

# 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

Regular attendance is vital to an individual students progress and the development of the class as a whole. A students attendance will be monitored as they prepare for examinations/assessments, and those who fail to attend classes and any additional lessons may be withdrawn. We regret that in the majority of circumstances missed classes can not be made up by attending another class due to level and suitability.

#### Discipline

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 personal associated with CSPAS. Failure to comply with the rules and regulations may result in withdrawal form the school. **Bullying is an anti-social behaviour that is not tolerated at CSPAS.**

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.

#### Uniform and grooming

It is extremely important that students arrive dressed and ready for class in their dance uniform in order to be able to work correctly and safely in class, and to present a neat appearance. A uniform promotes unity and inclusiveness, encourages team spirit and pride, giving our students a sense of identity while their uniqueness and personality shows through their dancing. Students, where hair length permits, should be tied back off the face and pinned to the head in an appropriate style for the class they are attending. Jewellery should not be worn for safety reasons.

#### Changing

Students should arrive already changed. Should the need arise for a student to change their clothing during class, CSPAS staff will assist in a designated changing area in the presence of other students or staff. Please refer to our Changing room guidelines for more information.

#### Mobile phones

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

#### Drop off/collect

Parents/Guardians are asked to drop off students directly to class a maximum of 5 minutes prior to the start of class, stay with the student until they have gone into their class and pick up immediately at the end of class. Late arrivals may not be permitted and is at the teachers discretion.

## **Personal property**

CSPAS advises that valuable personal possessions be left at home, kept with the student where possible or given to the teacher at the start of a class. CSPAS cannot be held responsible for damaged or lost items.

## **Remuneration, fees, enrolment and cancellation policy**

As per our terms and conditions fees are paid monthly by standing order. It is the responsibility of the students parents/guardians to set up the standing order. Standing orders in arrears after communicated payment date will incur a £3.50 fee to cover extra administration . 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. Please note that no refunds will be given for lessons cancelled beyond Centre Stages control ie Covid closures. 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 at the time of enrolling.

## **Safeguarding**

At CSPAS we have a duty of care to provide a safe environment and to promote the health and well-being of all our students under the age of 18 years and vulnerable adults in attendance. CSPAS takes reasonable steps to ensure that safeguarding and promoting the welfare of children and vulnerable adults is embedded in our contact with them through training we undertake and by providing a welfare officer. CSPAS believes that the welfare of all children and vulnerable adults is paramount regardless of age, disability, gender, race, sexual orientation or identity, religious belief and that everyone has the right to equal protection from all and any types of harm or abuse. Please refer to CSPAS Safeguarding Children and Vulnerable Adults.

## **Data protection**

CSPAS members of staff are not at liberty to discuss or disclose any information relating to its students. All confidential information is retained in accordance to our Data protection.

## **Visual and Social Media**

CSPAS uses online channels to publish or post images (static or moving) of students with minimal personal information alongside . It is the parents/guardians responsibility to inform us if they do not wish for their child/children to appear in any publications.

We ask that all students, parents and guardians ensure that they use social media and the internet in a safe and positive way, including how you represent CSPAS when posting, commenting, blogging and sharing on social media. Please report any concerns to our welfare officer Laura Fisher.

## **Health and Safety**

Please ensure that CSPAS policies for safeguarding, data protection and terms and conditions have been read on enrolment as this is your indication that you agree to comply.

In the carpark, parents/guardians are asked to slow down, proceed with caution and watch out for children in the carpark. There can sometimes be many students coming in and out of our venues and the parking areas are also shared so please be mindful and respectful of others.

No games are permitted in the carpark, courtyard or churchyard areas at our venues.

No fizzy drinks, chewing gum or eating during class. A water bottle may be brought into the studio as it is vital that students drink plenty, a small healthy snack may be sent for students with multiple lessons.

Any student that hurts themselves or should feel unwell during class should immediately inform their teacher or a member of staff.

Smoking is not permitted on the premises or grounds of any Norfolk County Council property or the presence of pets.

Fire regulation: Parents/guardians should familiarise themselves with the fire procedure and meeting point at our venues. Teachers are responsible for their students in attendance at class and will direct them to the nearest fire evacuation exit and designated meeting point.

Accidents during lessons will be dealt with accordingly as outlined in our terms and conditions. Parents/guardians will be made aware at pick up and asked to sign the accident book if required.

**Last reviewed September 2021**

**Signed RJ Henman**

***CSPAS Code of Conduct; Students, Parents/guardians is reviewed on a yearly basis.***