



## **PROFESSIONAL GUIDANCE**

Teaching is a profession and there is an entitlement of duty of care and respect towards other professionals. Teachers and additional staff are role models for pupils and students and it is expected that we maintain high standards of professionalism at all times.

### **GUIDANCE**

- Courtesy and respect should be shown to pupils, students, colleagues and parents
- Staff should not express criticism of colleagues in public
- A copy of any written complaint about a member of staff must be given to the person concerned
- Staff should be sensitive to and about the language that they use to other staff, students and parents
- Relationships with pupils, students and parents should be non-confrontational
- Staff should maintain a professional distance with pupils and students inside and outside school
- Governors of the school believe that staff should not partake of alcohol with pupils or sixth form students either inside or outside school
- Staff are advised that when they are dealing with pupils or parents in a professional capacity they should not be smelling of alcohol
- It is good practice to acknowledge any parental contact, either by phone or letter, or e-mail within 48 hours
- Staff are reminded that Lampton is a non-smoking school.
- Senior Leadership endeavour to set realistic deadlines for staff
- Deadlines should be strictly adhered to because failure to meet deadlines increases the workload on others
- If a member of staff has problems meeting a deadline then it should be their responsibility to see their SLT Line Manager
- Staff should actively support the behaviour policy of the school so that there is a consistency of approach which is fairer to students and pupils
- Staff should abide by the Staff Dress Code

### **PROFESSIONAL GUIDANCE - DRESS CODE**

#### **MAINTAIN A PROFESSIONAL IMAGE**



The school expects its staff to dress in a professional way. Your clothes should represent a positive and professional image of the school and not cause offence to others. Please remember the broad cultural diversity of the school and the varied professional demands this makes upon us.

## **THE SCHOOL POLICY**

Everyone should wear smart business dress.

The following items do not portray a professional image and should not be worn at work:

- Cropped t-shirts/ trousers, halter neck tops or any clothing with excess flesh visible, visible underwear or skirts above mid-thigh
- Casual T-shirts or any clothing with slogans or unsuitable brand names that may cause offence
- Trainers or flip-flops
- Baseball caps
- Sportswear including football shirts and rugby tops
- Shorts (PE staff can wear shorts). PE staff should wear 'Lampton' PE clothing
- No jeans or jean skirts of any colour or type. Exceptions are non-uniform and INSET days when smart jeans can be worn
- Extremes of fashion are not acceptable: includes hairstyles, makeup, visible body piercings (with the exception of ear and nose piercing), as well as clothes

Men should wear a shirt and tie and smart trousers. Jackets are optional for male and female members of staff. Members of staff should not chew gum, when in the presence of pupils. Teachers of practical subjects should wear protective clothing when necessary. If there is any doubt about the expectations speak to your line manager (head of department, head of year).

Staff should not walk around the school site, attend assemblies and Staff Briefings or teach while drinking tea / coffee etc. as this does not portray a professional image.

## **LINE MANAGER'S RESPONSIBILITY**

Please make sure your team keep within the spirit and intent of the policy and you should provide clarification for people as and when required. If however a member of your team does not comply with the Dress Code policy then you must discuss this with the individual to avoid the situation occurring again. Those who regularly fail to comply with the Dress Code policy should be referred to a member of the Senior Leadership Team.

## **FINDING OUT MORE**

If you need further information, please talk to your line manager.