

	<h1>Oakleigh Grammar</h1>	
Policy Document Name	Staff Dress Code	
Date Ratified by Board of Management	July 2023	
Date for Review	May 2026	

1. Preamble

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.

2. Purpose

The purpose of this policy is to provide guidelines 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
- emphasis on minimising health and safety risks
- specialist support areas such as maintenance and retail areas, and
- special activities such as camps and excursions.

3. Scope

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

4. Policy Details

4.1 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.
- Coverage of tattoos maybe required.
- 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.

- The OG Staff Sports Uniform (or a suitable equivalent) should only be worn if teachers are participating in HPE/Sport activities on that day.
- When male or female teachers wear shorts for sport or HPE, the shorts must be tailored and have a minimum length to cover the thighs.
- At whole school or sub-school assemblies and chapels. professional dress is required All visible body piercings (except for earrings) are not acceptable apart from those exempted due to religious grounds
- Smart jumpers, cardigans or vests may be worn during the course of the day but not appropriate when professional attire is required.

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

- Denim clothing
- Thong style shoes including flip-flop shoes
- Joggers/runners (except for HPE/Sport)
- Shoes are to have a back strap and should be enclosed
- 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.
- Variations may occur on a nominated casual clothes day, e.g. Hoodie Day, Jeans for Genes Day etc.

4.3 Female Staff Specific

- Tailored pants are examples of the business attire that is expected to be worn
- Necklines should be modest and shoe-string straps are unacceptable
- Clothing resembling a casual appearance is considered unacceptable e.g. leggings
- Professional attire is to be worn to all formal school events including Parent Meetings, Parent Teacher Interviews, Parent Information Evenings, school assemblies and Church services.

4.4 Male Staff Specific

- Business shirt and tie are required for general indoor classroom teaching (except where HPE/Sport commitments override). Shirts are always to be tucked in.
- Ties can be removed on hot days when students have been advised that this is the case.
- If the Bureau of Meteorology forecast temperature is 28 degrees or above, male staff are exempt from wearing a tie. *Note that dot point 2 still applies
- Jackets are to be worn to all formal school events including Parent Meetings, Parent Teacher Interviews, Parent Information Evenings, school assemblies and chapels.
- Tailored trousers or suit pants are examples of the business attire that is expected.

4.5 Specific Staff Uniform Requirements

- *HPE / Sport staff are required to wear an Oakleigh Grammar provided uniform - polo shirt, track suit, jacket, shorts. Staff will be provided with a basic 'starter pack' with the option to purchase additional items*
- *Maintenance staff are required to wear an Oakleigh Grammar provided uniform - polo shirt, track suit, jacket, shorts. Staff will be provided with a basic 'starter pack' with the option to purchase additional items*
- *Bus Drivers are required to wear an Oakleigh Grammar polo shirt and jacket. Staff will be provided with a basic 'starter pack' with the option to purchase additional items. Bus drivers are required to wear black trousers (not supplied by Oakleigh Grammar)*
- *ELC staff are able to wear appropriate clothing suitable to their working environment and as agreed to by the Human Resources Officer.*

5. Miscellaneous

5.1 Student-free Days

On whole school 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.

When Junior School continue after the other schools conclude, all staff are expected to wear professional dress/