

Professional Dress Code Policy for Staff

The Geelong College expects all staff to present an image that reflects the professional ethos of the school. The dress code should reflect the pride and standards expected of the school community. It is the policy of the school that all staff should project a professional image.

1. Teaching Staff

a) General Dress Code

The dress code for *Teaching Staff* can be described as smart business style. This includes a tie for men.

Items of clothing NOT considered appropriate include:

Female: thongs, sneakers, jeans, denim, casual sport clothing, polo shirts, t-shirts, clothing with tears/holes, shorts, low necklines, sheer apparel, short skirts/dresses.

Male: thongs, sneakers, jeans, denim, casual sport clothing, polo shirts, t-shirts, clothing with tears/holes, casual shorts, sheer apparel.

b) Formal Occasions

For men, a suit or dress pants / tailored jacket and tie is required for formal occasions including special assemblies, parent/teacher interviews, Information nights, staff photograph and other formal occasions where parents are present.

For women, a jacket or tailored equivalent is required at formal occasions including special assemblies, parent teacher interviews, Information nights, staff photograph and other formal occasions where parents are present.

For Senior School Speech Day full academic dress is required for those Senior School and Executive staff involved in the procession ceremony.

c) Junior School Staff

Teachers of young children may wear comfortable, flexible clothing. Note that the items that are described as not appropriate in the General Staff Dress Code still apply.

d) Specialist Teaching Staff

Due to the nature of some specialist teaching duties including compliance with work, health and safety requirements, the general dress code may be appropriately adapted, i.e.

- i. Geelong College shorts, staff polo shirts, tracksuits, fleece vests and spray jackets may be worn by Physical Education staff when teaching Physical Education on that day
- ii. Comfortable, flexible clothes for teachers involved in Visual Arts, Drama and Dance classes. These staff may also choose to wear the College staff sports uniform.
- iii. Staff members working in the Enviro should wear College staff Polo shirts or long sleeved equivalent, spray jackets, fleece vests and appropriate pants/shorts footwear for the area.

Note: if specialist teaching staff are involved in formal occasions or presentations at assemblies then smart business style dress is required.

e) Teaching Staff and Casual Clothes Days

On days designated as *Casual Clothes Day*, or events such as *House Sport Carnivals* then the standard of neat Casual dress also applies. Staff may also choose to wear College Staff Sport uniform on these days. Provision should be made to change into full professional attire if this day involves formal meetings with parents.

Staff members working during term holidays may wear smart casual dress, where appropriate. If meetings are scheduled in this time, appropriate attire must be worn.

2. Business Operations Staff

a) General Dress Code

The dress code for *Office Staff* can be described as smart business style. This includes a tie for men, when attending formal meetings internally or external to the College.

Items of clothing NOT considered appropriate include:

Female: thongs, sneakers, jeans, denim, casual sport clothing, polo shirts, t-shirts, clothing with tears/holes, shorts, low necklines, sheer apparel, short skirts/dresses.

Male: thongs, sneakers, denim, casual sport clothing, polo shirts, t-shirts, clothing with tears/holes/rips.

On days when students are not present, and/or teachers are involved in professional development, business and operations staff are able to dress more casually, but neat casual is required. For example, tracksuits and thongs are not considered appropriate. If involved in a meeting with people external to the College, smart business style then applies.

b) Formal Occasions

For men, a suit or dress pants / tailored jacket and tie is required for formal occasions including special assemblies, Information nights, staff photograph and other occasions as directed by the Principal.

For women, a jacket or tailored equivalent is required at formal occasions including special assemblies, Information nights, staff photograph and other occasions as directed by the Principal.

c) IT/AV Staff

Staff members working in this area are expected to dress as per the General Staff Dress Code. At times these staff may wear comfortable, less restrictive clothing when performing more technical, hands on duties. Note that the items that are described as not appropriate in the General Staff Dress Code still apply.

d) Grounds Staff

Staff members working in this area should wear College polo tops or collared shirts/jumpers and navy shorts or pants (provided by the College). Steel-capped boots must also be worn. In the summer months, hats and sunglasses should be worn outdoors at all times (these are not provided by the School).

e) Cleaning Staff/Courier/Boatman/Caretaker/Recreation Centre/Bus Drivers

Staff members working in these areas should wear respective College polo tops/shirts/jumpers (provided by the College) and navy shorts or pants. Lifeguards working in the Recreation Centre will be required to wear a red polo top. Appropriate footwear must be worn.

f) Maintenance Staff

Staff members working in this area can wear khaki overalls, shorts or pants and a College polo top/jumper (provided by the College). Steel-capped boots must be worn.

g) Catering Staff

Chefs working in this area should wear the College's traditional chefs uniform, chef's hat, apron, safety shoes.

Kitchen hands/Dining Hall staff working in this area should wear navy blue trousers, white shirt with emblem (provided by the College), shoes with closed toe for protection, hair net/cap (where necessary). For functions, staff members are to wear black trousers/skirt, black monochrome shirt and black polished shoes.

Note:

All Geelong College Staff are also encouraged to model appropriate behaviour by using sunscreen and wearing a suitable hat during outside events, when on duty in the grounds and for sport during Terms 1 and 4.

Members of Executive, Heads of School and Line Managers will monitor.