



HAILSHAM COMMUNITY COLLEGE ACADEMY TRUST

'Be the very best you can be'

STAFF DRESS POLICY

SLT responsible:	Vice Principal -Aspiration & Ethos
Last reviewed:	July 2019
Ratified by Governors:	n/a

HCC Staff Dress Policy

Aims of staff dress guidelines

- To provide all staff with clear information that details acceptable clothing for work.
- To ensure staff are appropriately dressed, which in turn will help in their dealing with students, parents/carers and other outside agencies.
- To indicate a commitment to high standards and professionalism in our work.

Principles

Whilst the school dress policy does not wish to be too prescriptive, the following points are non-negotiable:

- All male staff will wear a shirt and tie.
- All female staff will wear an appropriate smart top that covers the tops of shoulders and midriffs.
- All staff will wear safe and sturdy shoes appropriate for college.
- Denim and casual clothing, for example combats, shorts or leggings, are not acceptable.
- Shoes should be suitable for your role and flip flops are not permitted.

Other information

- Extremes of fashion should be avoided, ensuring that your clothing is professional.
- Staff in the site team and ICT Technicians are expected to wear smart clothing appropriate for their jobs.
- Staff in the PE and Dance departments should wear sports clothing that is appropriate for a professional working environment.
- We respectfully ask for staff to refrain from wearing headphones whilst walking around the college site, in order to set a good example for our students.
- For further guidance or clarification please speak to your line-manager or member of SLT.