

### **Uniform and Appearance Guidelines:**

The principles of these guidelines are that students should dress smartly and with formality appropriate for the business/educational workplace. Students should be mindful that at all times and in all places their appearance and conduct contribute to the community's perception of Space Studio West London. Students are important representatives of SSWL and as such their appearance must be outstanding and they are asked to observe the dress code outlined below. This applies on SSWL premises, when travelling to and from SSWL, attending examinations or representing SSWL in any way.

SSWL reserves the right to point out errors of judgement and taste: in such matters, the SSWL's decision is final. A student who does not dress in accordance with the dress code may be sent home to change, or otherwise address their appearance.

Below is a summary of our expectations. All uniforms must be well fitting and not excessively tight or short, in a way not appropriate for a workplace.

#### **Years 10 & 11: School Uniform**

- School blazer (students must have their SSWL school blazer with them at all times)
- School sweater, which must be worn at all times, unless directed otherwise by the school. (This will usually only occur during the Summer term)
- Plain white collared shirt, with a top button which must be done up and tucked in
- T shirts and vests worn under white shirts must be subtle and plain and not clearly visible
- School tie, which must be worn over a closed top button

#### **Bottoms:**

- Year 10s and 11s must either wear formal trousers or skirts
- Trousers must be plain, black, classic uniform style tailored straight-cut trousers. Casual "leisure/chino/boot-leg or skinny style", that are tight on the thighs or excessively flared at the ankle are not allowed. Skirts must be plain black, with either plain white/black socks or plain black opaque tights
- Shoes must be plain black, low heeled, fully enclosed leather shoes. No trainers, boots, or other unsuitable footwear is allowed. Shoes must be robust enough for poor weather. Laces and soles on shoes must be black

### **Years 12 & 13: Business Dress Tops**

- T-shirts, vests and other undergarments worn under white shirts must be subtle and plain and not clearly visible
- Shirts may either be a plain collared shirt, tucked in, with a top button, which must be done up or smart tops of a modest length and neckline, such as blouses. Tops with spaghetti strap sare not appropriate. If wearing a collared shirt, students must wear a tie
- Jackets must be a suit jacket which should be plain and dark in colour. Students may wear a smart fine knit, plain jumper. Chunky knit jumpers or patterned jumpers are not acceptable

### **Bottoms**

- Bottoms may either be smart trousers or a formal tailored skirt or a tailored dress. These should be plain and dark in colour

### **Shoes**

- Plain black low heeled fully enclosed leather shoes. No trainers, high heels or other unsuitable footwear are allowed. Shoes must be robust enough for poor weather. Laces and soles on shoes must be black

### **P.E. Kit**

- All students must wear P.E. kit in all P.E. lessons. The SSWL P.E. is outlined below:
- SSWL Polo Shirt
- Dark P.E. Shorts or dark tracksuit bottoms
- Dark P.E. socks
- Trainers with non-marking soles or football boots (for field use)
- PE Fleece (issued in September)- hoodies are not allowed
- Optional items include: shin guards, gum shields etc, according to the age of the student and the sport being played

### **Coats**

- Coats should only have discreet slogans. No hoodies or tracksuit tops of any description are allowed

### **Hairstyles**

- Hair should be neat and well-cared for. Where hair is of shoulder length or longer it should be tied back in laboratories, workshops and during P.E. for safety reasons. If dyed, the hair must be a natural colour
- Students are not to wear extreme hairstyles (e.g. lines shaved into hair, number one shave, extreme colours, lengths, Mohican styles etc...). The School reserves the right to decide what is extreme but invites students and parents/carers to ask in advance if they need guidance

### **Make Up**

- All students may wear subtle foundation and mascara.
- Year 10 & 11 students should not wear lipstick, eye shadow, blusher, false eyelashes, nail extensions and nail varnish. Students will be asked to remove nail extensions and nail varnish
- Year 12 & 13 students may wear subtle lipstick, eye shadow and blusher, false eyelashes, nail extensions and nail varnish
- Any excesses will be challenged and the School will reserve the right to decide on what is appropriate.

### **Hats and Scarves**

- Hats must be plain black or blue and woollen and can only be worn in winter months or unseasonal cold snaps (the school will determine when the weather is cold enough to merit hats). Baseball caps are not acceptable. No hats are to be worn in the buildings
- Scarves, including headscarves, must be dark and plain

### **Piercings, Jewellery and Tattoos**

- There are to be no piercings at all except for one small, plain gold or silver stud in each ear. No deviation from this rule will be allowed due to health and safety requirements. No students will be allowed to enter the School or lessons with other facial piercings
- Year 10 & 11 students should not wear any jewellery, except for a discreet watch
- Year 12 & 13 students may wear other jewellery that is tasteful and appropriate for a business workplace
- Students will not be allowed to enter the school with a visible tattoo
- Hair decorations or clips must be subtle
- Again, the School reserves the right to decide what is appropriate

### **Facial Hair**

- Beards should be neat and tidy, otherwise students are to be clean shaven

### **School Bags**

- Students must bring appropriate equipment in a plain, dark coloured bag large enough to carry their school equipment
- Year 10 & 11 students should bring the following items to the school daily: pencil case containing pens, pencils, a mathematical geometry set (including a ruler, compasses, protractor, eraser and set square), a scientific calculator, and other equipment required for lessons on the day e.g. P.E. kit. There should be no expectation that the School will lend students any equipment at all
- The school reserves the right to make exceptions to any of the outlined above



**Space Studio** West London

an Aspirations Academy