



## DRESS CODE POLICY

<b>POLICY INTENDED FOR:</b>	Students
<b>CATEGORY:</b>	Behaviour
<b>PUBLISHED:</b>	Server, Policy Folders at College and Students Accommodations, Staff Handbook
<b>POLICY IMPLEMENTED BY:</b>	Principal
<b>POLICY MONITORED BY:</b>	Student Services Manager
<b>REVIEWED BY:</b>	Student Services Manager and Principal
<b>REVIEWED DATE:</b>	August 2020
<b>CONSULTATION WITH:</b>	Senior Leadership Team (SLT)
<b>RECORD OF CHANGES &amp; ADDITIONS:</b>	Jan 2020: clarification on disciplinary actions added
<b>NEXT REVIEW:</b>	August 2021

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### INTRODUCTION

Oxford International College seeks to prepare its students for their future studies, careers and lives once they leave the College. We wish for students to leave us prepared with the correct etiquette for working and professional environment, which includes appropriate dress. For this reason, we operate a strict dress code.

### SUITABLE ATTIRE

Students are expected to wear 'Smart Casual' attire when on college premises or attending college facilitated field trips, work placements, volunteer work or other offsite activities where they are seen to be representing the College. Suitable attire includes:

- Smart trousers and jeans
- T-shirts and polo shirts
- Smart shorts, skirts or dresses of a reasonable length
- Smart shirts and blouses
- Smart trainers, shoes or boots or sandals with a back strap.
- Shoes with a heel of no more than 2 inches height.
- Smart outerwear, i.e. coats, scarves etc. (not to be worn during lessons)

Students are expected to ensure clothes are laundered and ironed as required. Unwashed, crumpled or visibly damaged clothing will be considered a dress code violation.

### UNSUITABLE ATTIRE

Attire which is deemed inappropriate and is not allowed under the college dress code includes:

- Cropped tops
- Strapless tops, backless tops, or tube tops
- Muscle vests, tank tops or sports vest tops
- Low cut tops
- Visible underwear or swimwear
- Sports leggings: plain leggings may be worn underneath a skirt
- See through attire
- Short shorts or skirts; shorts and skirts should be of extended fingertip length or longer
- T-Shirts with inappropriate or offensive slogans or images, specifically;
  - Images or slogans with sexual connotations

- Images or slogans relating to drug, tobacco or alcohol
- Images or slogans containing swearing or otherwise inappropriate language
- Images or slogans which could be considered offensive or disrespectful to others
- Ripped or torn clothing – intentional or otherwise
- \*Headwear; including hats or hoods worn up
- Flip flops, sliders or other backless footwear
- Excessively high heeled or platformed shoes

**\*Headwear worn for religious reasons is exempt from this guideline and will not be considered a violation.**

### MAKE-UP, HAIR COLOUR JEWELLERY & ACCESSORIES

Students are requested to keep make-up and any hair colouring minimal and business appropriate.

Certain jewellery and accessories are unsuitable to be worn specifically within the College itself and on certain field trips where they may present a health and safety risk. Such items which are not allowed on this basis include:

- Excessive jewellery
- Excessively dangly or chunky jewellery
- Choker style necklaces
- Sunglasses worn inside

**Note:** Body piercings are not prohibited but students may be asked to remove or cover such piercings during scientific experiments, physical activities or other activities where they may be deemed a health and safety risk.

### COLLEGE ID CARDS

Students are expected to wear their College ID cards, on the lanyard provided, and to ensure it is visible at all times, whilst on College premises.

### DRESS CODE VIOLATIONS

Students found in violation of the dress code policy will be challenged and may be asked to return to their accommodation to change.

Students repeatedly failing to comply to the College dress code will be sanctioned according to the promoting good behaviour, sanctions and discipline policy as below:

- Each dress code violation will be logged on the sanctions spreadsheet
- 3 dress code violations will result in a formal written warning & detention
- A further detention and written warning will result from each dress code violation thereafter



### FURTHER INFORMATION

For further information about the dress code at OIC please speak with Jenny Bourlakis.

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