



CODE OF CONDUCT

For all students and parents/guardians at Spirit Academy

The aim of Spirit Academy of Dance to ensure 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. We would like to stress that these points are of great importance in assuring the wellbeing of all students in the Dance School.

Rules and Regulations

Customer Incidents

Spirit staff will not tolerate any aggressive or abusive behaviour from our customers. All customer incidents will be reported and investigated accordingly. Any customer with three or more incidents reported within any given term may result in being asked to leave the school.

Punctuality

It is vital that students arrive in good time. If students are late for class they may miss important information and impede the learning of others.

Attendance

Regular attendance is extremely important. If students do not attend on a regular basis then the development of the class and the individual student will be affected. 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prepare for their examinations and assessments and students who fail to attend classes and additional lessons may be withdrawn.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

Pupils are expected to behave in an orderly, civilised and well-mannered way and to show respect to their teachers when attending the Dance School. Failure to comply with the rules and regulations may result in withdrawal from the Dance School.

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 make a concerted effort to come to class wearing a bun or headband for shorter hair.

Changing

Students should only get changed in the designated changing areas.

Personal Property

Students should make sure that they keep their valuable personal items with them at all times. Spirit Academy of Dance regrets that we cannot be held responsible if items go missing.

Remuneration and Fees

As per the Dance School Terms and Conditions; fees must be paid by the students third class of each term. Failure to do so may result in withdrawal from Dance School classes.

Data Protection Policy

Staff members are not at liberty to enter into conversation with or disclose any information relating to other Dance School students. Student's information is confidential and retained by the Dance School in accordance with our Data Protection Policy.

Health and Safety

- It is essential that students are in the right place at the right time – if students are late for class they may miss vital information and will impede the learning of others and place themselves at risk of injury should they miss the warm up section of the class.
- 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.
- Smoking is not permitted anywhere on the premises.
- No games are permitted in the car parks or outside areas of the premises
- Parents/guardians are asked to drive carefully when dropping off and collecting their children from classes.
- Parents, guardians and visitors should familiarise themselves with the nearest fire exit.
- Teachers will direct class to the nearest fire exit and meeting point in the event of fire alarm activation. The fire evacuation procedure is posted on signage around all studios.
- Please ensure that fire exits are kept clear at all times.