

POLICY

DANCESTARS POLICY APPLIES TO ALL OUR DANCE SITES AND TEACHING ACTIVITIES INCLUDING NURSERIES, DANCE SCHOOLS, BIRTHDAY PARTIES, SUMMER SCHOOL AND WORKSHOPS.

WE RECOMMEND THAT ALL PARENTS AND GUARDIANS READ CAREFULLY THE SCHOOL POLICY THOROUGHLY.

Class Procedure:

- All children should arrive at least 10 minutes before their class is scheduled to commence.
- Children who arrive more than 10 minutes late for their class will only be admitted at the discretion of the teacher.
- Parents are not permitted to observe classes unless on the designated 'Watching Day' or with permission from the class teacher for special occasions.

Uniform:

- All children should be dressed appropriately for their class. Dancestars operates a regulation class uniform.
- If children are not dressed appropriately for class it is at the discretion of the teacher to admit them to participate.
- Children's changing areas should be used at all times for changing your child into their uniform. Please **DO NOT** change children in open public places.

Examination and Presentation Classes:

- Your child will be invited to participate in an Examination or Presentation Class by their individual teacher and in agreement with Miss Clare.
- If you sign your child up for an examination or presentation class there will be requirements you **MUST** adhere to in order for your child to participate. Any additional classes are compulsory, if your child misses more than one additional class it is at the discretion of the class teacher to precede with their participation in their assessment. No refunds will be given.
- Dancestars only provides Examination and Presentation Classes in accordance with the RAD Regulations. If you are not available for the dates we are given by the RAD Dancestars is unable to change the date.

Communication with Teachers:

- All communication of your child's progress must be made via Miss Clare. If Miss Clare does not currently teach your child and you wish to have a BRIEF up to date report on your child's progress you may ask your child's teacher at the end of class. No BRIEF report/conversation should distract the teacher from their next class. Please do not disturb any classes.
- If you wish to have a more in depth discussion about your child's progress Miss Clare will be available on 07753 748819.

Equal Opportunities and Special Educational Needs:

- Dancestars endeavours to offer an INCLUSIVE dance experience for all children. If your child suffers from any additional special educational needs that may require specific attention from a class teacher please ensure that this is registered on your child's REGISTRATION form.
- Miss Clare will always be very happy to meet with parents to discuss additional support to pupils who may require it. Please ring her on 07753 748819.
- All children are entitled to participate in a class, nevertheless disruptive behaviour will not be tolerated. Pupils must participate in accordance with the Dancestars behaviour policy.

Behaviour: Dancestars applies a ZERO-TOLERANCE policy on violent or abusive behaviour from its pupils, parents or staff.

- Dancestars maintains the right to refuse a pupil to participate in a class if they feel that their behaviour may jeopardise the other pupils in that class.
- Bad behaviour will not be tolerated by the staff and parents will be asked to remove their child from a class if the teacher feels they are being destructive to the learning outcomes of the remaining pupils.
- If parents have a complaint, they must contact Miss Clare directly. Discussions will not take place at the side of the studio or during a class.

Class Fee's and Payments:

- Class fees and payments should be made on the first day of every 6 week course and or 12 week course dependent on when you decide to sign your child up and after one free trial class.
- All children will be issued with envelopes on the first day of term. There is a 21 day term of the monies owing. Please ensure your child's place is paid for, as we do operate a waiting system for pupils and places are restricted. Dancestars reserves the right to refuse entry to any children whose place in the class has not been paid for.
- Outstanding payments will incur a charge, depending on how late the fee is.
- There are no refunds on course fees if the pupil decides to leave, as their place will have been secured for the term.