



SCHOOL REGULATIONS

Observance of the following rules, regulations and policies is implicit in the acceptance of a place in the School. The School reserves the right to refuse entry to classes if these rules are not complied with. The School reviews and amends its policies and regulations on a regular basis and advises parents and teachers to read this document thoroughly to ensure a clear understanding is gained. Please contact the Principal, Olivia Blyth if you require more information. Please visit website for contact details.

School Regulations

1. All pupils must complete a registration form before any classes are attended. The signed registration form acts as an agreement between Spirit Academy of Dance and parents/guardians and states one term's notice in writing must be given if she/he wishes to leave the school, stop or change any classes. Alternatively a full term's fee must be paid in lieu of such notice.
2. Students attending the school who wish to stop attending a class or start a new class are required to give the school one term's notice. All class changes must be authorised by the Principal and all requests must be put in writing. Invoices will not be altered when insufficient notice for a student leaving or changing a class is not given.
3. All fees are payable by the third week of each new term. Fees are non-refundable and will not be returned because of absence under any circumstances. Invoices will be emailed at the beginning of each new term as will a termly newsletter.
4. Hair should be dressed correctly for all classes. Hair should be out the way of students face either in a bun or plait. Students must look neat and presentable for all classes.
5. After one term of dancing, the official uniform should be purchased. No outside clothing is allowed during class. Pupils may be refused entry to class if correct uniform is not worn. However the Spirit Academy logo uniform will be allowed to be worn to and from class and in during class during colder months.
6. Mobile phones must be switched off, and the teacher has a right to confiscate mobile phones if used within the duration of the class. Your child will receive the mobile phone after the lesson ends. NO chewing gum is allowed in class.
7. It is the responsibility of the parent to name ALL pieces of uniform and to check when leaving that they have all their possessions with them. No responsibility will be taken by the school for any losses incurred on the premises. Please let the teacher know if anything has been lost or left behind as the school places any lost items in our lost property box located in all venues.

8. Please inform us if your child is suffering from any health complaints or allergies.

9. All term and holiday dates are stated in the newsletter found on the website at the start of every term. Please refer to the notice board frequently for any changes. We try and stay in line with school terms as much as possible, though we cannot help circumstances which may change this.

10. At NO point must parents or pupils enter the studio when classes are in progress, unless in exceptional circumstances. Parents may watch classes on the last week of term during which NO photography or filming is allowed.

11. We work towards the highest standard of training. This results in examinations being taken when and only when the Principal believes the pupil has reached the required standard. A letter will be given to the pupil when they are ready for an exam. The reply section of this letter should be returned promptly, together with the appropriate fee. If fees are not received by the due date, the pupil will not be entered for the exam.

12. If a pupil wishes to undertake auditions or other classes at a different school it is professional etiquette to contact the Principal of the School in order for permission to be granted.

13. The School reserves the right to end a student's attendance at the school for reasons such as non-payment of fees, incorrect dress or unacceptable behaviour.

14. Please respect the building and property where the classes are taking place, by keeping the noise level low and the rooms tidy and free of rubbish.

15. For security purposes, the main doors of both premises must remain closed at all times. Pupils must not leave the premises without a parent or guardian.

16. Parents must fill out a registration form if their details have changed. The School principal must be notified of any changes of address, contact number and email address.

17. The school has in place a booking system for all private lessons. Parents must book their lessons two weeks in advance with their teacher. Fees for these lessons must be paid before the lesson or will be added to invoiced if a weekly booking is made.