

School Policies

- Fees are payable One Month IN ADVANCE.
- Class fees range depending on the level and length of a class. Refunds cannot be given for absences.
- On the rare occasion that adverse weather conditions prevent classes, we regret that no refunds can be made unless the school has given prior notice of its closure.
- Should a cheque be returned unpaid by our bank, the person issuing the cheque will be responsible for any bank charges incurred by us.
- Students will not be able to participate with Accounts outstanding.
- If you wish to terminate your Child's lesson or lessons, one months notice is required or payment in lieu.

EXAMINATIONS

- Students are entered for examinations at the discretion of the Principal.
- Exam fee deadlines must be adhered to and students cannot be entered once the deadline has passed. A refund for non-attendance can only be given on production of a medical certificate, in which case half the fees will be returned.

GENERAL

- Students are required to arrive in good time for their classes so they do not miss the essential warm up. Latecomers will not be able to join the class until they are warm, to prevent injury. Teachers have the right to refuse entry to a class in case of persistent lateness.
- Parents are requested to accompany their children to the studio and to collect them from there at the end of class. The school cannot be held responsible for children outside the studio.
- All injuries will be recorded in the Accident book. First Aid equipment is available at the Studio.
- All teachers are fully DBS checked.
- The teaching of dance by necessity involves a "hands on" approach. There will be times when teachers have physical contact with the student to make corrections to posture etc.
- Young children may require a member of staff to accompany them to the toilet.
- Photographs/video recordings may occasionally be taken and used exclusively in promotional or publicity material.

CHILD PROTECTION POLICY

- It is the policy of the school to provide efficient, up-to-date, enjoyable and safe instruction in dance to all pupils who enrol in the school or join in the classes or activities.
- The premises and equipment will be checked regularly for any defects or faults that exist or may have developed which might present hazards to any attending the premises.
- The premises will be cleaned regularly to prevent any hazard to health from accumulated dirt or rubbish.
- All instruction will be geared to the previous experience and abilities of the pupil(s) and no person will be required to perform movements beyond their intrinsic capabilities. Staff will be sensitive to all pupils' religious beliefs and culture.
- No energetic instruction will be given without pupils undergoing a "warm-up" session, and after an energetic session completing a "warm-down" session.
- An accident book will be kept to allow records to be kept of any incident in the school, injuries of any nature to staff or pupils.
- No very young pupil will be allowed to leave the school premises until collected by a parent, guardian or other adult authorized to do so by a parent or guardian. A member of staff will remain on the premises until all pupils have left.
- No pupil under age 16 will be driven home by a member of staff in his/her car without the permission of a parent or guardian or in the event of an emergency.
- Normally no member of staff will be alone with a young pupil for any substantial period of time without the consent of a parent or other authorized person.
- No child may be photographed or videoed without the consent of parent or guardian.
- No staff will knowingly be employed who have a criminal record for child molestation. Where appropriate suitable checks will be made with the Protection of Children Act.
- Only suitably qualified persons will be employed in a teaching capacity while any student engaged to assist with teaching will only work under the supervision of a qualified member of staff.

- In the event of activities outside the school premises the instructors will regard themselves as being in "loco parentis" and, so far as applicable and within their control, apply the preceding and subsequent guide lines as if the event was in their own studio.
- Teachers will avoid any unnecessary physical contact with pupils. However parents should understand that some aspects of teaching involve some contact.
- The school principal will ensure that she and the members of staff are properly covered against incidents involving public liability and professional negligence insurance.
- The school principal will undertake not to involve in misleading or false advertising.
- No form of discrimination, by religion, colour, the child's background and so on will be tolerated in the school.
- At all times, all staff will endeavor to keep the highest standards of instruction and behavior. The school principal retains the right to discharge from the school any pupil who persistently disrupts the tuition, uses offensive language, or other anti-social behavior.

HEALTH & SAFETY POLICY STATEMENT

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities.
- To consult with out employees on matters affecting their health and safety.
- To provide and maintain safe plant and equipment.
- To ensure safe handling and use of substances.
- To provide information, instruction and supervision for employees.
- To ensure all employees are competent to do their tasks, and to give them adequate training.
- To prevent accidents and cases of work-related ill health.
- To maintain safe and healthy working conditions.
- To review and revise this policy as necessary at regular intervals.

NOTE: We at Clayton School of Dance & Performing Arts strive to provide the best professional learning atmosphere available today. Therefore, we kindly ask that all students come prepared and presentable for class. Anyone who does not follow these guidelines will not be able to participate in class. All Clayton School of Dance & Performing Arts staff will be strictly enforcing these rules.