



**Help for non-English speakers** - If you need help to understand the information in this policy, please contact Administration at Ph. 8766 4000

## PURPOSE:

The purpose of this dress code policy is to maintain a professional and appropriate appearance for all staff members of Barton Primary School. The dress code policy aims to ensure that staff members present themselves in a manner that reflects the school's values.

## POLICY:

All staff members are required to adhere to the following dress code policy:

### GENERAL GUIDELINES:

- Staff members are expected to dress in a professional and appropriate manner that is suitable for a school environment.
- Clothing should be clean, and neat, and should not have any offensive or inappropriate wording, images, or symbols.
- Footwear should be appropriate for the work environment.
- Sun Hats need to be worn when working outside during Term 1 and Term 4 which is provided to all staff at the commencement of their employment at Barton Primary School.
- Barton Primary School badge needs to be always worn which is provided to all staff at the commencement of their employment at Barton Primary School.
- Barton Primary School fluoro vest to be worn during yard duty, assemblies and attending excursions which is provided to all staff at the commencement of their employment at Barton Primary School.

### SPECIAL EVENTS:

- Staff members may be required to dress differently for special events such as graduation ceremonies, parent-teacher conferences, and meetings with stakeholders. Staff members will be notified in advance of any special dress code requirements for such events.

This dress code policy is intended to maintain a professional and appropriate appearance for all staff members of Barton Primary School. Staff members are expected to comply with this policy to ensure that the school's values are reflected in their appearance.

### STAFF UNIFORM ORDERING PROCESSES:

All Barton Primary School Staff are welcome to purchase uniforms. If you have any enquiries related to staff uniforms, please contact Aaron Abella.

## ITEMS & COST:

The supplier used for the staff uniform is Biz Collection organised by an account with RSEA Safety. The colours of the uniforms available will be navy and white or just navy. The items will be embroidered with the school logo.

<p><b>Mens/Ladies Razor Polo</b> Product Code: <a href="#">P405MS</a> / <a href="#">P405LS</a></p>	<p><b>Mens/Ladies Plain Micro Fleece Vest</b> Product Code: <a href="#">F233MN</a> / <a href="#">PF905</a></p>
 <p><b>Cost:</b> \$28.35 incl. GST (includes embroidery)</p>	 <p><b>Cost:</b> \$31.14 incl. GST (includes embroidery)</p>
<p><b>Adults Razor Team Jacket</b> Product Code: <a href="#">J408M</a></p>	<p><b>Mens/Ladies Soft Shell Jacket</b> Product Code: <a href="#">J3880</a> / <a href="#">J3825</a></p>
 <p><b>Cost:</b> \$55.25 incl. GST (includes embroidery)</p>	 <p><b>Cost:</b> \$79.25 incl. GST (includes embroidery)</p>

For more information, please visit <https://www.bizcollection.com.au/> and search the product code

\*\*\*Please note: Cost is subject to change is correct as of 18/04/2023

## PROCESS:

1. To minimise the impact on the Admin team with processing payments, Uniform Orders will be done at the beginning of each term.
2. Staff will decide what items they want and the size they wish to purchase. The item is non-refundable unless there is a fault with the item as they are embroidered with our school logo.
3. Staff will need to complete a *Barton Uniform Order Form* which will require to select item, size and quantity which will pre-populate information and total cost incl. GST  
*Save a copy and email back to Aaron Abella*

### Order Form Proforma



Barton Staff  
Uniform Order Form

4. Payment for the uniforms **must occur immediately** at the school's front office EFTPOS Machine. See a member of the finance team. A copy of the receipt will be provided. Please use this to make claims for tax purposes.
5. Once all staff has paid for their uniform, Aaron Abella will create a Purchase Order and complete a bulk order of the uniforms to deliver to the school (free freight). The timeframe of this process can take up to 4 weeks.

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Hard copy available from school administration upon request

## POLICY REVIEW AND APPROVAL

Policy last reviewed	8th May 2023
Approved by	Principal
Next scheduled review date	8th May 2026