



Oakleigh Grammar

Policy Document Name	Staff Dress Code
Date Ratified by Management Committee	September 2014
Date for Review	September 2017

STAFF DRESS CODE

Staff members of Oakleigh Grammar 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 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.

SCOPE

The Staff Dress Code applies to all staff, contractors, pre-service teachers and volunteers at the School.

Dress and Appearance Generally

- Professional attire is required. Common sense should prevail if activities require more practical clothing.
- Hair must be neatly groomed. Whilst hair colour is acceptable for staff, extremes of colour and style are not.
- Male staff, who do not have beards, must shave as appropriate.
- No visible tattoos.
- Hats should 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 expected to wear academic dress at end of year Awards Evenings.
- The OG Staff Sports Uniform should only be worn if teachers are participating in PE/Sport activities on that day.
- For staff presenting in any manner on full school assembly, professional dress is required.
- Body piercing and wearing of associated rings, studs, etc. is not acceptable. Should a staff member have body piercing, rings and studs must be removed whilst at School.

The following items and styles of dress are considered inappropriate at the School

- Denim clothing. Denim clothing can look shabby very quickly and appear too casual to students who are required to dress formally.
- Thong style shoes including flip-flop shoes.
- Joggers (with the exception of Physical Education)
- 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. Clothing must be modest and of a standard we would expect of students.

Female Specific

- When wearing slacks, they must be tailored. Styled $\frac{3}{4}$ length pants may be considered to be appropriate business dress.
- Shoes are to have a back strap and should be enclosed. Whilst this is not always possible, fully open "sandal" style shoes are not acceptable.
- Necklines should be modest and shoe-string straps are unacceptable.
- Clothing resembling a casual appearance is considered unacceptable.
- No multiple piercings.

Male Specific

- Business shirt and tie are required for general indoor classroom teaching (except where PE/Sport commitments override). Shirts are to be tucked in at all times.
- Jackets are to be worn to all formal school events including Junior School, Middle School, Senior School and Whole School assemblies.
- Tailored trousers or suit pants are examples of the business attire that is expected.
- No visible piercings.

Grounds and Maintenance

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

MISCELLANEOUS

Student-free Days

On student-free days, smart casual clothing is acceptable but staff should be aware that prospective families will be on campus and adherence to professional appearance and demeanour are expected.

Shorts for Sport or PE

When male or female teachers wear shorts for sport or PE, the shorts must be tailored and have a minimum length to cover the thighs.

CONCLUSION

All classrooms 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.