



Shining Stars School of Dance & Performing Arts



PARENT, CARER AND PUPIL HANDBOOK CODE OF PRACTICE

Welcome to Shining Stars School of Dance and Performing Arts.

We are fully committed to safeguarding and promoting the welfare and wellbeing of all pupils, families, staff and volunteers associated with our school.

Our aim is to provide a safe, inclusive, supportive and enjoyable environment where every child can develop confidence, creativity and a love of performing arts.

To ensure the smooth running of the school and the safety and wellbeing of everyone involved, we ask that all pupils, parents, carers, staff and volunteers read and adhere to the following Code of Practice.

ATTENDANCE: In order for a child to thrive and gain confidence and knowledge regular attendance at lessons is **essential**.

ABSENCE: If your child is going to be absent from a lesson, we politely ask you to please inform us by a text or email. Please note: *If one of our members is absent for three weeks and we haven't been notified we will assume they no longer require a place.*

BEHAVIOUR: Inappropriate behaviour of any kind will not be tolerated. We are committed to providing a safe, respectful and inclusive environment for all pupils, families, staff and volunteers.

Any behaviour that causes distress, intimidation, disruption, discrimination, bullying, harassment or threatens the wellbeing of others will be taken seriously and investigated appropriately.

Where concerns arise regarding a pupil's behaviour, we will initially discuss the matter with the pupil and, where necessary, involve their parent or carer. Persistent or serious breaches of our Code of Practice may result in suspension from classes or withdrawal of membership.

We also expect all parents, carers and family members to always communicate with staff respectfully, whether in person, by telephone, email, social media or any other form of communication. Unacceptable behaviour towards staff, volunteers or other families may result in restrictions on attendance at events and performances and, in serious cases, termination of a pupil's place at the school.

CHANGING AREA: The children should change into their dance wear before they come into the studio. A small bag, with their tap and ballets shoes in, maybe brought into the studio with them. They should leave their coats in the changing/waiting area (please do not let the children bring any valuables to dancing).

CONTACTING YOU: We will always contact you by email to advise re: fees/events/news. However, on some occasions, we may need to contact you by the number you have provided at registration. Please make sure you check emails regularly.

COLLECTION OF CHILDREN: The safety and wellbeing of all pupils is our highest priority.

- Parents/carers are responsible for ensuring that children arrive safely for their lessons and are collected promptly at the end of their class.
- Children will only be released to a parent/carer or another authorised adult named by the parent/carer. If someone different is collecting your child, please inform us in advance wherever possible.
- Staff may request identification if they are unfamiliar with the person collecting a child.
- Parents/carers must ensure that their emergency contact details remain up to date so that we can contact them if required.
- If a child has not been collected within 15 minutes of the end of their lesson and we have not been informed of a delay, we will attempt to contact the parent/carer and emergency contacts provided.

- Children will remain supervised by a member of staff whilst reasonable attempts are made to contact a responsible adult.
- Persistent late collection may result in a discussion with parents/carers regarding suitable arrangements for collection.
- Under no circumstances will a child/young person be permitted to leave the premises alone unless prior written consent has been provided by the parent/carer and agreed by the school.

EMERGENCY CONTACTS: Any changes to parent/carer contact information must be given to us immediately so we can update our pupil's emergency contact information.

GROOMING/APPEARANCE AT LESSONS: Pupils should be neat and tidy with their hair **tied up** at all lessons. **No** baggy jumpers over leotards. **No** jewellery to be worn in class.

HEALTH, SAFETY, PARTICIPATION

- Exercise, dance and performing arts activities involve physical activity and therefore carry an inherent risk of personal injury. Whilst Shining Stars School of Dance & Performing Arts takes all reasonable care in the delivery of its classes, participants attend and take part at their own risk.
- Parents/carers are responsible for ensuring that they and/or their child are physically and medically fit to participate in classes and activities.
- Participants are expected to follow all instructions given by staff and take reasonable care of their own safety and wellbeing.
- Parents/carers must inform Shining Stars School of Dance & Performing Arts of any medical conditions, injuries, allergies or changes to health information that may affect participation in classes or activities.
- Shining Stars School of Dance & Performing Arts cannot accept responsibility for the loss of or damage to personal belongings brought to the studio.

MEDALS & EXAMS: As well as having fun learning to dance, we work towards: **Rainbow awards** for our younger classes & **Exams/Medals** in all genres from age 7 upwards. Although exams and medals are not compulsory, they do enhance a child's skills in dance technique and self-esteem/confidence. **Year 1** we do 2 to 3 sessions throughout the year.

Year 2 (show year) we do one session in March

We have an **exam/medal/rainbow policy** that we advise parents/carers to read before committing their child to an exam/medal/rainbow.

Regular attendance is essential if taking an exam or medal.

MEDICAL CONDITIONS AND MEDICATION: The health, safety and wellbeing of all pupils is of utmost importance to Shining Stars School of Dance and Performing Arts.

- Parents/carers must inform us of any medical conditions, allergies, disabilities, injuries or additional needs that may affect their child's participation in classes or activities.
- It is the responsibility of parents/carers to ensure that all medical and emergency contact information is accurate and always kept up to date.
- If a pupil becomes unwell or sustains an injury during a class, a parent/carer or emergency contact will be contacted as soon as possible.
- Where a pupil requires emergency medication, such as an inhaler, EpiPen or other prescribed medication, parents/carers must ensure that staff are made aware of this and that the medication is readily available during lessons where appropriate.
- Shining Stars School of Dance and Performing Arts staff are not permitted to administer medication. Trained first aiders only will administer this.
- Pupils should not attend classes if they are unwell, have an infectious illness or have been advised by a medical professional not to participate in physical activity.
- Parents/carers must notify us promptly of any changes to a pupil's health, medical condition, medication or treatment that may affect their participation in classes or activities.
- All medical information will be treated confidentially and managed in accordance with our safeguarding and data protection policies.

