still be clean and presentable.

On Inset days, when the pupils are not in school, staff members are permitted to dress more casually, however their attire should still be work appropriate taking into consideration their welfare and health and safety e.g. following the shoe guidelines above.

On days where staff are in fancy dress (e.g. World book day), the fancy dress costume must be of appropriate size, length, material and **Politically/Culturally appropriate / sensitive**.

If as a matter of course you're required to wear a uniform or protective clothing, you must continue to wear this on "dress down" days.



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Religious and Cultural Dress

We recognise that issues such as cultural practice and religion require a sensitive approach where they affect dress and uniform requirements.

Crown Lane School and Children's Centre is committed to diversity in the workplace and encourages staff to wear items in accordance with their particular religious belief or cultural practice, where it doesn't compromise safety.

At Crown Lane we strongly believe that children learn through being able to understand facial expression and how the mouth formulates words, therefore, staff members may not wear face-concealing garments.

Breach of Policy

Employees who consistently abuse these guidelines may be dealt with under the School's Disciplinary Procedure.

Last updated November 2018