



## School Code of Conduct

All pupils and parents/guardians are expected to observe this Code of Conduct at all times.

### **KT Dance Premises**

- No chewing gum on the premises
- No drink with the exception of water to be taken into the studio area.
- Do not block any doorways and exits.
- Do not leave any valuables unattended in the changing rooms.
- Please place all rubbish in the bins provided, also ensure all cups are emptied into the sink prior to being placed in the bin.
- Pupils must not use studio space without staff permission.
- Stiletto heels / outdoor shoes must not be worn in the studio area.
- Children under the age of 12 must be picked up by a parent/carer – we will not allow them to leave the premises alone.

**KT Dance Uniform** - KT Dance uniform rules must be adhered to at all times. Please follow the set uniform for each class.

- You must bring all equipment required for that particular class into the studio with you. (e.g Notebook, pens, exercise mats, tap shoes).
- All tap shoe screws must be tight as they will damage the harlequin dance floor.
- Pupil's hair must be tied back for all classes.
- For health and safety reasons please wear either dance shoes or bare feet in the studio. Socks must be taken off.

### **Attendance and Punctuality**

- When an unexpected absence occurs please text or call Miss Katy on 07814881118 – she will then pass on the message to the class teacher.
- For private lessons we require 24 hours cancellation notice or you will be required to pay the lesson fee in full.
- Please let us know any details of a pre-planned absence, for example a holiday or school's extra curriculum activity.
- Punctuality is very important, please be ready for the commencement of each class.

### **Behaviour**

- You are expected to act in a courteous manner to staff and fellow students at all times and any forms of bullying will not be tolerated. You should be friendly, respectful and helpful to each other.
- You are expected to support, encourage and work sensibly with your fellow class mates at all times.
- Any injury or pain incurred during class should be reported to the teacher immediately so that they can help you with your problem. If you are injured or ill it is your responsibility to stop, notify the teacher and seek help.
- After class please ensure you dress appropriately when leaving the building in order to prevent injury.

### **Conduct**

- You must notify us of any amendments to details, e.g. change of address, change of contact number. This is vitally important for correspondence or in case of emergencies.
- Smoking is seriously discouraged and is strictly prohibited both on site and in the vicinity of KT Dance.

## **Serious Offences**

- Because the majority of pupils respond well to the above expectations, there is little need to address the below. However, there are some aspects of behaviour which, should they occur, the school would need to treat very seriously and consider suspension or exclusion of the pupils involved. These include theft or unauthorised possession of property of others, possession or trafficking of unauthorised drugs, violence and harassment of others, dangerous or reckless driving in the KT Dance grounds or the vicinity of the school, posting comments on social networking sites that could be seen to damage the reputation of the school or threatening or intimidating behaviour towards fellow peers on social networking sites.

## **Payments/Invoices**

- All payment of invoices must be paid by the allocated date.
- All cheques should be made payable to KT Dance.
- Any lessons which are missed due to illness or holiday absence (not approved by me) will not be credited.
- Notice of 4 weeks must be given prior to finishing lessons at KT Dance either in the form of a written letter or an email. If notice is not given then you will be automatically required to pay the fees for the month as invoiced.

Please sign on the bottom of the contact form to agree to maintain all terms and conditions. Please also check the board at the studio for any updates to the policy.

## **Policy on unsupervised children**

- Children in lessons are under the care and supervision of the principle teacher and any other cover teacher
- Children who have breaks between classes or wait for classes to start are NOT under the supervision or responsibility of the dance school. Children under the age of 13 years old should be supervised during any break times when taking dance classes. It is the parent's responsibility to put plans into place to find suitable supervision during break times and the child should be informed of this.
- As soon as children are given over to parents/carers in the KT dance waiting area they are no longer the school's responsibility.