

## MONTPELLIER PRIMARY SCHOOL STAFF UNIFORM AND DRESS CODE



### Help for non-English speakers

If you need help to understand this policy, please contact the Language Loop: Phone 03 9280 1955 for interpreters or call our school office on [\(03\) 5243 2521](tel:0352432521).

### RATIONALE

A Montpellier Primary School staff dress code establishes a sense of professionalism and pride, identifies staff as key people within the school community, and portrays a united staff team. Issues of equality, health and safety, and expense are also factors that need consideration when establishing a staff dress code.

Ministerial Order 1388 – Teaching Service (Employment Conditions, Salaries, Allowances, Selection and Conduct) outlines:

**11.1.3** Whilst on duty an employee's dress and appearance should be neat, clean and appropriate to the employee's duties.

### AIMS

To establish a practical and professional dress code supported by staff.

### IMPLEMENTATION

Occupational health and safety is an important consideration. Staff have a duty under the Occupational Health and Safety Act 2004 (Vic) to take reasonable care for their own health and safety in the workplace which would include choosing appropriate clothing and footwear for the duties they are performing.

In support of the professionalism of our staff, we have chosen to implement a staff dress code.

The dress code has been developed after a process of staff consultation and whilst not a prescriptive uniform, outlines minimum dress expectations and requirements.

The staff dress code expectations are:

- That staff wear clothing commensurate to a professional work environment.
- That clothing is in good condition (not ripped, dirty etc). Beach style singlets, tank-tops etc. are not to be worn.
- That staff sports uniform can be worn on days when sporting activities are undertaken by the staff member, on excursion or at school camps or similar.
- That footwear must be suitable for the tasks being undertaken by the staff member. Footwear such as rubber thongs are both dangerous and professionally inappropriate.
- That staff wear broad-brimmed hats as well as SunSmart clothing for all outdoor sessions.
- Staff wear clothing that is tasteful and not 'revealing' or foreseeably offensive to others. Sleeves on tops are to be appropriate for the activity. E.g. SunSmart when outside.
- Clothing is not to display inappropriate logos, promote inappropriate products, or contain inappropriate language or messages.
- A non-compulsory staff uniform is developed and organised by a staff uniform coordinator.
- Staff uniform items will carry an embroidered school logo.

Issues relating to the staff dress code minimum expectations will be managed by the Executive



In addition to the above Implementations it is highly suggested that the following items be considered when choosing clothing for work.

<p>The following items are considered professional dress at our school.</p> <ul style="list-style-type: none"> <li>● Neat &amp; professional</li> <li>● Appropriate length skirts, shorts and dresses (just above the knee is appropriate)</li> <li>● Neat jeans.</li> <li>● MPS polo tops and spray jacket.</li> <li>● Appropriate footwear.</li> <li>● Dress Shirts</li> <li>● Conservative jewellery</li> <li>● Clothing appropriate to the task i.e. tracksuit for PE sessions.</li> <li>● Collared polo shirts or shirts.</li> </ul>	<p>The following items are not considered as fitting the professional dress expectations at our school.</p> <ul style="list-style-type: none"> <li>● Strapless tops/ dresses / revealed shoulders/ transparent clothing</li> <li>● Low cut tops</li> <li>● Rubber thongs or excessively high heels</li> <li>● Low cut or torn jeans</li> <li>● Exposed bra straps</li> <li>● Extreme hair colours</li> <li>● Skins/Lycra bike shorts or leggings worn as pants</li> <li>● T Shirts</li> <li>● Short shorts (should be just above the knee)</li> </ul>
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## EVALUATION

This policy will be reviewed as part of the school’s three-year review cycle, or at times when the Executive Team believes that staff dress code issues warrant a review.

## POLICY REVIEW AND APPROVAL

Policy last reviewed	2021
Approved by	Principal and Consultation Committee.
Communication and feedback	This policy is always accessible on the school website.
Next scheduled review date	2024

If changes from the Department of Education occur or if there is feedback from the community, this policy will be reviewed.