



## STAFF DRESS CODE 2023-24

A person's dress and appearance are matters of personal choice and some individuals will wish to exercise their own cultural customs. However, staff should select a manner of dress and appearance appropriate to their professional role and which may be necessarily different to that adopted in their personal life.

At Wellington we expect our students to have high standards of uniform and appearance. Staff should be positive role models for our students.

This Policy establishes the expected standards of dress and appearance for all staff including those with temporary contracts and agency workers. It is not meant to detail every eventuality and it is the responsibility of individuals to decide whether their appearance is appropriate guided by the principles below. If there is any doubt please seek clarification from a member of the Senior Leadership Team.

### **Clothing**

- Staff are expected to dress in a smart, professional way e.g. suits or separate jacket/trouser/dress/skirt/smart jumper/cardigan
- Staff should wear jackets when moving around the site
- Staff lanyards should be worn at all times
- Footwear should be formal, smart and of sufficient stability to allow the wearer to carry out tasks safely

The following is deemed inappropriate:

- Denim
- Clothing that could be seen as provocative, offensive or discriminatory
- Clothing that over-exposes parts of the body or is transparent e.g. stomach/chest/shoulders
- Leisure shoes e.g. flip flops, trainers (unless required for your job role- e.g. PE staff)
- Clothing with slogans that may be contentious or political

During the summer months staff should be mindful that the students still wear the same uniform. Staff and students may be permitted to remove jackets/blazers in extreme heat.

PE staff dress in accordance with their profession (sportswear) & formal wear at School events.

### **Appearance**

- Make-up should be subtle
- No extreme hairstyles
- Hair colour should be natural subtle shades
- Jewellery should be minimal and discrete
- Tattoos covered

### **Trips/visits and meetings**

Staff should be dressed appropriately for the trip and visit and be aware you are representing the School  
Staff are expected to wear jackets for parent-facing meetings e.g. Parents' Evenings.

### **Technicians / Support staff**

Caretaking & cleaning staff are provided with protective uniform that should be worn at all times.  
Technician staff working in laboratories, Art rooms and D&T rooms are required to wear 'normal' protective clothing e.g. lab coat, apron.

The dress code may be altered for individual staff based on medical circumstances or by agreement with their line manager(s) e.g. different footwear following an injury may be required.

*The Governing Body reserves the right to alter this dress code, staff will be informed of any alteration.*