



## CODE OF CONDUCT - TERMS AND CONDITIONS

### The School;

- 'Imperial Academy of Dance' expects all members of staff and volunteers to behave with respect, integrity, honesty, courtesy, confidentiality and consideration to all students, their families and other members of staff.
- All staff will abide by the 'Equal Opportunities, Health & Safety and Complaints' policies.
- All teaching staff are expected to maintain up to date knowledge, understanding and skills to enable them to teach consistently to a high standard and to encourage students to work to the best of their ability at all times.
- All members of staff hold current DBS certificates.
- 'Imperial Academy' is an Approved Dance Centre for teacher training. On occasion classes may be taught by trainee teachers as part of their qualification process. All trainee teachers are enrolled on accredited teacher training courses and must follow the school Code of Conduct.
- Teachers must aim to provide classes that; engage students, challenge and extend their individual learning and to provide constructive corrections and feedback to students and their families.
- All staff members will work to maintain appropriate standards of discipline and respect within the school.
- 'Imperial Academy' will ensure that the facilities constitute a safe, welcoming environment where students are encouraged to reach their full potential.
- 'Imperial Academy' will deal with any problems, concerns or complaints with an open mind and aim to resolve these by working with students and their families. We will provide assistance and advice for onward referral when requested.
- All members of staff are expected to act in a manner which maintains and enhances the good reputation of 'Imperial Academy of Dance' and supports its ethos and policies at all times.

### Students and their Families;

- 'Imperial Academy of Dance' expects all students and their families to accept and abide by the schools terms and conditions.
- Parents/Guardians must complete the required enrolment form, in order for their child to attend classes.
- All students and families are expected to act in a manner which maintains and enhances the good reputation of 'Imperial Academy of Dance' and supports its ethos and policies at all times.
- All students and families are encouraged to discuss any problems or concerns with the Principal. Advice, support and onwards referral assistance will be provided where necessary.
- Students are expected to be ready for class on time and to be dressed and groomed appropriately for all lessons.

- The correct dance uniform is to be worn to all classes (Please see uniform information) All hair should be kept away from the face. Girls' hair MUST be tied up neatly in a bun or pinned up plaits for all classes.
- Students must ensure that they work with their teachers, to the best of their ability and accept that constructive correction and feedback are an important aid to learning.
- Due to the nature of dance some physical contact with students may be required by teachers to ensure correct dance technique is achieved.
- Students will be chosen for examinations at the discretion of the teacher. Regular attendance at class is important in order to acquire the knowledge, technique and ability to develop as a dancer and to achieve success in examinations.
- Discipline is a very important part of the dance world, during classes students are expected to listen and respond appropriately. Unnecessary talking in classes is discouraged.
- Students must show respect to teachers, staff members, students and their families.
- The Principal reserves the right to exclude a pupil from class for inappropriate/disruptive / disrespectful behaviour.
- Parents/Guardians must collect their child/ren on time. The staff members at 'Imperial Academy' are not responsible for supervising students' outside of lesson time.
- 'Imperial Academy' will not be held responsible for any items lost or damaged on the premises.
- 'Imperial Academy' may publish photographs/ videos of students on our website, other social media, publications and brochures. Parents/Guardians should advise the school in writing if they do not wish for their child to be included.
- In order for the school to run effectively we kindly request that students remain loyal to 'Imperial Academy' and do not attend another dance/stage school whilst a member of this school.
- As our costs are fixed, fees remain payable in cases of absence, illness or holiday. In the event of classes being cancelled by us, either alternative classes will be arranged or fees refunded.
- All fees must be paid on time, late payment of fees will incur a surcharge. The Principal reserves the right to exclude students from classes, examinations and/or performances if fees are not kept up to date.
- By completing and signing the 'Imperial Academy of Dance' Enrolment Form you are confirming your acceptance of the aforementioned terms and conditions.

*If an individual significantly contravenes this Code of Conduct and is not prepared to make relevant changes to maintain the levels required, she or she will no longer be allowed to remain as a member of the school.*