

Centre Stage Performing Arts School

Code of Conduct: Students, Parents/Guardians

For all students, parents and guardians of Centre Stage Performing Arts School (CSPAS).

At CSPAS we aim to ensure our students experience dance in a safe, positive and nurturing environment that is educational, friendly and fun. In order to achieve this we ask that you please take note of our guidelines. Students, parents and guardians unable to adhere to our codes of conduct may be asked to withdraw from the school after reasonable notice.

Rules and Regulations

Punctuality

It is essential that students arrive on time for their lessons. Students arriving late may miss important information, impede other students' learning and could place themselves at risk of injury should they miss the warm-up section of their lesson.

Attendance and Absence

Regular attendance is vital to an individual student's progress and the development of the class as a whole. A student's attendance will be monitored as they prepare for examinations/assessments, and those who fail to attend classes and any additional lessons may be withdrawn. Missed classes cannot normally be made up by attending another class due to level and suitability.

Parents/guardians must notify CSPAS in advance if a student will be absent from class.

Discipline and Behaviour

Pupils of CSPAS are expected to conduct themselves in an orderly, civilised and well-mannered fashion, showing respect to their teachers, peers, chaperones and any other authorised personnel associated with CSPAS. Bullying in any form will not be tolerated.

When representing Centre Stage, pupils are expected to conduct themselves appropriately and wear the correct uniform with pride. All pupils must inform the Principal if they wish to participate in a performance not connected with Centre Stage (e.g. pantomimes) as dates may clash with exams or CSPAS events.

All students must respect one another and each other's property, the venues classes are held in, and venue contents and equipment. CSPAS is committed to delivering a quality service and the wellbeing of its staff. We ask that students and parents extend the same courtesy, respect and understanding to our team.

Equal Opportunities and Inclusion

CSPAS is committed to ensuring all students are treated fairly and equally, and that inclusion is promoted in all classes.

Uniform and Grooming

Students must wear the required CSPAS uniform in order to work correctly and safely in class, and to present a neat appearance. A uniform promotes unity, inclusiveness and team spirit, giving students a sense of identity while allowing their individuality to shine through their dancing. Hair should be tied back and secured appropriately for class. Jewellery should not be worn for safety reasons.

Changing

Students should arrive already changed. If a student does need to change, this will be supervised appropriately in line with our Changing Room Guidelines.

Mobile Phones

Mobile phones should be switched off or on silent mode during class.

Drop off/Collection

Parents/Guardians are asked to drop students directly to class a maximum of 5 minutes prior to the start of class, stay with them until they go into class, and collect them promptly at the end. Late arrivals may not be admitted, at the teacher's discretion.

Communication with Staff

All queries should be directed through the CSPAS office email or designated contact channels. Teachers should not be contacted directly during lessons or via personal accounts/social media.

Personal Property

CSPAS cannot be held responsible for lost or damaged personal items. Students are advised to leave valuables at home or give them to a teacher for safekeeping during class.

Remuneration, Fees, Enrolment and Cancellation Policy

- Tuition fees are paid monthly by standing order. Parents/guardians are responsible for setting up and maintaining this.
- Late payments or standing orders in arrears after the communicated payment date (14 days after receipt of invoice) will incur an automatic **£10 late fee**. Additional administration charges may also be applied where further action is required to recover payment.
- Tuition is invoiced monthly for 12 months of the academic year (September-August). Please note that August tuition is included and payable in full. If you wish to cancel lessons attended, we require one full month's written notice. Where notice is not given, one month's tuition fee will be still be charged.
- Amendments to standing orders must be agreed with CSPAS directly.
- Refunds will not be given for overpaid or incorrect standing orders; it is the payer's responsibility to ensure accuracy.
- Refunds will not be given for cancellations outside CSPAS's control (e.g. weather, venue closures, pandemics).
- CSPAS reserves the right to amend these terms and conditions at any time.

On completion and return of a student's registration form, parents/guardians acknowledge acceptance of these terms and conditions.

Exams, Performances and Rehearsals

- Students entering examinations or participating in performances must attend all scheduled additional rehearsals. Failure to attend may result in withdrawal from the exam or performance.
- Rehearsal and show commitments are set out in advance and must be prioritised where possible.

Medical and Health Information

Parents/guardians must inform CSPAS of any relevant medical conditions, injuries or changes to health that may affect participation in class. This ensures teachers can support students appropriately and maintain a safe environment.

Safeguarding

CSPAS has a duty of care to provide a safe environment and promote the health and wellbeing of all students under 18 years and vulnerable adults in attendance. CSPAS takes reasonable steps to safeguard and promote welfare through staff training and the appointment of a Welfare Officer. We believe the welfare of all children and vulnerable adults is paramount regardless of age, disability, gender, race, sexual orientation, identity, or religious belief.

Please refer to the CSPAS Safeguarding Policy for further details.

Data Protection

CSPAS staff will not discuss or disclose any personal information relating to students except as required by law or safeguarding. All confidential information is retained and processed in accordance with the CSPAS Data Protection Policy (UK GDPR and Data Protection Act 2018).

Visual and Social Media

CSPAS may use online channels to publish or post images (photographs or videos) of students with minimal personal identifiers. Parents/guardians must inform us in writing if they do not consent to this.

We also ask that all students, parents and guardians use social media responsibly when representing CSPAS, including in posts, comments and shares. Concerns should be reported to our Welfare Officer, Laura Fisher.

Health and Safety

- Parents/guardians are expected to familiarise themselves with CSPAS safeguarding, data protection and terms and conditions upon enrolment.
- In car parks and outdoor spaces, please drive with caution and supervise children carefully.
- No games are permitted in car parks, courtyards or churchyards.
- No fizzy drinks, chewing gum or food during class. Students may bring water, and a small healthy snack if they have multiple lessons.
- Students who feel unwell or sustain an injury during class should notify a teacher immediately.
- Smoking and pets are not permitted on school premises or grounds.
- Fire procedure: Parents/guardians should familiarise themselves with the fire exits and meeting points at venues. Teachers will lead students to safety in the event of an evacuation.
- Accidents will be recorded in the accident book. Parents/guardians may be asked to sign to acknowledge.
- In the event of severe weather or emergency closure, CSPAS will notify parents/guardians by email/text as early as possible.

Review

This Code of Conduct will be reviewed annually to remain in line with legislation and best practice

Last reviewed: August 2025

Next review due: September 2026

Signed: RJ Henman