



A C A D E M I E S

Business Dress Policy

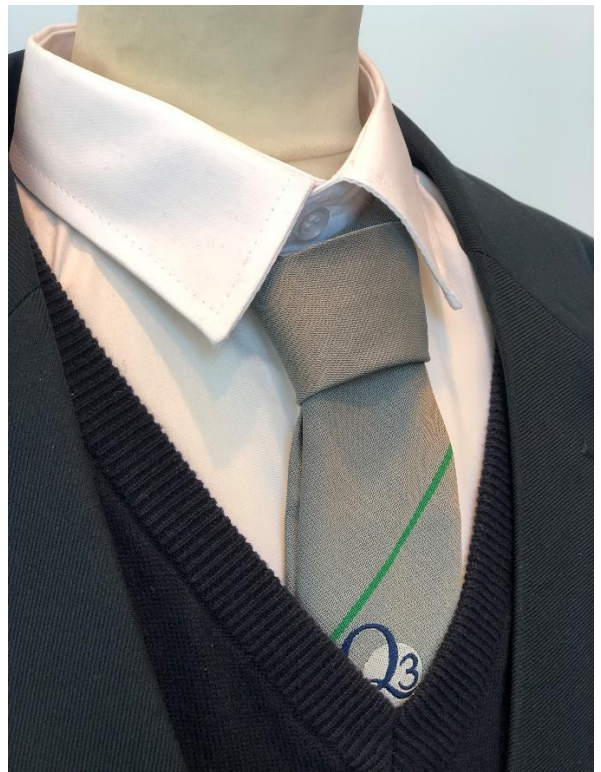
Policy Owner:	Andrew Martin
Ratified by:	QAT Board
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Years 7 – 11: ‘Dressed for Success’

Students	How to be worn/other information
Company Identity Badge	If lost a charge will be levied for a replacement.
Pin Badge	To be worn on jacket lapel and visible at all times. If lost a charge will be levied for a replacement.
Plain Navy Business Suit, long trousers (not skinny fit/leggings), Plain Knee Length Navy dress, or Knee Length Skirt	
White shirt or blouse	Tucked in.
Q3 tie or Cravat	Correct length tie with the ‘Q’ clearly visible. Great Barr/Tipton Cravat tied outside and Langley tied inside shirt/blouse.
Plain black or navy outdoor coat	Not to be worn inside the building. Q3 Academy Langley - branded coat and bag
Q3 Academy Jumper	Over the shirt and below the Business Dress Jacket. This garment is Optional. <i>No hooded tops, denim jackets, sweatshirts, cardigans or track suit tops</i>
Black low-heeled sensible style lace up or slip on shoes without logos – These need to be polished	<i>Branded trainers or trainer style shoes are not allowed. No boots are allowed. No canvas or suede footwear allowed.</i>
Black or navy coloured plain socks. Black, navy or opaque/flesh coloured tights (no patterns)	



Students: 'Dressed for Action'

All students should wear the Academy tracksuit and polo shirt. The current Year 7 in all three academies are required to wear the new Macron kit.

Proper footwear is essential for physical activity. Sometimes a student's footwear is chosen based upon what is aesthetically pleasing rather than what is best for safety and efficient movement.

Sport trainers must provide support and stability to engage in physical activities. Therefore, skateboarding shoes, Vans, Converse, or any other type of canvas shoe, are not permitted for PE or wellbeing active lessons. All students must wear suitable sport trainers although these do not need to be expensive or any specified brand.

Please note the following general guidelines:

Jewellery

One pair of small (no wider than 5mm) plain gold or plain silver studs no jewel (one in each earlobe) and a small plain wrist watch are allowed. Nose studs, ear-spacers, related jewellery, or any other piercing(s) on the body are not allowed. Rings, bracelets and necklaces are not to be worn whilst at the Academy for health and safety reasons.



Make Up

No make up to be worn at any time by any student. If found to be wearing make up the student will be told to remove it. Eyelash extensions, nail varnish and/or nail art or extensions are not permitted.

