

Professional Dress Code



1. Introduction

SGS Berkeley Green UTC is committed to preparing students for the world of work by developing the knowledge, skills and understanding required by industry and by modelling and instilling the behaviour required for successful employment. An integral part of this is demonstrated by the way we dress, act and express ourselves. Our employer and academic partners will be on site every week, so for students every day is a potential interview.

The aim of the professional dress code is to:

- promote an environment of professionalism and aspiration;
- support positive behavior;
- ensure a practical, smart and business-like appearance;
- instill a sense of pride and corporate identity.

All members of the SGS Berkeley Green UTC are expected to conform to our Professional Dress Code, which applies equally to staff and students.

2. Everyday Business Dress.

All staff and students are required to dress in a professional, business-like manner as follows:

- formal smart trousers or a dress/skirt of knee length
- shirt/blouse;
- where appropriate a tie must be worn with a shirt, staff may authorise the removal of the tie depending on the type of activity being carried out;
- jacket
- plain jumpers or round necked sweatshirts can be worn under a jacket. Slogan's or branding are not allowable under any circumstances. Black PE sweatshirts with the SGS logo may be worn, but the logo should be covered by a jacket
- smart shoes, able to be polished and be of a height suitable for the planned activities of the day (open-toed footwear, flip-flops or Ugg-style boots are not considered appropriate or safe);
- hair should be neat, tidy and of a natural colour;
- 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;
- earrings may be worn, taking into account health and safety, however no other jewellery worn through body piercing should be visible, with the exception of religious requirements.
- personal adornment including excess jewellery of all descriptions should be kept to a minimum to reflect the professional ethos of the UTC;
- any visible tattoos should be of an appropriate nature for the UTC environment;
- the UTC Lanyard must be worn at all times except if removal is authorised for health and safety reasons.

The following items are **not** permitted at the UTC under any circumstances;

- jeans or torn trousers;
- casual sports clothing (unless appropriate for a sport lesson);
- hoodies or T-shirts;
- trainers (except in sports activities), or flip-flops
- strapless tops, tight or revealing clothes, including mini-skirts, excessively low-cut tops or garments revealing the midriff.

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 to change or, if this is not possible, may be separated from the usual UTC activities for the day, for example in isolation. In these circumstances, the parent will be contacted and informed of the situation prior to the student leaving site.

3. Physical Education Clothing

Students must wear the UTC designated PE kit or appropriate plain (blue, black or grey) attire whilst awaiting delivery of kit items for these activities, provided it is not worn with their everyday wear or their PPE.

Students require:

- trainers
- shorts
- plain polo shirt (no football or team shirts)
- socks

Tracksuits may be worn providing they are activity appropriate.

4. Engineering and Design Technology

Students require:

- appropriate footwear for the workshops. This should be a black/brown or grey work shoe/boot with a re-enforced toecap. There is no stipulation on kite mark or British Standard for these.

Students will be provided with:

- Lab coats/safety jackets/safety goggles and other safety wear and these must be worn as directed.

5. Science

Students will be provided with:

- Lab coats/safety jackets/safety goggles and other safety wear and these must be worn as directed.