

DANCE THEATRE ARTS GROUP POLICY

1. Mission Statement

Dance Theatre Arts Group is a dance school for children aged 2 – 18 years. We aim to provide a happy and safe environment where students can develop their self-confidence, coordination, spatial awareness, self-expression and creativity whilst having fun and making new friends.

2. Code of Conduct - Dance Theatre Arts Group commitment to ALL Students and Parents.

- Dance Theatre Arts Group will act in all matters with the utmost integrity allowing children and their families to expect to be treated with honesty, consideration and respect.
- Dance Theatre Arts Group will operate within the limits of the teachers' qualifications, experience and expertise. All classes will be planned to the appropriate level encompassing the needs of the children providing feedback in a positive and encouraging way to aid development to the highest possible standards.

3. Code of Conduct - Student and Parents commitment to the Dance Theatre Arts Group.

Respect for Others

Dance Theatre Arts Group request that the children and their parent treat others as they would expect to be treated themselves encouraging enthusiasm and positivity. As Dance Theatre Arts Group strives to be a happy environment, negative comments and abusive language aimed at staff, students or parents are not welcome and in extreme cases the student will lose their place within the school.

Commitment

The Dance Theatre Arts Group is a performing arts school that regularly displays its work, to this end every member is a member of a team. Choreography and exam preparation take time and planning they don't just happen. Therefore, absence from class means that the student needs to catch up when they return resulting in wasted time and slowing down the advancement of the team. Sporadic attendance will result in students being unable to partake in public performances. Whilst it is appreciated that absence is sometimes unavoidable students and parents are asked to make every effort to attend and if it really is not possible, a courtesy call would be very much appreciated. For performances this is especially important, if your child will not be available on the performance dates (which will be published at the earliest possible opportunity – usually 12 months in advance) please inform us as soon as possible. Students can still be part of the class building up to the performance if we know they are not going to be there as we can plan around this, however someone dropping out in the weeks preceding a performance can have a catastrophic effect on the outcome, denting the morale of the team and not fulfilling the full joy potential that the children deserve as a return for their efforts and hard work.

Fees

- All students will be offered the first week's classes as FREE TRIAL sessions. Once the free trial has been completed fees will be charged half-termly.
- An invoice will be issued for the remaining weeks in that half-term.
- All following invoices will be issued at the beginning of each half-term.

- Full payment is required by the date provided on the invoice.
- A £5.00 late charge will be added and the invoice will be re-issued to show this amount if payment is not received by the date on the invoice.
- If we have not received payment by the week before the end of term a final reminder will be issued.
- Failure to make payment will result if the Dance Theatre Arts Group taking legal action to retrieve all outstanding balances.
- All siblings within the same family are offered a 10% sibling discount.

Uniform

- All children (with the exception of the Little Bear Feet classes) are required to wear the set uniform. (Please note that Kidspace require children to change into appropriate attire before entering their play areas – ballet uniform is not to be worn). All uniform is available to order through the school.
- Girls are required to put their hair in a bun for ballet and tied back neatly for all other classes. Failure to comply with the above will result in your child being refused entry into class.

Personal Property

Valuables that are brought onto the premises are the responsibility of their owner. Damage or Loss of Property is not the responsibility of Dance Theatre Arts Group teachers or the relevant Venue.

Interruptions

Parents are requested to drop off and collect their children in a timely manner, firstly for their safety and secondly to minimise disturbances to the class. Parents are also politely asked to recognise that sitting in on class is not permitted (this excludes the Little Bear Feet class which is a parent/child participation session). It is appreciated that parents like to see the progress their children are making, however the presence of an adult within the classroom usually has a debilitating effect on the students, making them more self-conscious and causing a general distraction. Parents will get the opportunity to see their children perform from time to time at the discretion of their teacher.

