



Heathfield School Ascot

12th December 2016

Dear Parents

Sixth Form Business Dress Guidelines

As the girls at Heathfield School are offered more opportunities to attend external lectures and talks, industry specific networking events, and other formal occasions, the need for the Sixth Form girls to have a business-style outfit has arisen. For this reason we would ask that all girls have a business outfit at school that consists of the following:

- a tailored style jacket
- a pair of tailored trousers or a skirt (skirt length no shorter than 2 inches above the knee)
- a shirt/blouse or smart top without writing or logo
- a smart dress (skirt length no shorter than 2 inches above the knee)
- leather shoes/boots

We do not intend to adopt the uniform of black skirt or trouser suits that other schools may have, as we want to allow the Sixth Form girls to express their own personalities; a little artistic flair is good but we would ask the girls to err on the side of conservatism in the outfits. We would like to emphasise that the girls would only be expected to dress in this manner when smart or business dress is required. To help the girls get started we have provided some examples that might appeal to them, overleaf.

Thank you for your cooperation in this matter.

With kind regards

Mrs K de Ferrer
Director of Pastoral and Co-Curricular

Incorporating St Mary's School Wantage

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Examples of business-style outfits:

