



Code of Conduct

For all staff, students, parents and guardians at the Classique School of Dance Ltd.

Expectations in respect of pupils admitted to the Dance School.

The aim of Classique School of Dance Ltd is to provide the highest possible teaching standards whilst ensuring that all students experience dance in a fun, friendly, positive and safe environment. In order to achieve this, please take note of the following guidelines and policies before completing your registration with us. The safety and well-being of all our members is paramount to a successful and thriving atmosphere.

Rules and Regulations

Punctuality

It is vital that students arrive in good time for their classes and please ensure they have been to the toilet before the session has begun and have all the appropriate equipment and correct uniform and shoes. Wherever possible try to inform the Dance Teacher if you are going to be late. Whilst we recognise the importance of punctuality as part of the discipline of dance the safety implications of being late are the reasons for ensuring students arrive promptly for class. However, if students are late for class, we appreciate that this may happen, we kindly request that they enter the studio and independently prepare for their session with minimal disruption. It may be that they have missed vital information and whilst every effort will be made to ensure the student is brought up to speed, to prevent impeding the learning of others and reduce the risk of injury should they miss the warmup section of the class we kindly request they integrate into the class after speaking with the teacher.

Attendance

Regular attendance is extremely important. If students do not attend on a regular basis then their personal development will be affected. Students who do not attend regularly will not be considered for exams and may be requested to join additional classes to catch up. Exam students' attendance will be monitored as they prepare for their examinations and assessments and students who fail to attend classes and additional lessons may be withdrawn.

Discipline

Students are expected to behave in an orderly, civilised and well-mannered way and to show respect to their teachers when attending the Classique School of Dance Ltd. Students should also show respect to other students in their class. Failure to comply with the rules and regulations may result in withdrawal from the Dance School.

No Parent/Carer is permitted in the corridors or studios during classes. Parents should wait in the designated waiting areas during class times. Due to COVID 19 we are requesting that parents/guardians do not enter the studio building unless essential.

Parents should not have contact with another student/child unless authorised by Classique School of Dance Ltd or the parent of the student. Contact includes verbal, physical or virtual/electronic contact.

Unacceptable behaviour will not be tolerated from parents/carers or other family members and could result in parent/carers or family members been banned from premises/events/performances or the school itself. Unacceptable behaviour but is not limited to; bullying, swearing, spitting, fighting and derogatory comments towards others.

Whilst at examinations/performances/events/festivals you are all ambassadors and representatives of Classique School of Dance Ltd and we expect all parents to behave in a manner that respectful and appropriate.

Parents/guardians are asked to refrain from looking through windows of studios when classes are taking place.

Students should wear shoes at all times when walking around the building and make sure that ribbons/laces are tied properly. Outdoor shoes are not to be worn in the studios.

It is important that students always keep themselves warm between classes in order to protect against injury.

Students should drink plenty of water and ensure they keep their energy levels up by eating a healthy snack in between classes.

If students hurt themselves in class or feel unwell at any point, they should tell their teacher or member of staff immediately. The staff are not held accountable for injuries occurred in class but staff have first aid should any injuries happen. Parents/guardians will be notified of any accidents in class. Students have a responsibility to inform teachers and if they do not staff will not be able to support effectively.

No smoking is permitted anywhere on the premises or grounds.

Fire regulation: if the fire alarm sounds, students must make their way immediately to their nearest available Fire Exit and meet at the far side of the courtyard..

Parents/guardians are asked to drive with due care when dropping off and collecting their children from classes.

Children's scooters, skateboards and roller skates must not be ridden/used anywhere inside the building.

Parents/ Guardians role

Parents should discourage challenging and inappropriate conduct towards teachers and other dancers by their child. Dance can be a competitive area in the performing arts but we do not compete within the school and encourage positive relationships within the dance school.

Help your child to recognise good performance and progression.

Be realistic with regard to their ability and do not set expectations too high. We recognise that every parent wishes the best for their child/children however, we would hope that you support the teachers and work with us to support the growth and development of your child. It can be very damaging for children if they feel they are falling short of their parents' expectations.

Discourage comparison against other dancers. Everyone is an individual and each student will be recognised for their individual strengths and achievements. Each dancer is an individual with different goals and objectives and they must be praised on their own personal achievement. We request for all parents to uphold decisions and recommendations as directed by the Dance teacher.

For parents to support students to comply with teacher and class time expectations as set out by the teacher. To not post messages on Facebook, Twitter, E-mail, You Tube or other associated social media of a derogative nature in regards to any student, dancing discipline or the dance school.

You are encouraged to fully support your school and the dancers within it.

Should any issues arise that are a cause for concern about your child, teachers or the school, please let Miss Gemma know and we will deal with the situation appropriately. All complaints will be fully investigated.

Uniform

It is extremely important that students come to classes dressed in full Dance School uniform in order to be able to work correctly and safely in class and present a neat and elegant appearance. We ask that all students come to class wearing a bun or headband for shorter hair.

Changing

Students should arrive already changed due to the Covid restrictions.

Drop Off/Collection

Parents/guardians are asked to drop off students directly before the start of their class and collect immediately at the end of class. Late collections will result in emergency contacts being used or the appropriate authorities. If you are aware you will be late please notify reception on 02392233334. Children under 12 will not be released without a parent /guardian to collect them. It is not the responsibility of The Classique School of Dance Ltd to ensure children are collected on time or by the appropriate adult, you should ensure you are available to collect your child when the class is dismissed.

Personal Property

Students should make sure that they keep their valuable personal items with them at all times. The dance school regrets that we cannot be held responsible if items go missing. Lockers are available on a daily basis and are free of charge.

Remuneration and fees

As per the Dance School Terms and Conditions, fees must be paid in full before the end of the Term. Failure to do so may result in withdrawal from Dance School classes and an administrative fee will be incurred. Any parent/guardian who is struggling financially should speak directly to the principal to discuss payment plans or financial support. Outstanding fees should be paid in full or court action will be taken.

Data Protection Policy

The Classique School of Dance Ltd staff members are not at liberty to enter into conversation with or disclose any information to parents relating to other Dance School students. Student's information is confidential and retained by the dance school in accordance with The Classique School of Dance's Data Protection Policy (GDPR).

Visual and Social Media

The Classique School of Dance does publish or post images (static or moving) of students, across some of its online channels. Minimal personal information is published alongside images. It is the Parents responsibility to inform us if you wish your child/children not to appear in any photos etc. We ask that all parents, guardians and students ensure that they use social media and the Internet in a safe and positive way while at the dance centre premises, and while utilising the Wi-Fi access on-site. This includes the way in which the dance school is represented when posting, commenting and blogging on Classique and non-Classique websites or platforms. Please report any concerns regarding this subject to the Principal.

Main Reception

Eating and drinking is not permitted in the main reception area (with the exception of water and drinks required for health reasons). All food and soft drinks must be consumed in the assigned waiting area and the rubbish disposed of appropriately.

Health and Safety

The Classique School of Dance Ltd has a formal Policy and associated procedures on safeguarding children and vulnerable adults, which can be accessed at www.classiquedance.com. Please read this carefully to ensure you understand it in relation to Classique. Acceptance of Classique's Terms and Conditions will indicate an agreement to comply with the Safeguarding Policy and Procedures.

The Classique Code of Conduct will be reviewed on a yearly basis.