MOBILE DEVICES: Staff will only use mobile devices during lessons for the purpose of playing lesson music, pupil registration, contacting parent/carers if required.

Pupils' personal phones need to be put away securely until they leave their lesson and must not be used until they have left the unit/studio. They should be used for emergency purposes only. We will contact parent/carer immediately if a pupil is found accessing inappropriate links/websites.

PHOTOGRAPHS AND FILMING: We have a clear policy on this and it is attached to the registration email for you to read. It is also available on our website and in the studio.

PUNCTUALITY: It is vital that pupils arrive in good time for their class. If pupils are late, they may miss vital information and will impede the learning of others and themselves. They can also place themselves at risk of injury should they miss the warm-up section of the class

PERFORMANCES:

- We have a big show (usually held at the Romiley Forum) every other year for our upper school and these pupils are invited to take part in performance opportunities (but not compulsory).
- We have one smaller scale show every year at the studio for our lower school (Twinkle1,2,3 & MT1)

We have great pride in our shows and if your child/young person does take part in it, full commitment with regular attendance at lessons is expected. You would also need to purchase costumes.

SOCIAL MEDIA AND ONLINE CONDUCT

Shining Stars School of Dance and Performing Arts is committed to maintaining a safe, respectful and positive environment both in person and online.

- Parents/carers, pupils, staff and volunteers are expected to always communicate respectfully, including through email, social media, messaging services and other online platforms.
- Any form of bullying, harassment, discrimination, intimidation, offensive language or inappropriate behaviour online will not be tolerated and may result in further action being taken.
- Parents/carers should not post photographs, videos or personal information relating to other pupils, families, staff or volunteers without their consent.
- Any concerns, complaints or issues relating to the school should be raised directly with Shining Stars School of Dance and Performing Arts rather than through social media platforms.
- The school's social media pages are intended to celebrate achievements, share news and promote upcoming events. We reserve the right to remove inappropriate comments and, where necessary, block users who breach our expectations of respectful conduct.
- Pupils must not use mobile phones or personal devices during lessons unless authorised by a member of staff for a specific purpose.
- All photographs and videos taken or shared by the school will be managed in accordance with our Photography and Filming Policy and our Safeguarding Policy.
- Any online behaviour that may negatively impact the safety, wellbeing or reputation of pupils, families, staff, volunteers or the school may be investigated and appropriate action taken.

STAFF: All our staff/volunteers have Disclosure and Barring Service clearance & Safeguarding training.

TERMLY FEE PAYMENTS: Once registered with Shining Stars School of Dance and Performing Arts, all pupils will automatically be enrolled for each subsequent half term unless notice is given in accordance with our policy. **As a dance school, we incur substantial costs at the beginning of each term and rely on prompt fee payments to continue providing high-quality classes and meeting our financial commitments.**

Payment Terms

- All term fees must be paid in advance via BACS transfer and no later than the first lesson of each new term, as agreed in the signed registration document.
- Invoices will be issued before the start of each term, normally at least one week in advance. Any queries or concerns regarding payment should be raised as soon as the invoice is received.
- Failure to make payment by the due date may result in your child's place being withdrawn.

Notice of Withdrawal

- We require a minimum of two weeks' notice before the start of a new term if **any pupil** no longer wishes to attend Shining Stars.
- If sufficient notice is not provided, fees for the forthcoming term may still be payable.

New Starters

- For new pupils, fees are payable weekly for the first two weeks.
- Thereafter, fees will be charged and payable on a termly basis.

Taking a Break from Classes

- If you wish to take a break from classes, please speak to us in advance.
- However, we are unable to hold places for a single term without payment unless there are medical reasons, in which case this may be considered on an individual basis.
- Where a pupil requires a longer break (for example, two terms or more), we may be able to discuss arrangements on an individual basis. However, places cannot be guaranteed, and any agreement will be at the discretion of Shining Stars School of Dance and Performing Arts.

If you have any questions or concerns regarding fees or payments, please contact Mrs Gandy or Miss Claire, who will be happy to assist.

TERMS/HOLIDAYS Shining Stars School of Dance and Performing Arts work in weekly blocks and as near as possible to school terms. However, this may not always be the same as your child/young person's school holidays and as we have most of the school holidays off, we are unable to offer free weeks for holidays out of our termly blocks.

There is always yearly holiday list available on our website, Facebook page, and studio for parent/carers to check our term dates.

UNIFORM: Full uniform must be worn at all lessons –

- **Dance classes:** School Leotard, ballet cardigan, white ballet socks, or tights and white leather ballet shoes and black tap shoes. Sweat top (optional).
- **Musical Theatre:** School t-shirt and **black leggings** and either black ballet shoes or jazz shoes.
- **Gymnastic Dance:** School gymnastic leotard and black leggings or cycling shorts.

All these items can be purchased through Shining Stars.

The name of the pupil will ideally be written in each item of their uniform.

WAITING AREA: There is a comfortable waiting area for parents/carers to wait for their child whilst they are having their lesson. Refreshments are available.

The waiting area can become very congested during change overs so we appreciate it (with health and safety in mind) if you would vacate the area as soon as your child's lesson has finished.

SAFEGUARDING & CHILD PROTECTION: Policy available on our website and hard copy at the studio

General Data Protection Regulation: Policy available on our website and hardcopy at the studio