

Uniform Policy

Opening statement

Employees of Impstone & Cherry Trees Preschool are required to wear an Impstone & Cherry Trees Pre-school branded uniform.

The uniform consists of a polo shirt and coat. The coat comes with a fleece which can be worn separately, should you require.

Employees may wear other comfortable clothing appropriate to the setting. Shoes should have a solid base.

Impstone & Cherry Trees Preschool are happy for their employees to wear the uniform outside of work (as an outer layer in order to raise awareness of the preschool) but strongly emphasise the need for discretion and consideration to circumstance, to ensure the reputation of the preschool is not brought into disrepute.

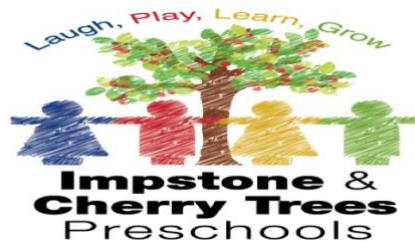
Uniform Entitlement

Uniform is provided on a proportional basis as follows:

- Employees who are contracted to work 3 days or less will receive 1 polo shirt per annum (from the start of the new school year)
- Employees who are contracted to work 4 or more days will receive 2 polo shirts per annum (from the start of the new school year)
- All employees will receive 1 coat, which will be replaced after a minimum of 5 years (subject to exceptional circumstance)

Additional Uniform (outside of entitlement)

Should employees/volunteers wish, they can purchase additional uniform through Impstone & Cherry Trees Preschool. Please arrange with the Manager.



Responsibility/Exceptional Circumstance

Employees are required to maintain their uniform to a high standard as it is an endorsement of the charity; its work and that of the other employees.

If uniform is damaged outside of working hours, the employee is responsible for repair. If the garment is no longer fit for purpose, the employee is responsible for replacement, regardless of age. However, the Parent Management Committee may award a discretionary contribution towards replacement proportional to replacement life/timeline. This discretionary award will be subject in whole or part to the available funds of the charity.

Damage to uniform caused during work at the setting will be replaced (subject to repair and provision of funds). The annual replacement of the garment will then fall in line with the timelines outlined against New Starters* (above)

Contact the Manager should you need to place an order for replacement due to loss/damage.