



# Hay Al-Sharooq International School

## Standards of Acceptable Dress

Hay Al-Sharooq International School's objective in establishing a smart dress code is to enable our employees to project the professional image that is in keeping with the needs of our organisation. Failure to dress appropriately can impact on how other administrators, teachers, teacher assistants, students and parents perceive the staff member. Dressing professionally allows staff to gain the respect needed to set a positive example for the students. Following the established staff dress code will help you obtain the respect and credibility necessary from colleagues, students and parents.

It is our convention at HASIS that, in term-time during classroom hours, all staff whether teaching or not dress in a smart and professional fashion around the school. During after-school activities, more casual wear may be appropriate for the activity, but it must always be in a style that sets a good example to our pupils, following the expectations set for staff in the PE department.

### Expectations

This following is an overview of appropriate smart attire expected from all colleagues working in the School. No dress code can cover all contingencies, so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable, professional smart business attire for work, please ask your Line Manager or the Human Resources Officer.

#### Dress Code for Men:

- **Suits** – blazer and trousers should be worn.
- **Shirts** - shirts (short or long sleeved) should be ironed and always be tucked into trousers. Collars must be buttoned at the neck.
- **Ties** –should be worn by teaching staff (optional for admin staff depending on duties) and tied to the neck.
- **Trousers** – standard full-length dress trousers should be worn. Jeans of any colour are not permitted. Shorts are not permitted except for PE staff.
- **Shoes** -should be closed toed and polished. Socks should be worn at all times. Trainers are not allowed (except for PE staff).
- **Hair** -must be of reasonable length above the collar or tied back neatly.
- **Facial Hair** - male staff must be either clean-shaven or have neat, well-groomed facial hair.
- **Omani National Dress** – Omani colleagues also have the option of wearing Omani national dress; a white dishdasha, ma'ssar or kumma. Sandals are acceptable only for those wearing Omani national dress.

#### Dress Code for Women:

- **Dresses** – length must fall no higher than the top of the knee.

- **Blouses / Tops** – should cover the shoulders (not showing underarm/armpits) and have capped sleeves at least. Bare shoulders or low-cut tops (front or back) should not be worn, in addition to strapless tops, string vests, see-through tops and midriff tops.
- **Skirts** – should be no shorter than knee-length. If a skirt/dress has a slit, it should not extend above the knee.
- **Trousers** – Trousers or pant-suits may be worn with an appropriate shirt/blouse/jacket. Skin-tight trousers are not permitted, whilst leggings, shorts and jeans of any colour are not allowed.
- **Shoes** – should be sensible and comfortable. Flip-flops or trainers should not be worn (except for PE staff or other teachers conducting sports based ASAs).
- **Make-up** -should be subtle.

### General Information

- Dress code exceptions are made for Physical Education teachers (male and female), where appropriate sports attire can be worn, during regular teaching days.
- All staff members must wear formal attire for ceremonies such as Parent-Teacher conferences, Grade Twelve Graduation and so on. For male staff members, this consists of a suit and tie or jacket, tie and dress trousers with close toed shoes and socks. For female colleagues, this consists of dress trousers or a formal dress, falling below the knee in length when sitting.
- House t-shirts will be provided to staff members according to their assigned house colour. Please do not alter the t-shirt (cutting neck or sleeves, etc). Scarves will be provided to Muslim female staff according to their assigned house colour.
- Please note that all tattoos must be covered.

Certain days may be declared dress down days, such as INSET days, house events, weekends and during school holidays. On these days, casual clothing is allowed, although never clothing potentially offensive to others. You might wish to keep a jacket in your office or classroom for the days when a visitor unexpectedly appears on a dress down day, especially if the visitor is wearing a suit.