

# Dance | Theatre | Gymnastics | Fitness

# **ELEVATIONS ACADEMY**

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## Code of Conduct

*By filling out an online enrolment form/paper enrolment form at Elevations Academy Leeds- you have already agreed to the following. Please retain this document for your reference.*

Elevations Academy aims to ensure that all students experience dance and gymnastics in a fun, friendly, positive and safe environment. In order to achieve this, please take note of the following guidelines; they are of great importance in assuring the wellbeing of students who attend the Academy. Any student unable or unwilling to profit from the education provided at the Academy may be asked to withdraw from the Academy.

## Rules and Regulations

### Academy Updates | Finding out Information

It is the Parent's responsibility to find out what is happening in the Academy. We also have a Facebook page for updates; search 'Elevations Academy Leeds' and like us. We send out emails as and when relevant per notifying you of important/events throughout that particular term. We no longer send out paper letters. If you don't receive our emails please let us know.

You have a right to inform us that you do not wish to receive such information, but as a result of this we can no longer continue teaching your child. The reason for this is if we have no way of communicating with you of dates and events (cancellations, exams, holidays etc), then our professional relationship must end as we are not able to effectively communicate with you about your child and their lessons with us.

### Punctuality

It is essential that students arrive in good time for their lesson. If students are late for class they may miss vital information and will impede the learning of others and place themselves at risk of injury should they miss the warm up section of the class.

### Attendance

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. Exam students' attendance will be monitored as they prepare for their examinations. Students who fail to attend classes (and any additional lessons there for the purpose of exam coaching) will be withdrawn from examinations.

We regret that it is not possible to make up missed classes by attending another class for which you are not registered.

### Discipline

Students are expected to behave in an orderly, civilised and well-mannered way. Students must show respect to their teachers when attending the Academy. Students should also show respect to other students in their class. Failure to comply with this may result in withdrawal.

## Uniform

Students must wear the correct uniform once settled into the Academy. Those dressed in uniform are able to work correctly and safely in class. It also present a neat and elegant appearance. We ask that all students make a concerted effort to come to class wearing a bun for ballet or simply tied back for any other class. If students are not dressed in appropriate attire, they may be asked to sit outside.

## Drop Off/Collection

Parents/guardians are asked to drop off students directly before the start of their class. Students must be supervised by their parent/guardian until the class time commences. We accept no responsibility before or after class. Parents can leave site, and will be contacted by their 1<sup>st</sup> mobile contact should a situation arise. Late collection charges for those who are more than 5 minutes late will result in a £5.00 charge (per 10 minutes).

## Waiting Areas

Those choosing to wait in areas at our venues please be aware that you do so at your own risk. We do not accept liability for loss of property or injury on site. Please be courteous to our community venues.

1. Please refrain from bringing food into our venues.
2. Rubbish must be disposed of.
3. If you get yourself a chair -please put it away after use.
4. Please control the behaviour of your children inside and outside of our venues.

## Personal Property

Students should not bring valuable items into the school. The Academy regrets that we cannot be held responsible for missing items. We suggest that you label all dance and gym attire.

## Remuneration and fees

As per Terms and Conditions; fees must be paid at the first week of term. Failure to do so may result in withdrawal from classes.

## Data Protection Policy

Staff members are not at liberty to enter into conversation with or disclose any information to parents relating to other students. Student's information is confidential and retained by the Academy in compliance to GDPR laws (General Data Protection Rights).

## Visual and Social Media

By completing a booking form, we agree that you are able to take photos of your child at open classes (etc) and understand other parents and staff may be doing the same. We will put an immediate stop to this if we receive written confirmation from yourself otherwise. The Academy may take practise videos, class photos, achievement photos and such like for the upload onto newsletters, help with exam coaching and such forth...again you agree to this unless we receive written confirmation.

We ask that all parents, guardians and students ensure that they use social media and the internet in a safe and positive way. This includes the way in which the Academy is represented when posting, commenting and blogging online. Please report any concerns regarding this subject to the Principal.

## Studio Etiquette

Eating is not permitted. A bottle of water with a tight lid is acceptable. Students should drink plenty of water and ensure they keep their energy levels up by eating a healthy snack before class.

Staff members must be address by 'Miss... followed by first name' in keeping with tradition for all members up to Junior Academy. Those studying at high school or college may address staff by first name.

We do not allow spectators in sessions. Parents/guardians are asked to refrain from looking through windows of the hall when classes are taking place.

Students should wear shoes that are appropriate, please seek the uniform list. High tops are strictly prohibited.

It is important that students always keep themselves warm between classes in order to protect against injury.

If a student hurt themselves in class or feel unwell at any point, they should tell their teacher or member of staff immediately. We ask parents to encourage this communication.

#### Site Rules

No smoking or e-cigarettes are permitted anywhere on the premises.

Mobile phones of youths are allowed on site, but should not be used throughout lesson. Anyone disobeying will be asked to leave the class. We cannot take responsibility for loss of mobile phones.

No games are permitted in or around our community venues. Car parking areas should not be used as playgrounds. Ball games, scooters, skate boards and roller skates are strictly prohibited.

