

Please read the code of conduct, sign and return to Reception to enrol your child into Shana Keeler's School Of Dance & Performing Arts.

All pupils and partents/guardians are expected to observe this code of conduct.

Premises

- No food or drink expect for water is to be taken into the studio.
- All Pupils bags and clothes must be placed into the changing space of the venues, please refrain from leaving items around on the floor.
- Please place all rubbish in the bins provided, also ensuring no
- water bottles are left behind. The kitchen is not permitted for students with out adult supervision.

Uniform

- Uniform rules must be adhere to always, failure to do so will result in non-admittance to the relevant class.
- NO Jewellery or watches to be worn whilst dancing.
- You must bring all equipment required for that class into the studio with you (e.g. Notebook, pen, exercise mat, shoes)
- Fringes must be neatly secured back in all lessons, and hair should be in the hair style for the class being taken
- All new students have a settling in period of 6 weeks and then uniform will be expected after this period.

Attendance and Punctuality

- When an unexpected absence occurs please telephone the office during working hours. Also, if you are delayed for any reason please notify reception.
- Punctuality is very important, please be ready to start of each class.
- Due to health and Safety we must stipulate that if you are more than ten minutes late you will be unable to participate physically in the class, but you may sit and watch.

Extra-Curricular Activities

- All extra-curricular dance-based activities must be agreed with the Principle prior to application.
- Pupils enrolled at Shana Keeler's School of Dance are exclusively trained, therefore at other establishments is permitted unless agreed by the principle.

Tuition

- In the event of rescheduling classes due to teacher illness or unavailable, no refund will be made however the lessons will be arranged for another date by the principle.
- Private lessons are to be paid in advance into school account either by invoice or transfer. Private lessons cancelled within 48 hours prior then you will still be charged It is the parents/guardian's responsibility to make note of any private lessons booked.

Payments / Invoices

- Monthly tuition is charged monthly in advance in invoice.
- Tuition fees are charged on the 1st of each months and payment to the school needs to be made on the 6th of the month and any payments after this date will incur a £10 late charge. Payments is made by Direct Debit, Bank transfer, Cash on reception.
- Notice period of 4 week must be given prior to finishing or amending lessons at Shana Keeler's School of Dance in the form of a written letter or an email to the principle. Payment will be required for the notice period. In the event of notice not being given, then you will be automatically required to pay the fees for the month as invoiced.

Conduct

- You are expected to act in a courteous manner to staff and fellow to staff and fellow students always and any forms of bullying will not be tolerated. You should be friendly, respectful and helpful to each other.
- You are expected to support, encourage and work sensibly with your fellow classmates always.
- Parents/Guardians are not allowed into the changing or studio areas, unless otherwise stated by a member of staff.
- Any injury or pain incurred during class should be reported to the teacher immediately. If you are injured or ill it is your responsibility to stop and notify the teacher and seek help.
- You must notify us of any amendments to details as this is vitally important for correspondence or in case of emergencies.
- Social Media activities are closely monitored by a member of our staff and any material found that could be seen to damage the reputation of Shana Keeler's School of Dance will be dealt with very seriously.

Name of Pupil
Name of Parent / Guardian
Signature
Date of Signature

OFFICE USE ONLY

DANCEBIZ____

INV____