

## **First Steps and Carly Elizabeth School of Dance Rules/Policy's**

- Please can all girls wear their hair in a bun for Ballet and pony tail for Tap, Modern and Jazz Classes.
- No Jewellery to be worn to dance class.
- All correct dance uniform should be worn to dance class
- All dance fees to be paid by week 1 of the new term.
- Please give a terms written notice if your daughter is leaving the dance class, if notice has not been given, terms fee will still apply.
- Please do not approach your dance teacher in the cross over of lessons, if you need to discuss anything please contact them by email, unless it's an emergency.
- Examinations and competitions are by invitation only. If we feel your daughter is able to take part in either, we will let you know. If your daughter is not able to take an examination, we will ask them to move up to the next level without taking the exam.
- When paying, by cash, PLEASE ensure you have the correct amount in an envelope with your daughter's name and amount written clearly on the front.
- If we have to cancel a class, for whatever reason, refunds will only be made if we are unable to replace the cancelled lesson.
- All dance classes are subject to change at any time throughout the year, this includes time, location and date.
- Dance fees cannot be transferred to the following term if you miss any classes.
- We are independent from any council so our term dates may differ from you child's school.
- Please join the school Facebook and Instagram, this is where all notices and announcements will be made.
- Your personal details are securely held, we will destroy any details we have on file once your child leaves the dance school.
- All children under the age of 5 years old must have a parents/guardian on site (car park) at all times.
- 24 hours' notice must be given for cancelling a private/exam lesson or fees will still be charged.
- Please ensure your child uses the toilet before they come into the dance class. The younger children will be escorted to the toilet by assistants, these assistants are under 16 years of age so cannot hold a DBS. Please tell us at the start of the class and remain on site (car park) if you would rather escort your own child to the toilet, if not we will assume you are happy for your child to be escorted to the toilet by the assistants.
- Teaching dance is a physical activity and appropriate physical contact between students and teachers in class is essential to dance training. Teachers will use their hands to illustrate a concept to students or to adjust part of a student's body.
- It is the responsibility of the parents to inform us of any medical condition that may affect their child's ability to take part in class.
- You agree to receive text messages and emails from First Steps and Carly Elizabeth School of Dance.
- Any photos taken may be used for promotion and advertising unless requested otherwise.
- Please be aware of the Tap dance mats on the floor when entering and leaving the room.

1. All students are in the care of the dance teacher once they have been asked to enter the building for their lesson.
2. Parents/Guardians are responsible for their children in the car park while being dropped off and collected.
3. All students are asked to wait with a parent/career until the dance teacher sees you in.
4. Dance teachers are not responsible at any time for any students outside of the school building.
5. No students are allowed to use the staff toilets under any circumstances.
6. Toilets to be used at Stanbridge School are the main children's toilets along the corridor.
7. If any student needs to leave the class to use the toilet during a lesson, the dance teacher/dance assistant will escort them.
8. During any breaks between lessons, all students will wait within sight of the dance teacher.
9. No students should be unsupervised at anytime in the school building.
10. Please ensure your child/any student has read and understands these safeguarding rules.