

CENTRE STAGE PERFORMING ARTS SCHOOL

COVID 19, POLICIES AND PROCEDURES

Fee's and enrolment All classes attend will be based on a monthly Standing Order set up by yourselves at your bank/building society with the correct amount transferred to Centre Stage Performing Arts School within the first 10 days of every month. **Monthly standing order class package; 1 class per week = £15.50, 2 classes per week = £31, 3 classes per week = £46.50, 4 classes per week = £62, 5 classes per week = £77.50** Setting up of a standing order is the parent/students responsibility NOT CSPAS. If any fees are in arrears after the 10 day payment period at the start of every month a £3 charge will be added to your invoice to cover administration fees. Cancellation of classes attended must be communicated with CSPAS and requires a months notice or full payment of the current month. Alterations to S/O must go through CSPAS No refunds will be given to any student for standing orders that have been overpaid or that are inaccurate - It is solely your responsibility to amend accordingly to the correct fee. Please note that no refunds will be given for lessons cancelled beyond Centre Stages control ie Covid closures. An annual enrolment fee of £18 is applicable to all students, CS gift bestowed on receipt of payment.

Cancellation policy Cancellation of classes attended must be communicated and requires a months notice or full payment of the current month.

Uniform and grooming school uniform should be worn at all times and hair tied back neatly off the face, neck and pinned to the head. Non uniform items will not be permitted and jewellery should not be worn for safety reasons. Centre Stage does not accept responsibility for for loss or damage to property.

Lessons Dancing is a physical skill and to facilitate the student's learning the teacher may need to physically guide the movement by touch. This will of course be done in a professional manner with the intention made clear. All Centre Stage teachers & student teachers are DBS checked.

No fizzy drinks, chewing gum or eating during lessons. A small bottle of water may be brought into class.

Mobile phones must be switched off or on silent mode during all lessons.

All Centre Stage teaching staff reserve the right to withdraw a student from the lesson if they are misbehaving, disrespectful, disruptive or aggressive to wards other students or staff members.

Venue Unfortunately due to a limited space at our venues we Kindly ask that waiting be kept to a minimum at all times. Unless a prior arrangement has been made with Centre Stage i.e a student has a medical condition and a parent/guardian needs to stay on site, waiting around will not be acceptable. Please note that pets are not allowed on any Norfolk County Council property.

Representation and respect When pupils are representing Centre Stage they are expected to conduct themselves in an appropriate manner and wear uniform with pride. All pupils must inform the Principal if they wish to participate in a performance that is not connected with Centre Stage i.e pantomime as dates may clash with exams or events happening within Centre Stage. All students must respect one another and each others property, the venue that classes are held in and the venues contents and equipment. Centre Stage is committed to delivering quality service to our customers and at the same time care for the well being of all our staff. We strive to serve you with courtesy, respect, understanding and we ask that you treat all our staff with the same understanding.

Examinations Exam fees must be paid in advance of the exam session on the date specified to avoid pupils missing out on the opportunity to take part. No refunds are given if a student should miss their exam unless a valid Doctors note is supplied and in this circumstance a rebate of 50% will be refunded by the Imperial Society of Teachers of Dance. In preparation towards an exam session Centre Stage reserves the right to withdraw a pupil if they miss 3 or more of their regular lessons or extra exam practice lessons. In this instance no refund will be given. Exam entries are made at the discretion of the teaching staff with the students best interest at the heart of all decisions.

Accidents Any accident your child may have during a lesson will be dealt with accordingly and an accident form will be completed. You will be made aware and asked to sign the accident form should it be required.

Fire evacuation Parents/guardians should familiarise themselves with the nearest fire exit. Teachers will direct students in class to the nearest exit/meeting point in the event of a fire alarm activation.

Changes to the terms and conditions Centre Stage reserves the right to change these terms and conditions at any time should the need arise. On completion and return of a student's registration form parents/guardians acknowledge acceptance of these terms and conditions when enrolling student's.

Centre Stage Performing Arts School Covid 19

On arrival for your class please use the hand sanitiser provide at venues before entering your class.

11+ to wear masks when entering and leaving venues. Attending is at an individuals own risk.

Where possible a separate entrance/exit will be used at drop off/collection, this information will be available with your timetable.

Arrive at your allocated time and not before. Early arrivals will be required to wait outside, any late arrivals may not be permitted, this will be at the teachers discretion. No waiting at venues.

When waiting please adhere to the 2m distancing government guidelines.

Adapted timetable to allow for increased sanitising of touch points between classes. These include and are not limited to; handles, communal areas, floor, light switches in frequent use. Students and parents/guardians are encouraged not to touch things unnecessarily.

Students will be spaced in accordance with the latest government and awarding body guidelines for indoor classes and monitored regularly.

No partner/contact work for the time being.

Footwear must be worn in all classes no bare feet, ballet shoes, anti slip dance wear socks, jazz shoes or plimsoles.

Ventilation of venues as much as possible.

One household in the toilet at any time.

Students are encouraged to bring as little as possible in to class with them.

Do not attend class if you are feeling unwell, if students or anyone in the household develops symptoms of coronavirus (COVID-19): a high temperature, new and persistent cough or a loss of, or change in, normal sense of taste or smell (anosmia), however mild, they should self-isolate for at least 10 days from when the symptoms started and contact the school immediately so that we can take the necessary precautions with track and trace; or if they are not experiencing symptoms but have tested positive for coronavirus (COVID-19) they should self-isolate for at least 10 days starting from the day the test was taken.

This is uncharted territory, our pledge to you is to keep the lines of communication open so that issues and concerns can be continuously reviewed to provide a safe environment for all of our dance family.