



A C A D E M I E S

Business Dress Policy

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Business Dress - Uniform Policy

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Years 7 – 11: 'Dressed for Success'

MALE	How to be worn/other information	FEMALE	How to be worn/other information
Company Identity Badge	If lost a charge will be levied for a replacement	Company Identity Badge	If lost a charge will be levied for a replacement
Q3 Academies Pin Badge	To be worn on Jacket Lapel and visible at all times	Q3 Academies Pin Badge	To be worn on Jacket Lapel and visible at all times
Navy Pin Striped Suit	Q3 Academy Tipton Year 10 and 11 please see note below*	Navy Pin Striped Suit (Trousers or Skirt)	Knee Length Skirt
White shirt	Tucked in	White blouse	Tucked in
Company tie	Correct length with the 'Q' clearly visible	Company Cravat	Great Barr tied outside and Langley/Tipton tied inside blouse.
Plain black or navy outdoor coat	Not to be worn inside the building. Q3 Academy Langley - branded coat and bag	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	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>		<i>No hooded tops, denim jackets, sweatshirts, cardigans or track suit tops</i>	
Black lace up or slip on shoes without logos – These need to be polished		Black low-heeled sensible style without logos – These need to be polished	
<i>Branded trainers, trainer style, canvas or suede shoes or boots are not allowed. Doc Martin shoes and boots are not allowed</i>		<i>Branded trainers, trainer style, canvas or suede shoes or boots are not allowed. Doc Martin shoes and boots are not allowed</i>	
Black or navy coloured plain socks (no patterns)		Black or navy plain socks or black, navy or opaque/flesh coloured tights (no patterns)	

*Q3 Academy Tipton Years 10 and 11 may wear black blazers with the Q3 Academies logo on the breast pocket and either black school-style trousers or skirts instead of the Business Wear. However, students may prefer to purchase the new Q3 Academies business wear if they prefer.



Great Barr
Business Dress



Great Barr
Business Dress



Langley/Tipton
Business Dress



Langley/Tipton
Business Dress

Male & Female: '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. 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.

Please note that skin fade hairstyles are not permitted within the Academy. The pictures below show example images of this particular style that are not allowed within the Academy. If you need advice or clarification, please contact us prior to your child's hair being cut.



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

Suppliers of Academy Dress

A great deal of effort has gone into working with the students to develop the Business Dress at an affordable price. At present our suppliers are A Oakes in Oldbury and Uniform Plus in Great Barr. Any parent/carer who has difficulty obtaining any item of Business Dress should contact Mrs May at Q3 Academy Great Barr. No variation of the clothing listed is acceptable and students will not be allowed to go to lessons until the situation is rectified. Parents/Carers will be telephoned and asked to bring to the Academy the correct item of clothing.

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 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.

Q3 Academy Langley's policy is students' hand in their phones during morning Tutor Time and are returned at the end of the day. Mobile telephones will be confiscated 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 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.

Smart Watches, 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 by telephone 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.

MALE STUDENTS	FEMALE STUDENTS
<p>Tailored suit or tailored blazer and trousers;</p> <p>Tailored shirt;</p> <p>Tie;</p> <p>V-necked jumper (optional, but not to be worn as an alternative to a jacket);</p> <p>Black, navy or dark grey socks;</p> <p>Black or brown shoes;</p> <p>Pin badge;</p> <p>ID badge.</p> <p>1 small (no wider than 5mm) plain ear stud permitted in each earlobe.</p> <p>Small wristwatch.</p> <p>Hair/eyebrows – as per Academy policy (no extreme colours or styles – the Head of School’s decision is final).</p> <p>Suitable clothes for P.E./Recreation.</p>	<p>Tailored suit or tailored blazer and trousers/skirt;</p> <p>Tailored long trousers;</p> <p>Skirt (knee length or below);</p> <p>Tailored blouse and/or jumper (not to be worn as an alternative to a jacket);</p> <p>Black, navy or dark grey socks;</p> <p>Plain, not patterned, tights;</p> <p>Black or brown shoes;</p> <p>Pin badge;</p> <p>ID badge.</p> <p>Hair/eyebrows – as per Academy policy (no extreme colours or styles – the Head of School’s decision is final).</p> <p>A natural style of make-up is permitted.</p> <p>1 small (no wider than 5mm) plain ear stud permitted in each earlobe.</p> <p>Small wristwatch.</p> <p>Suitable clothes for P.E./Recreation.</p>

- 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.