
OFFICE ORDER

CPS/OR-07/26/O-5906

27th July 2026

Subject: Mandatory Staff Dress Code and Display of Identity Card (General Reminder)

A professional appearance reflects the discipline, dignity, and values of an educational institution. Every staff member represents Crescent Public School and serves as a role model for our students. It has been observed with concern that some staff members are not adhering to the prescribed dress code, with instances of inappropriate attire such as jeans, non-prescribed uniforms, and variations in the approved colours of abayas.

To maintain uniformity, professionalism, and the institution's identity, all staff members are hereby directed to strictly adhere to the following dress code, effective immediately.

This reminder is issued particularly in view of the **recent addition of several new members to the Crescent family**. While the Identity Card requirement has always been in force, all newly appointed and existing staff members are hereby reminded to comply with this important institutional practice.

1. Teaching Staff (Male)

- Beige-coloured formal trousers.
- Solid sky-blue formal shirt.
- Shirt must be neatly tucked in at all times.
- Formal belt and polished formal shoes are compulsory.
- Casual wear such as jeans, T-shirts, sports shoes (except for PE staff), slippers, sandals, or any other informal attire is strictly prohibited.

2. Non-Teaching Staff (Male)

- Navy blue formal trousers.
- Blue shirt with white stripes.
- Shirt must remain neatly tucked in throughout the working day.
- Formal shoes and a belt are mandatory.
- Casual clothing, including jeans and other informal attire, is strictly prohibited.

3. Female Staff (Teaching & Non-Teaching)

- Dark brown abaya prescribed by the school.
- Matching prescribed scarf/hijab.
- No other colour, pattern, or design of abaya or scarf shall be permitted during school working hours.
- The dress should be neat, modest, and professional.

4. Physical Education Teachers

- Only the official school-issued tracksuit shall be worn during working hours and while conducting sports activities.
- No substitute sportswear or personal tracksuits are permitted.

5. Housekeeping Staff (To be ensured by the Supervisor)

- Regular working attire with the school-issued blue reflective jacket worn at all times while on duty.

6. Drivers and Conductors (To be ensured by the GM)

- Grey-coloured trousers.
- Grey-coloured shirt.
- Uniform shall be neat, clean, and properly maintained during duty hours.

Identity Card

- Wearing the **official School Identity Card** is **mandatory** for every staff member throughout working hours.
- The Identity Card shall be worn prominently and must remain visible at all times while on campus.
- Entering the school premises or performing official duties without the Identity Card shall be treated as a violation of school regulations.

General Instructions

1. Every staff member is responsible for maintaining a neat, clean, and well-groomed appearance.
2. Uniforms shall be clean, properly ironed, and in good condition.
3. Alterations to the prescribed uniform, colours, or style are not permitted.
4. Staff members shall report to school in the complete prescribed uniform every working day unless otherwise directed in writing by the Principal.

Reporting Time and Attendance

Punctuality is a hallmark of professionalism and is essential for the smooth functioning of the school. Every staff member is expected to report on time, complete the biometric attendance process, and be fully prepared to commence duties as scheduled.

General Instructions

1. Biometric punching is mandatory for all staff members and shall serve as the official record of attendance.
2. Staff members are expected to report sufficiently early to complete attendance formalities and reach their assigned duty stations before the commencement of work.
3. Habitual late reporting shall be viewed as a breach of professional discipline and may invite disciplinary action in addition to salary deduction.

4. No staff member shall manipulate or misuse the attendance system. Any attempt to do so shall be treated as serious misconduct.
5. Requests for exemption from late attendance due to unavoidable circumstances shall be considered only in exceptional cases and must be supported by the approval *of the Principal*.

"Punctuality is not merely about being on time; it is a reflection of commitment, responsibility, and respect for the institution and its stakeholders."

Compliance

This order shall come into force **with immediate effect, and the Vice Principal** may be contacted for the needful.

Any staff member found violating the prescribed dress code or failing to wear the Identity Card shall be liable for disciplinary action in accordance with the School Service Rules. Repeated violations may result in written warnings and other disciplinary measures deemed appropriate by the school administration.

Let us uphold the image, discipline, and professional standards of Crescent Public School through our appearance and conduct.



Muhammad Abdul Khader
Principal

Copy to Chairman/ Director for the favour of information
 HRM for necessary action
 Office file