

# PORTFIELD SCHOOL & SATELLITE CENTRES



## POLICY DOCUMENT FOR FOR DRESS CODE (For Staff & Volunteers)



Tel: 01437 762701

Fax: 01437 771444

Email: [admin.portfield@pembrokeshire.gov.uk](mailto:admin.portfield@pembrokeshire.gov.uk)



Welsh Network of Healthy School Schemes



Cynlluniau Ysgolion Iach - Rhwydwaith Cymru



Welsh Heritage  
Schools Initiative



Menter Ysgolion y  
Drefadaeth Gymreig



Jun 2017

## Review of Policy

This policy is in place to ensure safe, professional practices at work and will be reviewed on a biennial basis.

This policy was adopted by:

Headteacher .....

Date:.....

Chair of Governors .....

Date:.....

## Portfield School Mission Statement

Working together

Learning together

Achieving together

At Portfield School we strive to

- Create a happy, safe, supportive and stimulating learning environment
- Value everyone
- Develop everyone's personal, social, emotional health and wellbeing
- Promote relevant academic and vocational skills
- Meet individual needs through an imaginative and flexible approach
- Enable all learners to achieve their full potential

### UNCRC United Nations Convention on the Rights of the Child

- Portfield School places the values and principles of the UNCRC at the heart all policies and practices
- Portfield School is a Rights Respecting School

# Portfield School Dress Code Policy

## Introduction

This policy has been revised and further developed through a working party which consisted of staff from across the school. The policy was developed initially to ensure the health and safety of both staff and pupils and a dress code that is suitable for the teaching and learning environment of the school where pupils are aged between 3 years and 19 years.

The Dress Code is necessary in order to:

- Present a professional and positive image as well as being practical
- Maintain high standard of Health & Safety for staff and pupils
- Acknowledge that staff are role models for pupils and should therefore dress accordingly
- Encourage appropriate dress for activities being undertaken, e.g: PE, outdoor
- Ensure all staff dress neutrally

## 1. Dress Code

- Smart casual clothes should be worn at all times
- Tops should have reasonable modest (no low cut) necklines and shoulders covered to the top of the arm. No midriff to be shown
- Tops must not be too tight
- Skirts or shorts should be knee length (no miniskirts)
- Where there are particular issues with pupils eg. those who may bite or scratch then long sleeves or body protection should be worn.
- No jeans or denim unless non-uniform day or inset
- T-shirts with inappropriate slogans should be avoided
- No see through clothing
- Tight trousers/leggings should be worn with tunics/long tops (to mid thigh)
- School lanyards to be worn by staff which are "snap release".
- Maxi dresses/long dresses/long skirts are not suitable due to health and safety implications

## **2. Swimwear**

- One piece bathing costumes or tankini type swimwear that meets in the middle should be worn by female staff and swim shorts for men.
- T-shirts should be worn by all staff

## **3. P E Sessions**

- Staff should wear trainers and jogging bottoms

## **4. Footwear**

- Closed in footwear with flat or block heels of 2 inches or less can be worn.
- Clog type closed in fronted shoes with a sling back are acceptable.
- In very hot weather open-toed sandals can be worn (with no toe posts) at staff member's own risk
- No stiletto heels or flip flops should be worn

## **5. Jewellery/piercings**

- Band rings only, with no protruding stones are acceptable.
- Only stud ear rings are acceptable to be worn
- No other jewellery (facial piercings/rings) should be worn
- Any jewellery is worn at the staff members own risk.
- No piercings with anything other than a small stud are acceptable.
- If piercings are visible and cannot be removed - discuss with Headteacher

## **6. Hair and nails**

- Long hair should be tied back or tied up onto the head when participating in D.T. sessions or with students who are likely to pull hair.
- All hair must be tied back at lunchtimes.
- Hats can be worn outside for playtimes or other outdoor activities.
- Nails should be kept short and clean and whilst nail varnish is acceptable any embellishments should be flat to the nail.

## **7. School uniform**

If staff wish to wear school uniform this can be bought at Tee's R Us in Prendergast and Tenby shops. Please take ID badges.

### **Implementing and Monitoring**

- The Headteacher shall be responsible for ensuring that staff dress appropriately.
- Staff will be asked to change/remove items of attire if what they are wearing does not follow dress code policy
- All staff are responsible for reading, signing and implementing this policy.
- Staff should inform the Headteacher if they feel that standards of dress are deteriorating