

School Regulations and Policies

Observance of the following rules, regulations and policies is implicit in the acceptance of a place in the School. The School reserves the right to refuse entry to classes if these rules are not complied with. The School reviews and amends its policies and regulations on a regular basis and advises parents and teachers to read this document thoroughly to ensure a clear understanding is gained. Please contact the Principal, Marie Beazley if you require more information. Please visit our contact page for contact details.

We ask that Parents/guardians give one term's notice in writing if she/he wishes to leave the school, stop or change any classes. Alternatively a full term's fee must be paid in lieu of such notice. Emails of notification to the school do not apply.

School Regulations

1. All pupils must complete a registration form and must receive notification of a place before any classes are attended. The signed registration form acts as an agreement between Dance Sensation (The School) and parents/guardians and states one term's notice in writing must be given if she/he wishes to leave the school, stop or change any classes. Alternatively a full term's fee must be paid in lieu of such notice. Emails of notification to the school do not apply.
2. Students attending the school who wish to stop attending a class or start a new class are required to give the school one term's notice. All class changes must be authorised by the Principal and all requests must be put in writing. Invoices will not be altered when insufficient notice for a student leaving or changing a class is not given.
3. All fees are payable by the second week of each new term, an 5% surcharge will be added to any fees outstanding after the third week. Fees are non-refundable and will not be returned because of absence under any circumstances. Invoices will be sent out at the end of term for the next terms fees along with your newsletter.
4. Hair should be dressed correctly for all classes. A bun should be worn for all ballet classes. For Modern, Jazz and Tap classes hair should be in a ponytail. Only very short hair can be worn down with a hair band. Pupils may be refused entry to class if hair is not styled correctly.
5. After one term of dancing, the official uniform should be purchased. No outside clothing is allowed during class. Pupils may be refused entry to class if correct uniform is not worn. However the Dance Sensation 'Logoed' uniform will be allowed when cold.

6. No jewellery is to be worn in class; this includes watches, earrings and face jewellery. For security reasons, we recommend that valuables are not brought to the school. Mobile phones must be switched off, and the teacher has a right to confiscate mobile phones if used within the duration of the class. Your child will receive the mobile phone after the lesson ends. NO chewing gum is allowed in class.

7. It is the responsibility of the parent to name ALL pieces of uniform and to check when leaving that they have all their possessions with them. No responsibility will be taken by the school for any losses incurred on the premises. Please let the teacher know if anything has been lost or left behind as the school places any lost items in our lost property box located in the waiting area.

8. Please inform us if your child is suffering from any health complaints or allergies.

9. All term and holiday dates are on the newsletter found on the notice board at the start of every term. Please refer to the notice board frequently for any changes. We try and stay in line with school terms as much as possible, though we cannot help circumstances which may change this.

10. At NO point must parents or pupils enter the studio when classes are in progress, unless in exceptional circumstances. Parents watch classes on average, once or twice a year, when invited – towards the end of term during which NO photography or filming is allowed.

11. This is an Imperial Society of Teachers of Dance School working towards the highest standard of training. This results in examinations being taken when and only when the Principal believes the pupil has reached the required standard. An email will be sent to the pupil(s) parent when they are ready for an exam. Parents/carers should reply promptly, with agreement, together with the appropriate fee. If fees are not received by the due date, the pupil will not be entered for the exam. Examinations require a lot of hard work, dedication and require attendance of extra examination classes to ensure pupils are at the correct standard by the exam date. These classes are scheduled in addition to syllabus classes and are charged by a separate fee.

12. If a pupil wishes to undertake auditions or other classes at a different school it is professional etiquette to contact the Principal of the School in order for permission to be granted.

13. The School reserves the right to end a student's attendance at the school for reasons such as non-payment of fees, incorrect dress or unacceptable behaviour.

14. Please respect the building and property where the classes are taking place, by keeping the noise level low and the rooms tidy and free of rubbish.

15. For security purposes, pupils must not leave the premises without a parent or guardian. Please wait with your child if she/he takes more than one class and there is an intermission between classes.

16. Parents must fill out a registration form if their details have changed. The Principal must be notified of any changes of address, contact number and email address.

School Policies

Confidentiality

The School's emails and letters contain confidential and/or privileged information and are intended for only the person to whom it is addressed. Any unauthorised copying, forwarding, disclosure or distribution of the material contained in emails and any attachment is strictly prohibited. All personal information at the school remains confidential to the school principal, safeguarding officer and communications officer will not be discussed or shared by the school with any other parent or student.

Cancellations

If there is a bad weather warning in place and you are in doubt about classes taking place. Please check the website and the Dance Sensation Facebook page for information. In such cases the school will not reimburse or replace classes. Parents will be notified by our texting service, website and emails. Please make sure your details are up to date and you check our news page. If classes are cancelled due to unforeseen circumstances and cannot be replaced during the School term in which it was cancelled the School will not reimburse classes. All teachers will continue with classes, even if there are inadequate numbers of students. In such cases the Principal will be contacted in to discuss alterations for that particular class.

Child Protection

At Dance Sensation we have a duty of care to safeguard all children. It is our aim to provide children and young people with appropriate safety and protection that attend the School. We abide by The Child Protection Act 2004.

Protection of our Children

At Dance Sensation, we ensure that all children are protected. For younger students we insist they do not go home without their Parents or Guardians and will be kept within the classroom with the teacher until collected. Once out of the lesson parents are responsible for their children. Parents and students will not let any persons in the hall or waiting area if they do not know them

or are suspicious of them. We also do not tolerate any behaviour that results in bullying or discrimination, the school will give a written notice for any unacceptable behaviour from a student. If this behaviour does not show improvement the school has the right to refuse admission.

Use of Photographic/Filming Equipment

If a parent wishes to photograph or film classes, they may do so with the permission of the Principal and the teacher's consent, however we operate a policy that protects families that do not wish their children to be photographed or filmed. If this policy is found to be breached we will ask you to remove all evidence of the photography/filming. Dance Sensation School uses our own Photograph's and Filming as a platform to advertise the School and to celebrate it's student's achievements. The School Photo's and Filming will be published of children at the School and we ask that all members of the School notify the School if you do not want wish your child to be photographed or filmed when you register with the School. Dance Sensation records it's annual showcase. If parents do not wish their child to be recorded, unfortunately students therefore will be unable to participate in the showcase.

Health and Safety

Some physical contact is necessary by the teacher to demonstrate exercises or techniques or to prevent injury during the class. If in the case of minor accidents, first aid needs to be administered, the school will contact the Parent/Guardian immediately. No responsibility is taken for any injury occurring, during or after classes, although great care is taken to avoid such an occurrence. When a parent enrolls their child with Dance Sensation, it is their responsibility to ensure that the information given on their registration form is correct and the school is aware of any illness or disability that may affect their child during lessons.

The use of Social Media

We ask that current students who have access to social media do not contact teachers or student teachers on their personal pages. We ask that all students contact the School's email and/or social media page for any questions, helpful tips and advice. Social media is a wonderful communication tool however the Dance Sensation Facebook Page and School email should be the only use of social media contact from current students to teachers. The School will not tolerate current students and or teachers being in contact through social media however please feel free to contact us personally when you have moved on from the school to keep us up-to-date on how you are doing. Dance Sensation uses our Social Media Page as a platform to advertise the School and to celebrate it's student's achievements. The School Photo's will be published of children at the School and we ask that all members of the School notify the School if you do not want wish your child to be photographed when you register with the School.