Hairstyles

Brightly coloured hair dyes, totally shaved/decorated or extreme hairstyles are unacceptable. Hair accessories must be sensible and either black, grey, or navy blue.

In all matters relating to Business Wear, the Head of School's decision is final.

Suppliers of Academy Dress

Uniforms Plus

935 Walsall Road

Birmingham

B42 1TN

Tel: 0121 357 8285

Web: <https://uniformsplus.co.uk>

The School Uniform Merchant

127 High Street

Tipton

DY4 9JE

Tel: 0121 520 3120

Web: <https://www.theschooluniformmerchant.co.uk>

Confiscations

Items of non-Academy Business Dress that are confiscated by a member of staff will be retained until the end of the day, when the item should be collected by the child e.g. a cap or hooded top.

Items of value e.g. jewellery that are confiscated will be taken to Reception, where it will be logged in the Confiscation Book and locked away until a date agreed with parents to collect.

Mobile Telephones

Q3 Academy Great Barr's policy is to confiscate mobile phones if they are found to be switched on during the academic day. Students are responsible for the safety and security of their telephones. They must not be used to send or receive calls/messages at any time other than on the student's way into or out of the Academy. Mobile Telephones that are confiscated will be taken to Reception, where they will be logged in the Confiscation Book and locked away. Parents will then be notified on the same day. Collection can only be made from Reception by a parent/carer on the date agreed by the Academy. The Academy cannot be held responsible if these items are lost or stolen, and is not liable therefore for any loss.

Q3 Academy Langley's policy is for students' to hand in their phones during morning Tutor Time and these are returned at the end of the day. Mobile telephones will be confiscated if seen and returned after the Head of School detention has been completed by the student. Students must not use their phone after they are through the final gate to the Academy. Members of staff can still confiscate phones if they are seen after the final gate to the Academy. The Head of School reserves the right to confiscate the mobile phone for longer if needed.

Q3 Academy Tipton's policy is to confiscate mobile phones if they are found to be switched on during the academic day. Students are responsible for the safety and security of their telephones. They must not be used to send or receive calls/messages at any time other than on the student's way into or out of the Academy. Mobile devices that are confiscated will be taken to Reception, where they will be logged in the Confiscation Book and locked away. Parents will then be notified by telephone on the same day. Collection can only be made from Reception by a parent/carer on the date agreed by the Academy. The Academy cannot be held responsible if these items are lost or stolen, and is not liable therefore for any loss.

Laser Pens and Computer Games are not permitted in the Academy. Any that are confiscated will be taken to Reception, where they will be logged in the Confiscation Book and locked away. Parents/carers will then be notified on the same day. Collection can only be made from Reception by a parent/carer on the date agreed by the Academy day. Please note, for Langley students this will be a Friday.

The Governing Body will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

In all matters relating to Business Wear, the Head of School's decision is final.

Sixth Form: Dressed for Business

- All students will adhere to the Sixth Form Business Wear Policy at all times, as detailed below:
- Phones, MP3 players, and headphones must never be visible around the Academy.
- Gum should not be chewed in the Academy at any time.

STUDENTS

Tailored suit or tailored blazer with long trousers or knee length skirt;

Tailored shirt/blouse and/or jumper (not to be worn as an alternative to a jacket);

Tie;

Black, navy, dark grey socks or tights not patterned;

Black or brown shoes;

Pin badge; ID badge.

1 small (no wider than 5mm) plain ear stud permitted in each earlobe.

Small wristwatch.

Hair/eyebrows – as per Academy policy (no extreme colours or styles – the Head of School's decision is final).

A natural style of make-up is permitted.

Suitable clothes for P.E./Recreation.

- It is expected that every student starting at Q3 Academy Sixth Form will adhere to this policy.
- All Sixth Form students are expected to wear smart business dress to create a good impression, i.e. to imagine they were attending an interview.
- Smart shoes are expected.
- Nose studs, ear-spacers, related jewellery, or any other piercing(s) on the body are not allowed. Rings, bracelets and necklaces are not to be worn whilst at the Academy for Health and Safety reasons.