

CHARLOTTE JACQUELINE
School of Dance

CODE OF CONDUCT

By enrolling either yourself or your child into the Charlotte Jacqueline School of Dance, you confirm that you accept the below code of conduct:

Policy Statements

INDEX:

1. Mission Statement
2. Code of Conduct
3. Child Protection
4. Health and Safety
5. Fees and Payments

1. Mission Statement

Charlotte Jacqueline School of Dance is a dance school that is open to all. We aim to provide a happy and safe environment in which students can learn performance skills and have the chance to take examinations, giving them a platform to develop social, physical, and communication skills that will be transferable to all walks of life.

It is our aim that students with the Charlotte Jacqueline School of Dance will have increased self-confidence, fitness and most importantly have fun and find new friends and passions.

2. Code of Conduct

Charlotte Jacqueline School of Dance commitment to Students and Parents.

1. Integrity:

The CJ School of Dance will act in all matters with the utmost integrity allowing students and their families to expect to be treated with honesty, consideration and respect.

2. Competence:

The Charlotte Jacqueline School of Dance will operate within the limits of the teachers' qualifications, experience and expertise. All classes will be planned to an appropriate level to facilitate the needs of the students providing feedback in a positive and encouraging way to aid development always adhering to the highest possible standards.

3. Professionalism:

The CJ School of Dance will ensure safety is always paramount and the facilities used for practice are adequate to meet the needs of the students. The CJ School of Dance will also strive to give students the maximum opportunity to perform by building relationships with other organisations and assisting students and parents with advice and guidance for those who may wish to follow a career in the arts.

All teachers in the CJ School of Dance abide by the Code of Professional Practise as set by the Royal Academy of Dance (RAD) and the Code of Professional Standards and Practise set by the Imperial Society of Teachers of Dancing (ISTD).

Student and Parents commitment to Charlotte Jacqueline School of Dance:

1. Respect for Others:

Students and Parents are requested to treat others as they would expect to be treated themselves. Negative comments about others appearance or ability are not welcomed. Positivity and encouragement are. The CJ School of Dance is a positive place for children and all members and their families are requested to invest in that.

2. Appearance and Bearing:

The CJ School of Dance is a community dance school and as such there are no barriers to entry. There is no registration fee. Students should arrive in suitable attire for dance e.g.

Modern = Black footless tights, corresponding grade leotard, barefeet or black jazz shoes

Jazz = Black footless tights, corresponding grade leotard, barefeet or black jazz shoes

Ballet = Pink ballet tights/Pink ballet socks (younger grades) corresponding grade leotard, Pink leather or canvas ballet shoes

Tap = Black footless tights, corresponding grade leotard, black tap shoes

If further advice is required please ask.

Students are reminded that they are ambassadors for the Charlotte Jacqueline School of Dance and their families so please act in a manner befitting.

3. Safety:

The CJ School of Dance has a Child Safeguarding Policy and parents are requested to be aware of these policies in the interest of serving the wellbeing of the children. Parents are asked to disclose any medical information, allergies or injuries that students may have on the registration form and to provide any amendments to this information if necessary. Parents are also asked to recognize that as with any physical activity there can be a risk of injury and therefore release the Charlotte Jacqueline School of Dance and its teachers from any liability.

4. 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. 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 as the CJ School of Dance holds regular open classes at the end of each term.

5. Photography and Filming:

Photography and filming by parents or students during class is strictly prohibited. During events the CJ School of Dance may employ a photographer to take still images or video footage which is then made available for Parents and Students as keepsakes. These images may also be used to advertise the Charlotte Jacqueline School of Dance in differing forms of marketing including appearing on the CJ School of Dance's website www.cjschoolofdance.com.

When registering to become a member of the CJ School of Dance a parental consent form for use of images of children will be required to be signed. Parents and spectators at events wishing to photograph or film the event are to be aware of the expectations which are explained in The Child Protection Policy.

3. Child Protection

The CJ School of Dance aims to provide a happy and safe environment where children can learn to dance.

The CJ School of Dance believes children have the right to be safe and secure and free from threat, regardless of gender, ethnicity, disability, sexuality or beliefs.

The CJ School of Dance will act with integrity, treating children with respect, listening to their concerns and acting upon them.

The CJ School of Dance'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.

Any person teaching for CJ School of Dance will be in receipt of a Criminal Record Bureau (CRB) disclosure.

Health and Safety

The CJ School of Dance is committed to the Health and Safety for everyone involved in the school.

The Charlotte Jacqueline School of Dance is responsible for the 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.

The Station, is responsible for the exterior, and interior maintenance of the building. While the above responsibilities for risk assessments lie with The Station anyone who has concerns about the safety of the building, or is aware of risk is to report it to the CJ School of Dance who will then inform the relevant authority.

The CJ School of Dance electrical equipment will undergo Portable Appliance Testing (PAT) to conform to its responsibility for electrical safety under the Electricity at Work Regulations 1989 (EAWR).

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, dependant 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 an accident book kept in the CJ School of Dance records.

The CJ School of Dance will only allow performances to take place where Risk Assessments have been carried out on the venues by the landlords and the facilities are deemed suitable to engage in performance.

The School of Theatre Dance will only use qualified personnel and engage in safe practice.

The Principal of the Charlotte Jacqueline School of Dance, Charlotte Porter, has Public Liability Insurance and is available for viewing upon request.

Fees and Payments

All fees are due by the date issued upon invoice. Fees are non-returnable and will not be remitted for absence.

Private lessons and examination fees are all payable in advance. It is the principal's decision as to when pupils are ready to be entered for an examination, and their decision is final. Those who do not attend the examination classes, or do not reach the required level, will be withdrawn from the examination session.

Where classes have to be cancelled due to cases of extreme weather (e.g. flooding or disruptive snowfall) or for reasons beyond control of the principal (e.g. a fire within The Station building) class fees will not be remitted. Where possible CJ School of Dance will aim to provide replacement classes however this is not always viable.

Your child's attendance must be confirmed at the end of any current term to secure a place in the following term.

Should any pupil wish to discontinue any class or leave the school refunds for any unused classes will not be given.

Payment can be made by BACS transfer to:

Account name: C J Porter Sort Code: 20-25-29 Account No: 83664619

Cheque payments should be made to C J Porter

All payments should reference your child's name.