

Business Dress Policy

Introduction

Sir Simon Milton Westminster UTC (UTC) is an educational environment that will mirror the work environment to ensure students are prepared for their future careers.

Aim

Students and staff will be expected to dress in business wear. This will allow students to align themselves more closely to the world of work.

The dress code is designed to:

- Promotes a sense of pride in the UTC in line with our ethos, values and beliefs.
- Encompass a sense of community and belonging.
- Support positive behaviour and discipline.
- Be practical, smart and business-like.
- Prevent students from coming to the UTC in fashion or 'designer' label clothes that could be distracting in lessons or create a sense of competition.
- Enable students to feel equal to their peers in terms of appearance and to help nurture cohesion between different groups of students.

We require all employees and students at Westminster UTC to follow our business dress policy. Everyone is required to dress in a professional business-like manner:

- Formal, smart trousers (for example no jeans or leggings) in black, grey or blue or a dress/skirt of reasonable length, with a smart, appropriate top and jacket of black, grey or blue. Shoes must be smart, clean and of a height suitable for the planned activities of the day.
- All students must have available to wear (on being given 24 hour notice) a shirt that can be worn with a tie for formal, outward facing events. UTC Westminster ties will be provided for such occasions.
- It will be at the discretion of members of staff as to when it is appropriate to wear a tie.
- Hair should be neat and tidy and never compromise health and safety. Headgear worn for religious purposes is permitted.
- Facial coverings for religious reasons are expected to be removed whilst at the UTC, to ensure individuals are identifiable.
- Any jewellery worn should not be excessive or a health and safety hazard and be appropriate for a business setting.
- Personal adornment of all descriptions should be kept to a minimum to reflect the professional, business-like ethos of the UTC.
- Any tattoos should not be visible to others whilst at the UTC or when representing the UTC in any capacity.
- No badges other than name badges and the UTC pin badge should be worn whilst at the UTC or when representing the UTC in any capacity.

Students are expected to attend the UTC in business dress every day, including visits and trips, unless a specified dress code has been given.

In cases where, in the opinion of the Principal, a student's appearance is unacceptable, the student may be required to return home. In these circumstances, the parent or carer will be contacted and informed of the situation before the student leaves the site.

Physical Education Clothing:

- P.E. Kit
- UTC sports top
- Navy Shorts
- Navy Tracksuit Bottoms
- Navy Sweatshirt – plain
- Navy or white football/hockey socks
- Football boots (if participating in outdoor team sports such as lacrosse)
- Trainers for indoors

For engineering, safety shoes (1st pair) will be provided for those students who specialise in engineering, after which home will need to provide any replacements.

Monitoring and Evaluation

The Board of Governors and Principal will monitor the operation and effectiveness of the UTC's Student Dress Policy.

Business Dress Policy
Mike Finn – June 2016
Last reviewed – June 2018
Next review – June 2019*

*The review will be carried out in conjunction with student representatives.