



Macarthur Anglican School

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Staff Dress and General Appearance

This document is intended to give prospective employees an understanding of the expectations of the School. Once employed, a regularly updated version of this document is made available on the Human Resources policy suite.

Professional attire is a requirement and an expectation of employment at Macarthur Anglican School. It is the expectation that Macarthur Staff will model appropriate dress and bearing that reflects the Christian and Professional nature of the School.

Appropriate dress and appearance will vary with required duties and seasons. However, modesty, safety and professionalism are the guiding principles inherent in this policy.

Macarthur has clear dress standards for students, which requires each student to wear the correct and complete uniform for daily attendance at school, and for sports activities. With this in mind, the expectations on staff is based on the principle that the dress standard for staff is to always set the highest standards for students to emulate. Therefore, all staff is expected to dress appropriately for occasions, activities and their roles within the School Community.

In general:

- All staff members are expected to dress in a professional manner, according to the occupational area in which they work.
- Staff members are expected to wear identity tags at school or school-related functions.
- All staff members are expected to be groomed in a professional manner. The standard of grooming is expected to reflect this professionalism and justify the esteem in which the community holds the staff.
- These expectations apply to all staff, student teachers and volunteers within the School.

For staff presenting in any manner at school assembly or attending formal occasions such a parent meetings or Parent/Teacher meetings, professional dress is required.

Staff who attend and/or represent the School at formal functions, co-curricular activities or excursions are required to dress in a professional manner which is appropriate for the occasion or activity.

Clothing must be modest and of a standard expected of professionals. Revealing and/or excessively tight clothing that could be considered provocative (e.g. short skirts, strappy singlet tops, tight shirts, tight shorts or clothing that reveals the midriff or any underwear) is not acceptable.

Inappropriate Attire

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

- Denim clothing.
- Corduroy and cargo trousers. Cargo trousers may be appropriate on sport days depending on the sport and staff involvement.
- Thong style shoes including flip-flop sandals, beach crocs, and the like.
- Joggers (with the exception of PDHPE, and staff coaching or officiating representative sporting teams).
- Beach/swimming clothing (such as singlet tops, shorts of a flimsy fabric, speedo briefs, boardshorts).
- Any clothing with inappropriate slogans or advertising.
- Extremes in fashion that do not convey a professional standard.

Female Staff

When wearing slacks, or on sporting activities, shorts or $\frac{3}{4}$ length pants must be professionally tailored and be at least to just above the knee in length.

Skirts and dresses need to be professional tailored and at least to just above the knee in length.

Necklines on all garments should be modest; shoe-string straps are unacceptable.

Shoes are to have a back strap and should be enclosed. (Fully open "sandal" style shoes are not acceptable.)

Sensible and occupational practical jewellery is acceptable. Nose rings and tongue-piercings are not acceptable.

Male Staff

A business shirt and tie are required for general indoor classroom teaching (except where PDHPE/Sport commitments override). Shirts are to be tucked in, top buttons done up and ties drawn to the neck at all times.

A suit or similar style jacket is to be worn to all formal events.

Tailored trousers or suit pants are examples of the business attire that is expected.

Closed-in appropriate and professional footwear is to be worn.

Ear-rings, ear studs, nose-rings, tongue-piercings, make-up or any noticeable jewellery for piercings are not acceptable

An Academic Gown and Hood is expected to be worn on School Photograph Days, when taking part in any official party at formal assemblies and services and at Speech and Awards Night.

Hair, Make-up, Tattoos and Body Piercings

Hair must be neatly groomed. Whilst hair colour is acceptable for staff, extremes of colour are not. Hair styles should be in keeping with what is expected of a professional person and extremes are not acceptable.

Prominent tattoos or body art should be covered.

Visible body piercing and wearing of associated rings or studs is not acceptable. (Should a staff member have visible body piercing, rings and studs these must be removed whilst at school.) This includes nose-rings and tongue piercings.

For female staff sensible and occupational practical jewellery is acceptable. Nose rings and tongue-piercings are not acceptable. Make-up should also reflect the professional nature of the School.

For male staff ear-rings, ear studs, nose-rings, tongue-piercings, make-up or any noticeable jewellery for piercings are not acceptable.

Attire for PDHPE Teachers and Grounds/Maintenance Staff

For the PDHPE staff and grounds and maintenance staff the dress must reflect the nature of the work being done taking into account safety considerations, practical considerations and their professionalism.

In areas with particular WHS requirements such as Design and Technology, Visual Arts, Science, Agriculture, PDHPE, grounds and maintenance; the School expects staff to wear personal protective clothing and equipment as appropriate.

Attire and Safety

During Spring Term and Summer Term, hats are to be worn whilst in the sun. Staff required to work outside buildings, including ground duties must wear a broad brimmed hat. This is in keeping with the School's sun protection expectations for students,

In areas with particular WHS requirements such as Design and Technology, Visual Arts, Science, Agriculture, PDHPE, grounds and maintenance; the School expects staff to wear personal protective clothing and equipment as appropriate.

Outdoor Education Camp Attire

Dress on camps can be of a casual nature.

All expectations by the campsites in relations to sun protection and foot safety as expected of the students are to be followed by staff.

Swimwear and casual wear must be modest in its nature, not revealing in any way and not to have offensive or inappropriate emblems and slogans.

Speedo briefs for male staff and bikini swimwear for female staff is not appropriate.

Sport Day Attire

For staff coaching or officiating representative sporting teams, the School Staff Sport Shirt, appropriate and modest shorts or $\frac{3}{4}$ length pants, appropriate sports shoes and, if cold, the School tracksuit, must be worn.

It is not appropriate for staff to wear casual clothes on weekly sport days and if staff members are not actively involved in the sport, that is coaching or officiating representative sporting teams, standard professional dress should be worn.

Staff attending recreational sport in a supervisory role only should wear professional dress. If a member of staff wishes to encourage student participation by participating themselves then School Staff Sport Shirt, appropriate and modest shorts or ¾ length pants, appropriate sports shoes and, if cold, the School tracksuit, must be worn

Sporting Carnival Attire

Dress on Carnival days can be of a casual nature and if a House Teacher should reflect the House colour.

All usual expectations in relations to sun protection and foot safety are to be followed.

Casual wear must be modest in its nature, not revealing in any way and not to have offensive or inappropriate emblems and slogans.

Speedo briefs for male staff and bikini swimwear for female staff is not appropriate.

Failure to Comply with Appropriate Dress and Appearance

Questioning and challenging employees on matters of inappropriate attire and appearance is rarely an easy conversation for the supervisor concerned or the staff member whose appearance is deemed inappropriate. Employees should make every effort to avoid such conversations being necessary by following this policy.

Employees who consistently breach the School's policy in regards to dress and general appearance and refuse to modify it in line with the School's expectations, may face disciplinary action which could include suspension and possible dismissal.