



**PETER CARNLEY**  
ANGLICAN COMMUNITY SCHOOL

# Staff Dress Code Policy

|   |   |   |  |
|---|---|---|--|
| <b>Title:</b> Staff Dress Code Policy             |   | <b>Policy Reference No:</b> P015            |  |
| <b>Policy Implementation Date:</b><br>August 2015 | <b>Review Date and Frequency:</b><br>January 2021 – Three Years | <b>Responsible for Review:</b><br>Principal |  |

## Document Tracking

| Section Updated       | Date Updated |
|-----------------------|--------------|
| Section 2, 3, 4, 7, 8 | 10.01.18     |
|                       |              |
|                       |              |

## Contents

|  |   |
|--|---|
| Document Tracking .....                  | 2 |
| 1. Policy Statement .....                | 4 |
| 2. Scope .....                           | 4 |
| 2.1 General Notes.....                   | 4 |
| 2.2 Inappropriate items and styles ..... | 4 |
| 3. Female Specific.....                  | 5 |
| 4. Male Specific .....                   | 5 |
| 5. Grounds and Maintenance .....         | 5 |
| 6. Canteen .....                         | 5 |
| 7. Miscellaneous .....                   | 5 |
| 8. Conclusion.....                       | 5 |

## 1. Policy Statement

Staff members of Peter Carnley Anglican Community School (PCACS) enjoy a high level of professional standing and recognition in the community. The standard of dress is expected to reflect this professionalism and justify the esteem in which the community holds our staff.

The following guidelines are provided to clarify expectations of appropriate attire in relation to:

- professional corporate dress;
- the examples we give to students in our positions as role models;
- the wider community;
- particular emphasis on minimising health and safety risks;
- specialist support areas such as grounds and maintenance and retail areas; and
- special activities such as camps and excursions.

## 2. Scope

The Staff Dress Code applies to all staff, music tutors, pre-service / prac teachers and volunteers at the School.

### 2.1 General Notes

- No visible tattoos are permitted for any staff member.
- Any visible body piercing (with the exception of earrings in the ear lobe) and wearing of associated rings, studs, etc. is not acceptable. Should a staff member have body piercings, they must be removed whilst at school.
- Ankle jewellery is not acceptable.
- Professional *corporate* attire is required. Common sense should prevail if activities require more practical clothing. Clothing must be modest and of a standard we would expect of students.
- The PCACS Staff Sports Uniform should *only* be worn if staff are participating in PE / Sports activities. Staff involved in part-time teaching of PE / Sport are expected to change for normal classroom activities.
- Hair must be neatly groomed. Whilst hair colour is acceptable for staff, extremes of colour and style are not.
- Hats are to be worn whilst in the sun. Staff required to work outside buildings must wear a broad brimmed hat and sunscreen. This is in keeping with the School's sun protection guidelines for students.
- Academic Staff are to wear academic dress (including gown) at full school assemblies or events as advised by the Principal or nominated delegate.

### 2.2 Inappropriate items and styles

- Denim clothing.
- Corduroy and cargo trousers.
- Thong style shoes including flip-flop shoes, beach Crocs, Birkenstock sandals, etc. Joggers (with the exception of those teaching PE / Sports).
- Beach clothing e.g. singlet tops, shorts of a flimsy fabric.
- Revealing clothing. This includes short skirts, strappy singlet tops and shirts that reveal the midriff or any underwear.
- Any clothing with slogans or advertising.
- PCACS Staff Sports Uniform if not participating in sport.

### **3. Female Specific**

- Clothing resembling a casual appearance is considered unacceptable.
- When wearing pants, they must be tailored. Three quarter length, professional tailored pants are considered to be appropriate dress.
- Shoes are to have a back strap and should be enclosed. Peep-toe shoes are permitted but open sandal style shoes are not acceptable. This is a health and safety requirement.
- Heels should be modest and appropriate for supervising children. Stiletto shoes cannot be worn in any area that may damage vinyl floors, or in the Keith Lindbeck Centre floor.
- Necklines should be modest and shoe-string straps are unacceptable.

### **4. Male Specific**

- Shirts are to be tucked in at all times.
- Tailored trousers or suit pants are examples of the business attire that is expected.
- Business shirt and tie are required for general indoor classroom teaching (except where PE / Sport commitments override) during Terms 2 and 3.
- During Terms 1 and 4, male members of staff may be required to wear shirts and ties at specific events. These will be advised by the Principal or nominated delegate.

### **5. Grounds and Maintenance**

Due to the nature of work completed and natural wear and tear on clothes, maintenance staff are provided with appropriate uniforms, footwear and wet weather gear.

### **6. Canteen**

Due to the nature of the work, staff in the Canteen are able to wear joggers. Aprons are provided for staff if required.

### **7. Miscellaneous**

It is acceptable for teaching staff (including Education Assistants) to wear smart casual clothing (in line with [section 2.2](#)) on student free days, however, staff should be aware that prospective families will be on campus and adherence to professional appearance and demeanour are expected.

Administration staff are expected to wear professional corporate attire at all times.

It is expected that all staff will abide by [section 2.2](#) when attending social functions (e.g. Carols, Sundowners, Staff Christmas function).

### **8. Conclusion**

All classrooms and offices in the School are air conditioned. It should be possible, with the variety of styles and fabrics available, for staff to dress smartly, professionally and safely in line with this code and still be comfortable.

Any deviation from this Policy must be approved by the Principal.