



Harrison College Ltd

Student Dress Code

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To support an inclusive, calm, and professional learning environment, and to help students prepare for workplace expectations, Harrison College's dress code policy is implemented as appropriate to balance the requirements of both a college and business work-related setting. This guidance is in place to reduce potential distractions, support sensory comfort for all students, and promote a professional appearance aligned with employers' expectations. This expectation supports equality, reduces sensory and visual distraction within shared spaces, and aligns with safeguarding principles and employer standards.

At Harrison College, we strive to maintain high standards of appearance and encourage parents and carers to support us in ensuring our students arrive for the day looking smart and professional in appropriate business wear. It is important for students to learn to follow a dress code regardless of what dress code relates to their preferred future career or employment route. This teaches students the importance of presenting themselves appropriately and prepares them for the world of work where uniforms or dress codes are necessary—particularly important for our students who are preparing for and accessing internships in real working businesses and organisations. We have business's visiting the college daily, therefore a good first impression is an important quality to show to prospective employers and internship providers.

All Harrison College students and employees are expected to wear smart and professional attire and adhere to the relevant code of conduct or policy. A description of what this entails is detailed below, as well as regularly communicated and explained during induction, briefings and within skills sessions such as self-management and career development sessions:

Acceptable clothing Items:

Tops: Shirt, blouse, plain or tonal branded v neck or round neck jumper, polo shirt, cardigan, dresses, waistcoat, ties, 3 piece suit (shirts must be buttoned up, tucked in and are not to be worn open over a T-Shirt)

Outerwear: Suit jacket or blazer (optional)

Bottoms: Tailored trousers, smart chinos, suit trousers, corduroy and linen trousers

Skirts and tailored Shorts: Must be at least knee length or below, no shorter. Ensure a proper fit that is neither too tight or too loose. Tights should be worn with skirts. Shorts should be tailored and not sports shorts

Footwear: Black shoes, ankle boots, low blocked heels and smart boots. Polishable or suede that can be plain, laced or slip on with a closed toe and heel. These should be clean, free from dirt, excessive scuffs and in good repair.

Hair: Natural hair colour dyes are acceptable. Long hair should always be brushed, tied back and tidy.

Coats: Must be removed and put in the locker during the college day or on the allocated coat stands.

Bag: Required for personal items. Keep this small so it will fit in your locker.

Summer Term and Hot Weather: During the summer term and in hot weather students should always wear business-appropriate clothing. Sunglasses and caps are allowed when staff have allowed this during outside activities and practical expeditions.

Cold weather: Dress appropriately for travel into college and to keep out the cold and rain from your college clothes. You may want to consider more layers that you can add or remove during colder spells.

Accessories:

Jewellery: Students are permitted to wear jewellery that is professional, discreet and suitable within workplace and practical health and safety environments. A watch, necklace, and studs in the ear are acceptable. Discreet bracelets and small rings are allowed. Piercings are only permitted in the ear.

Make-up: Students may choose to wear make-up; however, any make-up worn should be subtle and appropriate to a professional learning or workplace environment. Discreet make-up is permitted that looks natural and acceptable for meeting an employer.

Tattoos: Attempts should be made to cover visible tattoos such as long sleeves, watches, clothing and cover up make-up.

Not permitted clothing and accessory items:

Tops: Hoodies, sweatshirts, fleece's, sports or sport sponsored ie football teams, offensive slogans. T-shirts, crop tops, sleeveless tops, see-through and clothing exposing the chest, stomach and upper leg area are not permitted

Bottoms: Jeans, jeggings, leggings, combat pants, outdoor and walking trousers, tracksuits, are not permitted.

Skirts and tailored Shorts: sports shorts, hot pants, short skirts, miniskirts, slitted skirts

Footwear: UGG boots, slippers, pumps, fashion branded trainers, black trainers, sports trainers, wellingtons, hiking boots and stilettos are not permitted; no open-toed shoes, sandals, flip-flops, or sliders.

Hair: Hair dyes of unnatural colours like pink, red, yellow, orange, green, blue, indigo, and violet are not allowed. Hair should not be over your face or able to get caught in machinery or equipment.

Accessories: Large, dangly, or sharp, pointed earrings, stretchers and other forms of large, protruding jewellery are not permitted for 'first impressions' and health and safety reasons. Piercings in the mouth, nose and face are not permitted.

Make-up: Very heavy or dark make-up that is highly noticeable or distracting is not permitted, as this can impact focus, sensory comfort, and readiness for work-related settings

Tattoos: No overly visible or offensive tattoos are allowed.

Coats: Outdoor coats and clothing must not be worn inside the college premises.

Summer term and hot weather: Beachwear, vest tops, sleeveless tops, flip-flops, hats, etc., are not allowed. Sunglasses, caps and visors are not permitted within college or in outdoor sessions unless staff have informed you otherwise.

Cold weather: Hats, gloves, scarves, coats, wellingtons, waterproofs and jackets for cold and wet weather must be removed during college time and put in your locker or on the allocated coat stand.

General Guidelines:

Students are expected to always wear business dress in college, on external visits when representing the College, and on internships unless otherwise stated in their internship contract. Please ensure that your clothes fit well and are clean and ironed and free from dirt and wrinkles.

We will always advise students prior to visits, partaking in practical sessions, on group internships, attending external activities or events, and during career related visits on the suitable business attire or college uniform to be worn. This may include adaptations to the college dress code and require personal protective equipment (PPE) to be worn. The temperature and environment visited may also require certain adaptations to clothing such as hiking or outerwear. This will be communicated to the students in advance verbally as well as stipulated in an email prior to the event. There will be an opportunity given to discuss this with your staff in case you require any reasonable adjustments.

Harrison College reserves the right to refuse entry to any student not adhering to the dress code if no prior authorisation has been approved. It is essential that any potential issues with the dress code are discussed in advance with the SENDCo to avoid any disruption to the student's learning experience.

SEND and Equality:

Staff will apply this guideline sensitively, taking into account individual needs, reasonable adjustments, and the college's commitment to dignity, wellbeing, and safeguarding

At all times, the individual needs of the student indicated within their EHCP, or SEN statements may require certain adjustments and considerations to ensure that we are adhering to the SEN Code of Practice 2014 and the Equality Act 2010. Any concerns regarding this guidance will be managed respectfully and on an individual basis, with consideration given to SEND needs, sensory differences, and reasonable adjustments, in line with college safeguarding and equality policies.

It is of paramount importance that the student, parent, or carer informs us immediately of any barrier they may feel needs to be considered by the SENDCo and inclusion team regarding this policy.

SENDCo is Sean Glossop s.glossop@harrisoncollege.co.uk

Designated Safeguarding Lead is Gail Stonier gstonier@harrisoncollege.co.uk

Thank you for your cooperation and support in maintaining our standards of professional appearance.