



Code of Conduct (Studio rules and regulations)

Please read the following code of conduct (studio rules and regulations). By attending classes at Ledger Dance Studios, you are agreeing to these terms and conditions.

- 1. Arrival Time.** When attending classes please arrive at the latest 5 minutes before your start time so that you're ready for your class. We expect all students to be prompt for registration and warm up.
- 2. Clothing and Uniform.** We expect all students to be dressed in our official uniform and have the correct dance shoes. If you are unsure on the correct uniform you should have for class, please get in touch with us at the studios for guidance. Inappropriate clothing is not acceptable for class time. Outdoor shoes should be removed before stepping into the main studio to help maintain cleanliness of our facilities. Jewellery should be kept to a minimum with any necklaces, bracelets and large earrings removed and long hair tied back.
- 3. Personal Belongings and Mobile Phones.** We asked that personal property such as mobile phones be brought only at your own risk. We are not responsible for any damage or loss of personal items so please bear that in mind when bringing possessions to the studios. Mobile phones should be switched off or on silent and not used during class time or in the studio unless asked by the instructor. Photos and videos of classes should not be taken on personal devices, this includes changing or toilet areas in accordance with our safeguarding policy. Any unclaimed items left at the studios will be held in lost property for 2 weeks only. If you know you have lost something please inform us as soon as you can to avoid it being discarded. Ledger Dance Studios is not responsible if items go missing from the studios or from lost property.
- 4. Food and Drink.** Any food and drink consumed on the premises should be done in the changing rooms and not in the studios. We ask that if you bring snacks to clean up after yourself and keep our facilities tidy by using the bins for rubbish and cleaning up/reporting any mess or spillages. We ask that there is no chewing gum in class. We ask that students bring a bottle of water as they will receive water breaks during their class time.

- 5. Behaviour Policy.** We have a no tolerance policy for disruptive behaviour. Class teachers reserve the right to ask pupils to leave the class at any time, if they feel that their behaviour is disturbing the enjoyment and education of other pupils. If a member of staff feels that the behaviour of an individual is continuously disruptive, the management will be informed, and the pupil may be asked to leave. Any fees that are outstanding will need to be paid in full. Behaviour in unsupervised areas, e.g., changing rooms and toilets, must be acceptable and in line with our behaviour policy.
- 6. Changing Rooms.** Any students who are left in the changing rooms between classes will not be the responsibility of Ledger Dance Studios. We are not responsible for their safety and/or behaviour during this time. If a student causes any damage while unsupervised, the student's parents or guardians are liable for the cost of repairs or replacement. We ask all students to show respect for others using the changing facilities and to maintain appropriate behaviour at all times.
- 7. Talking in Class.** In order to make the most of your class we ask that students listen and not talk over your instructor. We welcome and encourage all questions during class time to manage your learning but we expect students to be respectful of the tutor and other class members. This includes the use of foul language or inappropriate discussions.
- 8. Kindness and Respect.** We ask all students of Ledger Dance Studios to be respectful of both class attendants and tutor in order to maintain a supportive atmosphere. We pride ourselves in creating a positive environment for all of our students to learn and enjoy. We have a no toleration policy of bullying or abuse between students or to staff which if reported will be dealt with consequences which may include a permanent ban. This also includes the respect of our dance team and staff.
- 9. Parental Responsibility.** Please note children waiting unattended on our premises for a class between rehearsals or for other classes, we cannot be held responsible for them (See 6. Changing Rooms). We cannot be held responsible for pupils outside of our class. e.g. if you wish for your child to go home unsupervised, that is your responsibility. Should a pupil, carer or associated visitor behave in a way that the class teacher feels are unreasonable or a serious breach of the school's terms and condition or any other serious misconduct then Ledger Dance Studios reserves the right to withdraw the provision of classes to the client without notice.
- 10. Drop-Offs and Pick-Ups** Parents and guardians are welcome to come into the studios to pay for classes or to speak with staff regarding their child's lessons, particularly if they are new to the studio. We kindly ask that, where possible, parents and guardians wait outside the studios for student collection. Teachers will hand over

any younger students directly to their parents or guardians. Please ensure that you arrive promptly for both drop-off and collection times to help classes run smoothly and safely. Should a student choose to leave the premises on their own accord, Ledger Dance Studios cannot be held responsible for their safety once they have left the building. (See 9. Parental Responsibility)

- 11. Attendance & Time Commitment.** For general classes we do understand that participants may not be able to attend every week though we encourage regular attendance so that our students continue to progress in their practice. During our performance opportunities such as our show/achievement awards we do expect students involved to avoid missing rehearsals, and please let the Ledger Dance Team (Evie) know if you are not able to attend/ or have fallen ill. Students may also be asked to catch up via private classes which will be charged at the current rate at the time. Dancers must always be prompt for class, ready to begin at the starting time of their rehearsal. Dancers will watch company class/rehearsal in the case of injury or mild illness.
- 12. Financial Commitment.** At Ledger Studios, we expect that fees are paid on time. Classes and rehearsal fees need to be paid upfront or you may not be allowed to attend classes. Late payment charges may be made if fees are not paid on time. Once paid all classes are non refundable and non exchangeable. If you have an injury or illness that stops you from dancing, then with a doctor's note, we are happy to freeze your account until you can safely return to class.
- 13. Positive Attitude.** Having a positive attitude in class helps to maintain a healthy learning environment for all that are partaking in class. We understand that during class there will be times of difficulty and frustration. Please understand that all constructive criticism is feedback to help you improve rather than negativity. Tutors are here to support your learning and assist any struggles or challenges. We expect students to always try your hardest and do your best during the time you are with us.
- 14. Finally... Don't forget to have fun!** You'll gain a lifetime of great memories and friendships during your time at Ledger Dance Studios, so enjoy every second! We strive to make this the most positive and rewarding experience for our dancers and look forward to having another incredible and exciting dance season! By attending classes and rehearsals, both dancer and parent have read and understood all that is expected as a member of Ledger Dance Studios. Both dancer and parent understand that failure to meet the conditions set forth in this contract could result in the dancer's dismissal. Please understand that these policies are created to ensure the absolute best training and most positive and rewarding experience for everyone.