



Staff Dress and Appearance Policy

Document Control and Approval

Responsibilities	
Policy Owner	Headmaster
Approval	Staff Pay and Performance Committee
Audit Control	
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Version Control

Version	Author	Summary of Changes	Reviewed By	Date
2.0	Holly Thorne	Format updated.	Caroline Mole	1 May 2025

Responsibilities

Job Title	Responsible for:
Headmaster	Policy Owner
Head of HR	Policy Overview
Staff Pay and Performance Committee	Committee Responsible

Linked Policies [amend as appropriate]

Policy	Location
Burgundy Book	Reading School Staff Teams – HR Channel
Green Book	Reading School Staff Teams – HR Channel
Reading School Conditions of Service for Associate Staff	Reading School Staff Teams Policies Folder
Staff Handbook	Reading School Staff Teams

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The Companies Act 2006

Reading School (The Academy) is the employer. The business of the Academy Trust is managed by the Governors.

Our school is committed to providing the best possible service to its pupils and the community, which we serve. We have a responsibility to enhance confidence in our school and present a professional image of our organisation. This policy for staff dress and appearance is intended to strike a proportionate balance between self-expression and the need to maintain role-sensitive professional standards in dress and appearance.

We maintain that this policy is necessary due to the nature of our business and is proportionate, in that it only applies during an individual's hours of work or whilst undertaking school business.

This dress code is separate from policies on the use of protective clothing, which can be found in our Health and Safety documentation.

This policy has been drawn up with regard to the three areas of discrimination relevant to dress code policy:

1. Sex Discrimination Act 1975
2. Religious or belief regulations 2003
3. Equality Act 2010

The policy will be implemented after a period of consultation with staff and amended as and when required following further consultation.

Overriding Principles

The following standards apply to all members of our school:

Professional attire: Clothing should be smart, clean, and in good condition. Examples include tailored trousers, dresses, skirts of reasonable length, shirts, blouses, and smart tops.

Footwear: Footwear should be safe, clean, and appropriate for the working environment. Open-toed sandals, flip-flops, and excessively high heels are discouraged.

Modesty: Clothing should not be revealing or display offensive slogans or graphics.

Grooming: Staff should be well-groomed and maintain good personal hygiene.

Identification: Staff must wear school-issued ID badges visibly at all times while on site.

Role Specific Considerations

PE Staff: May wear appropriate sports attire during lessons but are expected to change into professional dress for meetings or non-PE duties.

Science/Technology Staff: May wear protective clothing when required for health and safety purposes.

Maintenance/Cleaning Staff: Uniforms or protective clothing provided by the school must be worn.

The school respects the rights of staff to wear clothing or symbols that reflect their cultural or religious beliefs, provided they do not compromise health, safety, or the ability to perform their duties.

Non-Compliance

If a staff member is found to be in breach of this policy, they may be asked to return home to change. Continued or serious breaches may be addressed through the school's disciplinary procedures.

Policy in Practice

Our school expects all staff members to dress in keeping with their professional status and as a good example of a professional to both learners and visitors.

In essence the ethos we seek to create and maintain is one in which the general appearance of staff conforms to contemporary standards of conventional dress. Staff members who wish to wear appropriate formal clothing from their own culture or background may do so. All clothing should be smart, business-like and appropriate.

It should be noted that certain departments in the School will expect employees to wear a uniform or protective clothing provided by the School.