



## Dress Code and School Uniform Policy – DCP 009

**Policy Owner:** Trudy Spillane

**Policy Date:** 27 May 2016

### **Introduction**

First impressions in life are important. The Drapers' Multi-Academy Trust (MAT) requires all its schools to have a school uniform design that looks smart and is cost-effective for parents. We expect children to take pride in their appearance and to make every effort to look smart in their uniform.

Similarly, we expect all staff to dress appropriately as a role model to pupils.

The MAT recognises that religious beliefs can influence dress code. Religious dress requirements will be treated sympathetically, provided that they do not interfere with the ability of staff to teach pupils, pupils to understand staff, nor conflict with the underlying principles of the dress code.

### **Scope**

This policy applies to all directors, governors, staff and pupils of the Drapers' Multi-Academy Trust. It also applies to parents and carers of pupils at schools within the MAT, who formally confirm that they will abide by our policies when their children join our schools.

Each school within the MAT must ensure that the contents of this policy are communicated to all staff. This communication must be evidenced in writing and refreshed on an annual basis. All parents must formally accept this policy when their children join a MAT school and this acceptance must be evidenced in writing through the Home-School Agreement.

Each school within the MAT must publish this policy on its website.

### **Definitions**

<b>Child</b>	Anyone under the age of 18.
<b>COO</b>	Chief Operating Officer.
<b>LGB</b>	Local Governing Body, with delegated powers of governance from the board of the MAT.
<b>MAT</b>	Drapers' Multi-Academy Trust.
<b>Parent</b>	Those having parental responsibility for the care of a Child (including Carers).
<b>Pupil</b>	Anyone enrolled at a MAT school (including students in Years 12 and 13).



**Sanctions** Punitive measures defined in the Pupil Disciplinary Sanctions Policy – DCP 018.

## **Policy**

### **Pupils**

1. All schools within the MAT are required to have a school uniform appropriate to the age of their pupils.
2. The design of the school uniform must be practical and affordable, and consistent with the design of other Multi schools within the MAT.
3. The design of the school uniform must be approved by the LGB.
4. Details of the school uniform must be published on the school website, together with information as to where it may be purchased.
5. All Pupils must wear the approved school uniform when attending MAT schools. Failure to wear school uniform, either in whole or in part, or to comply with the requirements of this policy is a disciplinary offence and subject to sanctions.
6. All pupils are expected to look smart and take care of their appearance.
7. All parents have a responsibility to ensure that their child complies with the requirements of this policy.

### **Staff**

8. Staff are expected to dress in a professional manner at all times they are on the school premises, taking into account that they may need to wear specialist clothing related to their subject.
9. The Staff Handbook provides specific guidance, which includes:
  - i. Suits or shirt and tie for male members of staff.
  - ii. Suits or smart office wear for female members of staff.
  - iii. Dress must be modest and respectful.
  - iv. Jeans and leggings are not acceptable.
10. The Principal is responsible for publishing procedures that identify where specialist or protective clothing is required. The school will provide suitable protective clothing in such circumstances.



### **Religious Dress Codes**

11. Pupils whose religion requires them to wear certain items of clothing will be permitted to do so, provided:
  - a. Their Parent has informed the Principal that this is a religious requirement and there is a record on file, and
  - b. The religious clothing does not interfere with the normal wearing of school uniform, and
  - c. The face of the pupil is not covered.
12. Staff whose religion requires them to wear certain items of clothing may do so provided that:
  - a. It does not interfere with their ability to perform their professional and contractual duties, and
  - b. Their face is not covered.
13. The decision of the Principal is final in all matters relating to the application of this policy, subject to paragraphs 14 and 15.

### **Disputes**

14. Any Parent who has a concern or complaint regarding the application of this policy should follow the procedures set out in the Complaints Policy.
15. Any member of staff who has a complaint regarding the application of this policy should follow the procedures set out in the Staff Grievance Policy.

### **Review**

16. The policy owner must keep up to date with relevant legislation and government guidance and update this policy whenever necessary. The board of the MAT must approve the revised version.
17. The policy owner must review the policy at the end of July each year and either submit a revised policy for board approval or confirm in writing to the COO that the current version of this policy is still fit for purpose.
18. The COO must submit a list of all confirmed policies to the board at the first meeting of each new academic year.
19. The MAT board must formally review and re-approve this policy every five years.



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