4. Child Protection Policy

- Dance Theatre Arts Group aims to provide a happy and safe environment where children can learn to dance. Dance Theatre Arts Group believes children have the right to be safe and secure and free from threat, regardless of gender, ethnicity, disability, sexuality or beliefs.
- Dance Theatre Arts Group will act with integrity, treating children with respect, listening to their concerns and will take appropriate action if required.
- Dance Theatre Arts Group's Code of Conduct commitment to Students and Parents will ensure that students will receive professional tuition from a qualified teacher with appropriate facilities following safe practice.
- All teaching staff are in possession of a Disclosure and Barring Service (DBS) disclosure and Dance Theatre Arts Group has procedures in place to help any child who appears to be at risk or appears to be a victim of abuse.
- Parents are asked to disclose any medical information, allergies or injuries that their children may have on the registration form.
- Dance Theatre Arts Group's Principal, Charlotte Higgs is responsible for the children and child protection. She is the Dance Theatre Arts Group Child Protection Officer and can be contacted on 07979 064897 and if deemed necessary will contact the authorities to seek advice and guidance.
- Charlotte Higgs and Chloe Drew are the allocated First Aiders.
Dance Theatre Arts Group will adhere to the following Rules and Guidelines with regards to Photography and Filming:

Photography and Filming

- Photography and filming by parents or students during class is strictly prohibited.
- During events the Dance Theatre Arts Group may employ a photographer to take still images or video footage which is then made available for parents and students as keepsakes. **NO** other photography will be allowed during these events as is normal in most theatrical performances.
- When Registering to become a member of the Dance Theatre Arts Group a parental consent form for use of images of children will need to be signed. We will not use any image of a child unless a parental consent form has been signed and will assume that permission is not given if we do not receive it. Please note that any images of children posted will only be identified by their first name.
- Group photographs do not require consent before publication.
- Images of Children posted to our website and facebook page will be identified by their first name only.
- To reduce the risk of inappropriate use of images only images deemed suitable will be used.
- Anyone with any complaints about images posted on our website and face book page can speak to the child protection officer and the images will be removed.

5. Health and Safety

- Dance Theatre Arts Group are committed to the Health and Safety for everyone involved in the school.
- The individual venues are responsible for the buildings maintenance, maintenance of safety appliances such as fire extinguishers, electrical safety, maintenance of toilet and kitchen areas, maintenance of heating systems and general cleaning of the facilities.
- While the above responsibilities for risk assessments lie with the individual venues anyone who has concerns about the safety of the building, or is aware of risk is to report it to the Dance Theatre Arts Group Principal who will then inform the relevant authority at the individual venue.
- Fire procedures are prominently displayed within the building and all teachers are aware of what action to take in the event of a fire.
- In the case of an accident causing injury, first aid boxes with basic supplies are available, for more serious injuries, dependent on the extent of injury, professional medical assistance will be requested either by calling the emergency services or by escorting the injured individual to a place where they can receive treatment. In all cases parents will be informed, in the case of minor injuries at the end of class, when professional medical assistance is required they will be informed immediately.
- All accidents will be recorded and logged in the Dance Theatre Arts Group Accident Book.

FOR PUPILS ATTENDING KIDSPACE, ROMFORD CLASSES THE FOLLOWING KIDSPACE TERMS AND CONDITIONS APPLY:

Please note that Kidspace have their own terms and conditions and any member of Mini Dance and Movement are asked to adhere to these rules in addition to those of Mini Dance and Movement.

The Kidspace multi activity room is to be used for Melody Bear activity classes only during the stated times.

- Melody Bear classes must provide all lesson facilities and equipment and this will not in any way be the responsibility of any member of the Kidspace team.
- Children participating in Mini Dance and Movement classes are entitled to use Kidspace facilities after their class. This is limited to a one hour play session, beginning at the end of their class time.
- Kidspace require children to change into appropriate attire before entering their play areas – ballet uniform is not to be worn.
- All children participating in Mini Dance and Movement classes must adhere to Kidspace Rules of Play as displayed around the centre, to ensure all children have a safe and fun time whilst in Kidspace.
- Any siblings not participating in the classes, but making use of Kidspace play facilities must pay full admission rates, parents of Mini Dance and Movement students are entitled to free admission to Kidspace Adventures.