



STAFF UNIFORM POLICY

PRINCIPLE

It is the policy of that all employees wear a uniform that reflect the professional image of Primrose Hill. The first uniform issued by Primrose Hill remain the property of during the course of your employment and are expected to be returned in a reasonable state upon termination of your employment.

It is expected that employees treat their uniform with reasonable care. This includes laundering the uniform on a regular basis.

If the employee has lost an article of their uniform and wishes to get a replacement, this will be at the employee's expense.

Employees are required to return the complete uniform set of uniform at the end of their employment. If the employee does not return the complete set, Primrose Hill reserves the right to withhold a portion of the employee's final pay until such time as the complete uniform is returned.

Any abuse, breach or failure to follow or adhere to this policy may be considered by Primrose Hill Day Nursery to be misconduct or if of a serious nature, it may be considered as serious misconduct and may lead to disciplinary action.

GENERAL DRESS CODE

- Hair must be tidy and long hair must be tied back at all times
- No excessive makeup or jewellery must be worn- no facial or body piercing which can be deemed a risk to either children or yourself.
- No bracelets or necklaces
- Stud earrings only
- No face piercing jewellery
- Maintain a high standard of hygiene at all times
- No rings other than wedding band rings, if this ring is not of this type management need informed. Protection such as a plaster may need to be used but needs management written approval



- No additional clothing to be worn inside premises without permission given by management
- A watch is allowed

NURSERY ASSISTANTS/SENS DRESS CODE

- Plain navy trousers – no leggings, jeans, no tracksuit bottoms not washed out
- Plain navy knee length shorts can be worn 1st May - 31st August
- Plain navy trainers or navy shoes – no sandals or flip flops - must have a heel and a toe
- Primrose tunics to be worn between 1st September – 30th April
- Primrose polo shirts to be worn between 1st May - 31st August
- Primrose hoodies only
- Primrose coats only

KITCHEN STAFF

- Plain navy trousers
- Plain navy knee length shorts can be worn 1st May - 31st August
- Plain navy trainers or navy shoes – no sandals or flip flops - must have a heel and a toe
- Primrose polo shirts
- Primrose hoodies only
- Primrose coats only

OFFICE STAFF

Female



- Navy skirt
- Navy Dress
- Navy cardigan
- Primrose coats only
- Navy shoes

Male

- Navy trousers
- Primrose polo or a shirt
- Primrose hoody or navy jacket
- Primrose coats only
- Navy shoes