



Bluebirds Ballet School Regulations, Policies & Safeguarding

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 office if you require more information. We ask that Parents/guardians give four (4) week notice in writing (email) if she/he wishes to leave the school, stop or change any classes. Alternatively, four (4) week class fee must be paid in lieu of such notice.

School Regulations

1. By registering for class (confirming that your child will join The School by email) you are agreeing to Bluebirds Ballet School's (The School) terms and conditions – which include

- payment of all invoices (term fees need to be paid on the first day of term the latest all other fees within receipt of the invoice),
- that your child will remain registered for classes unless formal notice of 4 weeks is given. Should such notice not be given, a four (4) week class fee must be paid. Payment in instalments must be discussed with the School in advance.

2. Students attending the school who wish to stop attending are required to give the school four (4) week notice. All class changes must be authorised by The School and all requests must be put in writing. The teachers will decide on class progression depending on the student's age, ability and exams (if relevant).

3. All fees are payable by the first day of each new term the latest. Should payment (without prior agreement with the office) not have been made by week 4 of each term a 5% interest will be charged. Fees are non-refundable and will not be returned because of student absence unless there is a doctor's note. Each student has the right to 2 catch-up lessons a term for any missed classes. Class fee invoices will be sent out at least 4 weeks before the end of each term, giving you enough time to organise payment and hand in notice if required.

4. Hair should be dressed correctly for all classes. For girls: A bun should be worn for all ballet classes. 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. It is the school's policy that the official uniform is purchased. No outside clothing is allowed during class.

6. No jewellery with the exception of stud earrings is to be worn in class. For security reasons, we recommend that valuables are not brought to the school. 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 office know if anything has been lost or left behind as we will do our utmost to locate the items.

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

9. All term and holiday dates are circulated at least 4 weeks prior to the end of term and published on our website. Please refer to the website 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.

11. Each class must have (with some exceptions) an attendance of four students at least for us to be able to run the class. Should we have to cancel a class due to economical reasons, your child will be given an alternative to attend or the outstanding classes will be refunded.

10. Parents or pupils should not enter the studio when classes are in progress, unless in exceptional circumstances. Parents may watch classes on the second to last week of term during which photography is only allowed with the permission of all parents.

12. Parents/Guardians should not contact the teacher directly to organise catch-up lessons, private classes etc. This can be organised by the office. Please do not hand out your phone number to teachers as we need to comply with the new regulations.

11. This is a Royal Academy of Dance & Royal Ballet School working towards the highest standard of training. This results in examinations being taken when and only when the teacher believes the pupil has reached the required standard. An email will be given to the parent when they are ready for an exam. Please note: at times the child might have the ability but be too young to take the respective exam. Exam entry and training fees should be paid within two weeks of receipt. Should you wish to withdraw your child from the exam after the deadline you will be eligible to pay the RAD exam fee as the RAD does not refund. 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 (part of the exam entrance and training fee). You will be notified of these fees as part of the invitation.

12. If a pupil wishes to undertake auditions or other classes at a different school it would be nice to be informed.

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, the main doors of both premises must remain closed at all times. 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 notify the office if their contact details have changed. This is extremely important in case of emergencies.

17. The School can schedule private lessons. Parents must email the school with preferred dates and times and the school will try to accommodate these with a degree of flexibility.

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 prohibited. All personal information at the school is kept confidential and 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 contact the office for information. In such cases the school will not reimburse or replace classes. Parents will be notified by our texting service and emails. Your child will be offered the option of a catch-up/make-up class.

Please make sure your details are up to date, so we can ensure to notify you of any cancellations. Should a teacher be ill and need to cancel classes, we will offer catch-up classes. If no catch-up class suits then we will credit your account for that particular class.

Private Classes Cancellation:

Parents/Guardians should cancel a private class at least two (2) days prior to the lesson; otherwise the class cannot be refunded/credited.

Child Protection

At Bluebirds Ballet School 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.

All teachers of the school hold a current enhanced DBS check in accordance with the requirements of the Royal Academy of Dance code of practice.

Protection of our Children

At Bluebirds Ballet School, 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 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.

Complaints & Feedback:

Parents/Students should have the right to express any concerns or also positive feedback. Such communication should be addressed to info@bluebirdsballetschool.com. Following a written submission, the office shall get in touch with the parent/student in question and open a full conversation with the aim of resolving the issue in question.

Use of Photographic/Filming Equipment

If a parent wishes to photography during parent watching week, they may do so with the permission of 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. We use our own photographs and filming as a platform to advertise the School and to celebrate its students' achievements. Prior to any published photography or film we will ask for parent/guardian consent.

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 Bluebirds Ballet School, it is their responsibility to ensure that the information given at point of registration 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 Bluebirds Ballet School Facebook Page, Instagram, X Page and School email should be the only use of social media contact from current students to teachers.

Bluebirds Ballet School uses our Social Media Page as a platform to advertise the School and to celebrate its students achievements.