



Dress Code

Introduction

UTC Reading is an educational environment where our intent is ***“to prepare students for the world of work.”*** Every company we work with has a dress code or clear expectations of what their employees are expected to wear. UTC Reading is no different.

UTC Reading has a well-defined dress code that applies to all students and staff members that study or work at the UTC.

Our Dress code is **Smart Professional Dress**.

Meeting the UTC Reading Dress Code is one of the ways our staff and students show that they are committed to and support our culture and expectations of being Ready, Respectful and Relentless.

We ask that parents/carers support this dress code by ensuring their children have the required garments and regulate the clothing worn to the UTC each day.

Aim

At the UTC students, will be expected to dress in smart, professional business wear.

These expectations are designed to:

- Promote a sense of pride in the UTC in line with our ethos, values, and beliefs.
- Encompasses a sense of community and belonging.
- Supports positive behaviour and discipline.
- Is practical, smart, and professional.
- It identifies students within the UTC.
- Prevents students from coming to the UTC in fashion or ‘designer’ label clothes that could be distracting in lessons or create a sense of competition.
- Students feel equal to their peers in terms of appearance and helps nurture cohesion between different groups of students.

We require all staff and students to adhere to our Dress Code.

These expectations will be reviewed annually.

Dress Code Expectations

Personal Identification – Lanyard and ID badge

All students in all year groups must have their ID badge and appropriate coloured lanyard (green KS4, blue KS5) always worn around their neck. Staff will wear a black, Activate Learning Education Trust Lanyard with their ID badge. The ID badge should face outward with the picture of the student/staff and their name on display at all times. Unless advised to remove them for safety purposes when carrying out practical activities. This is not only part of the dress code but an essential part of our method of safeguarding our community and identifying who is on site.

It is also important that we can differentiate between visitors (pink lanyard) and members of our community to ensure that we keep our students safe.

Clothing expectations – Pictures to support the descriptions in the table below can be found in appendix A.

Compulsory Top Items
<ul style="list-style-type: none">Smart formal blazer or UTC Reading branded jacket with either:<ol style="list-style-type: none">Smart shirt with collar (typically light in colour, plain, striped or checked with a collar. Can be short or long sleeve.) or.Smart blouse (typically light in colour, plain, striped or checked with a collar. Can be short or long sleeve) orSmart work top (Can be short or long sleeve, see also clothing items not permitted)
Compulsory Bottom Items
<ul style="list-style-type: none">Smart formal trousers (suit trousers or chinos) orSmart skirt (knee length) orSmart dress (knee length)
Compulsory Shoes
<ul style="list-style-type: none">Black, brown or Tan Leather smart shoes. <p><i>Heel height should be modest and comfortable to walk on throughout the day.</i></p>
Optional Extras
<ul style="list-style-type: none">TieBow tieTights – Where tights are worn, they should be dark or neutral in colour.Jumpers/Cardigans - should be plain, simple in colour and can be worn under the business jacket but not instead of.WaistcoatSmart jewellery
Compulsory Sport Clothing (Year 10 and 11 Sports lessons)
<ul style="list-style-type: none">UTC Polo Shirt with UTCR logo or plain navy or black polo shirtNavy or black tracksuit bottoms or shortsTrainers for indoorsFootball boots & socks (where appropriate)
Compulsory Engineering Clothing
<p>For those students who opt to take engineering courses or chose to do engineering activities during enrichment, safety shoes will need to be provided by the student for all timetabled sessions in the workshop (room 111 or 112). These can be kept at the UTC in lockers.</p> <p><i>Lab coats/safety jackets/safety goggles and other safety wear will be provided for engineering and science practical's</i></p>

Clothing and other items not permitted inside the UTC
<ul style="list-style-type: none">• Jeans or torn trousers/jeans (This includes black jeans)• Leggings (unless worn under a dress or skirt instead of tights)• Casual sports clothing• Polo shirts (other than for sport)• Large visible logos/motifs• Hoodies of any kind• Sweatshirts of any kind• T-shirts of any kind• Shorts of any kind• Trainers of any kind• High heels• Open footwear/Flip flops• Strapless tops/crop tops/Camisole tops• Overly tight or revealing clothes, including mini-skirts, excessively low-cut tops or revealing the midriff.• Baseball caps, woolly hats, beanies, scarves, snoods

General Expectations that apply
<ul style="list-style-type: none">• Coats – All coats should be smart and plain. Coats can be worn when moving around the building but should be removed for lessons, assemblies, meetings and other formal events.• Hair – Hair should be neat, tidy, and well-groomed.• Make-up – Should be professional and discreet.• Scarves and Hats – Can be worn to and from the UTC in the colder months but must be removed and kept off upon entry the UTC. They can be stored in bags and lockers.• Jewellery – Should be kept simple and smart• Facial coverings - for religious reasons are expected to be removed whilst at the UTC to ensure individuals are identifiable.• Cultural dress inc. durags – Only permitted if parental permission is given and agreed by the Head of School

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

In serious cases where in the opinion of the senior team, a student's appearance is unacceptable, the student will be asked to change into appropriate uniform items in replacement of inappropriate clothing. UTC Reading will hold a stock of appropriate uniform items for these circumstances. Alternatively, students may be asked to return home to change and in these circumstances, the parent will be contacted and informed of the situation prior to the student leaving site.

The senior team will on occasion approve a dress down day for staff and students to raise money for a particular charity. These dates will be communicated in advance.

Appendix A - Dress Code Guide

Below are examples of acceptable smart professional dress

UTC Reading jacket:



Non-branded items:



Examples of Acceptable Shoes





Examples of shoes that are not acceptable



Examples of Clothing items that are not acceptable

<p>Jeans or torn trousers/jeans (This includes black jeans)</p>	
<p>Leggings of any type or colour (unless worn under a dress or skirt instead of tights)</p>	
<p>Casual Sports Clothing</p>	
<p>Any type of Polo Shirt (unless required for sport)</p>	
<p>Hoodies of any kind or colour</p>	

<p>Sweatshirts of any kind or colour</p>	
<p>Strapless tops/ crop tops/ Camisole tops</p>	
<p>Overly tight or revealing clothes, including mini-skirts, excessively low-cut tops or garments revealing the midriff.</p>	