



HOLLINGWORTH ACADEMY PROFESSIONAL APPEARANCE POLICY 2017

At Hollingworth Academy, we expect all pupils to follow the school dress code, to enforce a smart, professional environment. It is not the school's aim to issue a staff dress code; however, legislation states that staff attire should not 'disrupt the learning environment or pose a threat to health and safety'. As professionals it is our responsibility to create a good impression for parents, pupils and visitors.

It is expected that all staff should dress in a way which is appropriate to the professional environment, individual cases will be addressed. All staff should adhere to the below guidance:

- **MALE STAFF** should wear smart trousers, a shirt and tie with the top button of the shirt fastened.
- **FEMALE STAFF** should be suitably, smartly dressed. This means that dress should be discreet e.g. not revealing, very close fitting and tight, low-cut or see-through and skirts/dresses should be worn 'nearer the knee than not'. Underwear should not be visible and Trousers should be smart and not leggings (even when worn under a dress), jeggings, denim or canvas. Trousers should also be full length, e.g. no cropped trousers. Vest type tops and any tops with holes in (e.g. cold shoulder style tops) are also not appropriate.
- **STAFF** participating in practical activities (eg PE) would wear sports clothing, but if their teaching over a number of sessions throughout the day is classroom based, then more formal attire would be required.
- **STAFF** working in practical subjects such as Technology, are advised to wear suitable, protective clothing (in line with Health and Safety guidelines). Catering Staff should also ensure that they adhere to the standards set out in the Food Preparation and Personal Hygiene Policy.
- **FOOTWEAR** should be smart and appropriate (flip-flops, sandals, trainers, Ugg type boots, converse type shoes and other similar items would be deemed inappropriate). Some jobs require staff to wear protective footwear. These staff must wear the correct footwear for undertaking their work and if staff are uncertain they must check with their line manager.
- **FACIAL** piercing is not considered suitable.
- **BODY** piercing and tattoos should not be visible.
- **HAIR** appearance should be appropriate to a professional environment.

In a professional environment we do not ever anticipate having to challenge staff with regard to appropriate professional appearance. However, there will be three informal stages with staff who do not follow this policy:

- Stage 1, discussion with Line Manager.
- Stage 2, discussion with a member of SLT/SSLT.
- Stage 3, discussion with Headteacher.

If after the informal stages have been applied staff do not adhere to the policy, the disciplinary procedure may be implemented. Please note, we do not wish to have discussions with staff about their professional appearance and hope that all staff will dress in a smart and professional manner.

Created:	January 2011
Created by:	A working party of Support Staff, Teaching Staff and Senior Management.
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