

Code of Conduct - Ascenda Dance Academy

The purpose of Ascenda Dance Academy is to provide dance education in a fun, positive and safe environment for all. In order for this to occur it is important that the code of conduct is followed by pupils and parents/carers.

Rules and Regulations

Aggressive, abusive or anti-social behaviour is not tolerated from customers or students in any part of the premises or at any time, whether towards staff, visitors or other Dance School customers or students. Any customer incidents will be reported and investigated accordingly and if found in breach of this rule, you may be removed from the school immediately without any refund on fees already paid.

Any customer incident reported to management may result in their account being suspended, with the possibility of being fully withdrawn from the Ascenda Dance Academy. Serious incidents may result in immediate withdrawal from Ascenda Dance Academy.

Punctuality and attendance

It is vital that students arrive in good time. Those arriving late for class may miss important information and impede the learning of others.

Regular attendance is extremely important. If students do not attend on a regular basis, then the development of the class and the individual student will be affected. Students' attendance will be monitored as they prepare for their examinations and assessments, and those who fail to attend classes and additional lessons may be withdrawn from the exam. We regret that at this time, it is not possible to make up missed classes by attending another class for which you are not registered.

Discipline

Students are expected to conduct themselves in a civilised and well-mannered way, and show respect to both dance teachers and other students in Ascenda Dance Academy. We endeavor to create a friendly and respectful environment for all to learn in, and will not accept rude or bullying behaviours. Failure to comply with the rules and regulations may result in withdrawal from Ascenda Dance Academy.

Uniform

It is extremely important that students arrive dressed and ready for class in full uniform in order to be able to work correctly and safely in class, and to present a neat and elegant appearance. All students should have their hair in a neatly-tied bun or in a neat pony tail off the face. We ask

that all students make a concerted effort to come to class wearing a bun or headband for shorter hair.

Drop off/collection

Parents and guardians are asked to drop off students directly before the start of their class and to supervise them until the student has been invited into the dance studio room by the teacher for their lesson. Ascenda Dance Academy will not be responsible for supervising students on the premises outside of their designated class times.

Remuneration and fees

As per our Terms and Conditions, fees must be paid before the 5th of each month. Failure to do so may result in withdrawal.

Safeguarding

Ascenda Dance Academy has a 'duty' of care' to provide a safe environment for and to promote the health and well-being of children under the age of 18 years and vulnerable adults. Ascenda Dance Academy will take all reasonable steps to ensure that safeguarding and promoting the welfare of children and vulnerable adults is embedded in our contact with them through the training and activities we provide.

We believe that the welfare of the child is paramount, and that all children and vulnerable adults regardless of age, disability, gender, race, sexual orientation or identity, or religious belief have the right to equal protection from all types of harm or abuse

Please find our Policy and procedures for safeguarding here:

All staff, customers and students are expected to comply with the ADA's safeguarding policy. Failure to do so may result in withdrawal. Please report any concerns or incidents to the principal.

Data Protection Policy

Ascenda Dance Academy staff members are not at liberty to disclose any information relating to other students. Student information is confidential and retained in accordance with Ascenda Dance Academy's Data Protection Policy. These Privacy Policies can be found on our website.

Social Media

Ascenda Dance Academy will not publish or post any images (static or moving) of children under the age of 18, across any of our online channels without prior written consent from a parent or guardian.

Health and Safety

- It is essential that students are in the right place at the right time – if late for class they may miss vital information, impede the learning of others, and place themselves at risk of injury should they miss the warm-up section of the class.

- It is important that students always keep themselves warm between classes in order to protect against injury.
- Students should drink plenty of water, and ensure they keep their energy levels up by eating a healthy snack in between classes. Children are permitted and encouraged to bring a water bottle to class and place it at the side of the studio, and can drink water during the class.
- Any student who hurts themselves in class or feels unwell should tell their teacher or member of staff immediately.
- Smoking, vaping and alcohol is not permitted anywhere on the premises, even in outdoor areas on the site.
- If the fire alarm sounds, students, parents and visitors should follow the Fire Evacuation Policy of the venue.