

Centre Stage Performing Arts School

Quality Assurance

Centre Stage Performing Arts School (CSPAS) Quality Assurance is committed to improving is an integral part of what we offer. Through self evaluation, action planning and feedback from our;

- Our students/members
- Parents/guardians of our students/members
- Our staff and volunteers
- Our awarding bodies of which we are members/licensed - ISTD, Zumba, PBT and our insurances.

CSPAS aims to;

- Maintain open and honest communication including relevant changes via direct emails, newsletters, our website and social media platforms and face to face feedback.
- A fair and inclusive programme that adheres to our Equality Policy and the Equality Act of 2010.
- Ensure that our policies and procedures are up to date, meet current legislation and are supported by all personal including and not limited to; staff/volunteers, students, parent/guardians and visitors.
- Ensure our terms of enrolment are easily available via our website and communicated through direct email and newsletters.
- Provide appropriate facilities and resources to enable the delivery of quality tuition, including risk assessments for classes/venues to support safe practice in dance.
- Ensure that teaching staff and volunteers have the appropriate qualifications, experience, knowledge to fulfil their teaching role and are DBS enhanced, first aid trained and uphold CSPAS policies for safe practice.
- Support staff and volunteers in continued professional development.
- Manage the day to day running of classes including and not limited to; licences, insurances, administrative duties and any external factors which may prevent CSPAS from undertaking 'business as usual'.

To continuously improve CSPAS will;

- Evaluate the effectiveness of our services by assessing feedback form our members, teachers, external examinations (see below) and the performance of our **Code of Professional Conduct**.
- Update our policies to reflect improvements and communicate these with our members.
- Use action plans if necessary and monitor up to completion.
- Include teachers in our improvement process as well as their individual continued professional development.

Examination process through awarding bodies

Through its affiliation with the Imperial Society of Teachers of Dance (ISTD), Centre Stage Performing Arts School (CSPAS) offers examinations to all its students. The ISTD's clearly defined examination structure means that all learners are catered for whether they wish to pursue dance as a profession/career or purely for leisure. Grade 1-6 are accredited by Office of the Qualifications and Examinations Regulator (Ofqual), with vocational grades help to support learners to progress on to the teaching and professional qualifications. The ISTD Customer Services and Quality Assurance Department monitors teachers and examiners so that both learners and teachers can be assured that they receive excellent service. Examination results are checked and recorded before being issued to teachers. All certificates are issued by the ISTD to prevent fraud, with each learner having their own unique pin number.

Whilst examinations are not mandatory they are highly recommended, students who do not wish to be entered must achieve their current grade before moving up, assessment will be in-house by teaching staff.

Conditions of entry for examinations;

- Entry to exams are by invitation and at the discretion of the teaching staff. Decisions are made through consultations with a students relevant teacher/s, attendance and with the individual students needs.
- A condition of entry is for nominated students to attend additional preparatory classes, these classes are not part of a students monthly standing order and most be paid on attendance. They include and are not limited to; a mock exam in examinations groups, additional classes on a 4/6 week basis leading up to the exam date. Dates will be included on the offer letter but may include extra days/times as each exam situation is unique.
- Exam students are expected to wear CSPAS school uniform, correct footwear if needed and to comply to hair requirements that will be advised with a good notice period. In some cases uniform will be provided by CSPAS and can be available at request if circumstances need.
- Exam fees are set by the awarding body and must be paid in advance by the date specified on the invitation letter. Refunds for examinations are not given by CSPAS, awarding bodies will only consider a refund if a doctors note is provided by the students GP. The refund is a maximum of 50% and is to go towards a future exam through the awarding body.
- In addition to the exam fee that goes exclusively to the awarding body, CSPAS charges a fee to cover additional costs of having a private exam session. A private exam session means that our students and parent/guardians avoid incurring extra costs of travelling to London dance centres to take exams independently. This fee includes and is not limited to; venue hire, music operator/pianist, examiners refreshments, administration, hair/uniform should a student require.

Last reviewed *February 2023*

Signed *RJ Henman*

CSPAS Quality Assurance Policy is reviewed on a yearly basis.