
Kingsbrook School

'A unique service for unique young people'

Staff Dress Code Procedure

Kingsbrook School

Southburgh
Thetford
Norfolk IP25 7TJ

31st August 2025

Review: 31st August 2026

Kingsbrook School – Staff Dress Code Procedure

A person's dress and appearance are matters of personal choice and self-expression and some individuals will wish to exercise their own cultural customs. However, staff should select a manner of dress and appearance appropriate to their professional role and which may be necessarily different to that adopted in their personal life. At Kingsbrook this clothing will be 'smart casual' (please ask Head of School for advice if unsure of what this phrase describes).

Staff should ensure they are dressed decently, safely and appropriately for the tasks they undertake, when they undertake those tasks. Those who dress or appear in a manner which could be viewed as offensive or inappropriate will render themselves vulnerable to criticism, allegation or disciplinary procedures.

It is also important that staff remember that they are the "face" of Kingsbrook School to parents and visitors. Whilst it is important that we provide our students with a relaxed and welcoming environment, professionalism is paramount at all times.

This means that staff should wear clothing which:

- promotes a positive and professional image
- is appropriate to their role
- is appropriate to the task at the time of the task
- is not likely to be viewed as offensive, revealing, or sexually provocative
- does not distract, cause embarrassment or give rise to misunderstanding
- is absent of any political or otherwise contentious slogan
- is not considered to be discriminatory
- is compliant with professional standards
- ensures that staff cannot be mis-identified as students

This procedure outlines these expectations:

Jewellery

Studs and small hooped earrings are permitted, but large hoop-style earrings and 'dangly' earrings should not be worn for school. This is for Health and Safety reasons, as they could easily become caught and, as a consequence, cause damage to the lobe. Staff wishing to wear necklaces, scarves etc., do so at their own risk, remaining mindful of the risk of physical intervention/assault, which could result in anything worn about the neck being used as a means for strangulation.

Kingsbrook School is not responsible for the safety of staff jewellery.

Trousers

Any trousers or jeans should be of a smart appearance. If staff choose to wear jeans these should be dark in colour with no fading, rips, or holes. Blue denim is not permitted.

'Skinny' jeans/trousers or leggings should be dark in colour and be thick enough in material that no flesh or undergarments are visible through the fabric. Longline tops with a minimum length of mid-thigh should be worn over them.

Shorts

Shorts, similarly to trousers, should be of smart appearance. Shorts are to be a minimum length of to the knee; no upper leg should be visible.

Skirts and Dresses

Skirts are to be loose fitting with the hemline falling below the knee.

Dresses are to be loose fitting with the hemline falling below the knee. Dresses are required to be an appropriate neckline height; the minimum height for a collar is the collar bone.

Dresses are to maintain appropriate body coverage; therefore, no undergarments and/or straps should be visible. This means items cannot be made from 'sheer' material, have low necklines, and do not have thin straps. This means that vest/strappy/strapless style dresses are not deemed appropriate clothing for school.

T-Shirts and Tops

It is asked that T-Shirts/tops that may have inappropriate wording or wording that may cause offence to others is not worn for school.

T-Shirts and tops are to be a minimum length of to the hip. No midriff/torso flesh should be visible. It is also asked that T-Shirts and tops are loose fitting.

T-Shirts and tops are required to be smart in appearance with a collar.

Hooded tops or clothing (other than coats) are not considered appropriate clothing for school.

T-Shirts and tops are to maintain appropriate body coverage; therefore, no undergarments and/or straps should be visible. This means items cannot be made from 'sheer' material, have low necklines, and do not have thin straps. This means vest tops and 'crop' tops are not deemed appropriate clothing for school.

Footwear

Footwear should be tidy, clean and presentable. High heels, flip flops and any open toed footwear is not permitted for Health and Safety reasons.

Activity Specific Clothing

Staff should dress appropriately for the activity they are facilitating, at the time of the activity. For example; a PE teacher should be dressed in sportswear on the day of delivery of PE lessons but dressed appropriately for classroom activities at all other times.

For lessons such as PE staff may wear appropriate gym style clothing whilst maintaining dignity and decency at all times. For example, sports shorts should be a minimum length of mid-thigh and tops should be loose fitting with collarbone height necklines.

It is acknowledged that Kingsbrook School offers an extensive range of outdoor activities, however this should be balanced with the need for professional attire at all times.

Any staff supervising students in the pool when swimming must wear t-shirts and shorts over their swimwear. Swim shorts should be a minimum length of mid-thigh and appropriate swimming undergarments must be worn to maintain decency. In this instance Kingsbrook school will provide swim t-shirts and shorts where necessary.

Working off-site

The expectation when accompanying students off site is that the staff dress code continues to be adhered to. Additionally, staff should ensure that they wear clothing suitable to the specific activities. Kingsbrook School do not expect staff to dress for these activities at their own expense. If specific work wear is required such as waterproofs, walking boots, wellingtons etc then staff should discuss this with a member of the Senior Leadership Team.

Working on site outside of term time, Inset and Training days.

During these times staff are to continue to be mindful of the staff dress code in relation to decency, modesty and appropriateness. Whilst there are no students in school at these times staff must remember that there are still young people residing on site and Kingsbrook School will still receive visits from outside professionals and parents. As such it is paramount that the standards of Kingsbrook School are upheld at all times.

Responsibility

It is the responsibility of all staff to ensure that they are dressed appropriately for school and that the dress code is adhered to. If staff are unclear about what is considered appropriate work wear, then they should approach a member of the Senior Leadership team for clarification.