All members of staff are required to be neat, clean, tidy and well-groomed whilst at work; whether working on the academy premises or elsewhere.

Staff appearance is expected to reflect the high standards of the academy and to provide an example to our students of appropriate work-wear dress. We therefore request that all staff present themselves smartly for work to a standard which is appropriate to their work environment. This is particularly important where there is contact with students, parents / carers and other members of the public.

Examples of clothing could be:

* a suit
* smart jacket
* smart trousers / skirt / dress
* shirt / blouse
* tie

Employees may however wear more comfortable / casual clothing where it is appropriate to the work which is being undertaken, on days where students are not in school or when involved in outdoor / residential visits.

Hair should be neat, tidy and well-groomed and of a conventional colour. Jewellery should not be excessive or unconventional (for example, facial piercings would not be considered as conventional).

Certain items are, however, not permitted at work, as follows:

* Jeans
* Jogging bottoms
* Shorts and sports clothing, for example tracksuits and football shirts – unless appropriate to the role (i.e. teaching outdoor PE)
* Sweatshirts, hoodies or casual t-shirts – i.e. those with slogans or symbols
* Trainers, open sandals or ‘flip-flops’
* Mini skirts
* Strapless or shoestring (vest type) tops
* Clothing that is too revealing

This list is not exclusive or exhaustive and the academy reserve the right to request that clothing which is considered unacceptable is changed in order to maintain the required high standards of the academy and provide an appropriate example to the students.

Protective clothing, footwear and equipment are provided in areas where deemed necessary. If an employee is required to wear such items for protection, then they must do so properly and effectively.

Any employee who disregards this code may be subject to further action, and in serious cases, where an employee's appearance is, in the academy’s view, unacceptable, the employee may be required to return home to change. In these exceptional circumstances, the employee will not be paid for the duration of his / her absence from work.