



## Cardinal Hume Catholic School

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### Staff Dress Code Policy

Teaching is a formal and professional vocation. A staff dress code should reflect this and it is important that staff at Cardinal Hume Catholic School project a professional image to students and parents. Our dress code reflects the high expectations of the school in terms of teaching and learning, behaviour and student uniform.

#### Female

- 'Business wear' trousers, skirts or dresses are standard. Trousers must be tailored and skirts not be immodestly short, i.e. just above the knee.
- Trousers, skirts, dresses, shirts, blouses or tops (no t-shirts or vests) are not see through or exposing underwear and discreetly limit the amount of bare flesh visible. Clothing should not appear to be restrictive.
- A jacket should be worn for more formal occasions, including all meetings with parents.
- Hair should be neat and tidy with no additional items in or over the hair. No extreme hairstyles/colours are allowed.
- Visible tattoos must be covered.
- Jewellery should be discreet with visible piercing restricted to ears.

#### Male

- Tailored trousers, shirts and ties are standard.
- Smart/formal footwear is required at all times.
- A jacket should be worn for more formal occasions, including all meetings with parents.
- Hair should be neat and tidy with no additional items in or over the hair. No extreme hairstyles/colours are allowed.
- Visible tattoos must be covered.

#### PE Staff

This also applies to non PE staff when involved in extra curricular activities.

- All visible top layers must display the Cardinal Hume badge. Winter coats are the only exception.
- Black tracksuit bottoms or shorts. Shorts must be loose fitting and not immodestly short.
- Leggings are not to be worn.
- Appropriate sports trainers (no fashion trainers)
- Where applicable, long hair must be tied back when teaching practical PE lessons.

The following may be helpful in clarifying what is and what is not appropriate:

- No denim.
- No revealing or excessively tight clothing such as cropped tops or short skirts.
- No garishly coloured or sparkly attire.

- No t-shirts (except PE staff). Exceptions are for female staff who wear t-shirts in conjunction with other clothing.
- No shorts (except PE staff).
- No leggings unless under an appropriate length skirt or dress.
- No inappropriate footwear e.g. flip flops, excessively high heels or trainers (except PE staff) which may contravene Health & Safety guidelines.
- Women's tops may be sleeveless but should not be 'strappy' (i.e. have narrow shoulder straps) or be strapless.
- Clothing must not show large logos, political symbols or contentious slogans.

Staff who are considered to be in breach of the dress code will be advised by their line manager/HOD.

The Headteacher has the final say on whether clothing and appearance is appropriate. In the Headteachers absence the Deputy Head Pastoral will have the final say.

This policy does not seek to document all the items that could be deemed inappropriate but to provide a general indication to staff.

- The School expects staff to take personal responsibility for dressing appropriately and therefore anticipates that intervention will be required only rarely.
- Where clothing is very unsuitable (particularly if it is excessively revealing) the member of staff may be required to return home to change.
- Any concerns an employee may have about the dress code should be raised, initially, with his/her line manager.
- Exceptions may be granted in certain circumstances.
- Repeated infringements of the dress code, despite the provision of informal management advice, will be dealt with as a disciplinary matter in accordance with the school's disciplinary procedure.