Parents/guardians are asked to drive with due care when dropping off and collecting their children from classes.

When at Chapel Allerton Primary School, please refrain from parking on the astro-turf. There is CCTV on site, and anyone doing so will be reported to the school who will take this further for damages.

#### Fees, registration and refunds

Students can join anytime of the year providing a space is available. Students who join mid-term are not financially disadvantaged; standard procedure of registration fee and pay on the door will apply before a pro-rated amount is due.

#### Dance Only

1. A registration fee of £8.00 is due which holds your booking. This is payable online.
2. The registration fee covers the cost of an Academy 2018-2019 training t-shirt which will be given to you when your first half term period is paid.
3. At your first class, payment of the class is payable on the door. If you have enjoyed it the balance of the period up to the next Academy holiday period is due.
4. If you haven't enjoyed your first class, you must notify the Academy within 24 hours so we can a) rebate your registration fee online and b) release your place. Failure to inadequate notice or ignorance, your registration fee will be forfeited.
5. Missed classes due to ill health, parties, vacation etc are non-refundable. Long term illness is dealt with compassion by the Principal.
6. Should the child be removed from the lesson programme due to unacceptable behaviour; a refund will not be given.
7. Your place is granted for the full academic year (Sep 2017-July 2018) unless you cancel otherwise.
8. Please notify us before the last day of each half term should you wish to cancel your place. Should you leave the Academy mid-term or leave over a holiday period without notification, you will be sent a final invoice which must be paid without delay. For instance, if you planned to not return in January- ensure you let us know before the final day of term before (before the Christmas holidays commence) etc.
9. Fees are always due the first week of term, should the child be absent- we will allow the second week of term. By the end of the second week, a £5 late payment charge will be applied. If by the end of

the third week the bill remains unpaid- the child will not be allowed to partake in classes. Any monies owed to us will be retrieved third party.

## Gymnastics Only

1. Full term payment is due on booking should a place be available.
2. If you haven't enjoyed your first class, you must notify the Academy on the same day so we can a) rebate your remaining term fee and b) release your place. Failure to inadequate notice or ignorance, your term fee will be forfeited.
3. Missed classes due to ill health, parties, vacation etc are non-refundable. Long term illness is dealt with compassion by the Principal.
4. Should the child be removed from the lesson programme due to unacceptable behaviour; a refund will not be given.
5. Once placed, you have priority booking for future terms, providing you adhere to the payment situation within that period.

## Adult Dance Classes Terms and Conditions

Please seek separate terms for adult classes and bookings on our adult page of the website.

## Fees

### Childrens' Dance Class Fees-

Single classes	30 mins £3.00	45 mins £4.00
Multi classes (2 or more)	30 mins £2.50	45 mins £3.50
Parent and Child Class	30 min	£3.50

### Discounts Offered-

4 or more classes 10% awarded

3+ siblings 10% awarded

A capped weekly fee of £15 is offered to those who take part in 6+ sessions per week.

### Adult Courses-

Due online at the time of booking. Course fee will be visible - please seek the adult page.

### Gymnastics-

Classes are £6.00 payable termly in advance.

### Payments

Tuition fees can be made via cash (receipted) or BACS. We do not accept personal cheques. Registration fees can be paid online via our card provider OR cash in person. Please do not pay registration fees via BACS as the t-shirt sizing goes straight to our supplier. For BACS payment please email [info@elevationsleeds.co.uk](mailto:info@elevationsleeds.co.uk).

### Register, attendance and absence | Cancelled Sessions

A register for each class is maintained by the teacher and records student attendance for the purposes of health and safety and security.

If a student is absent from class for two or more consecutive weeks without notifying us, we will assume you have left and release your place. You will receive an invoice if you haven't already paid.

If a class is cancelled due to sickness of the teacher, a health epidemic or any other unforeseen event, the Academy will endeavour to reschedule the class. This may be on a different day or a different time or both from when the class was originally scheduled, and might involve an extension to the term time dates. No refunds will be given in this case.

Elevations Academy Leeds will not issue refunds for cancelled sessions relating to factors outside of the company's control. This includes, but is not limited to: weather conditions (snow/ice) and Bank Holidays. Where possible Elevations will aim to provide additional sessions to make up for any cancellations but this is not always possible.

Showday (usually on a Saturday) is the one day of the year that classes cannot go ahead as we are at the theatre. A make-up is usually offered, but this is not always possible thus clients should think as lessons over this show period as slightly more expensive than current lesson rate (i.e. if it was a 5 week term costing £15.00 equally £3.00 per week, clients should think of this term as costing £3.75 per week instead) we are extremely sympathetic around show period, but as our venue hire still runs we have little choice.

Right to attend, change classes, withdrawal and termination of attendance

Elevations Leeds reserves the right at any time during the term to ask students to leave a class if any fees remain outstanding after the second week of term.

Students are required to give notice (via email and not verbally at reception) if they wish to withdraw from classes. The Academy will always acknowledge an email of departure thus please assume we haven't received it if we don't reply. Please make it your priority to let us know as failure to inform the Academy of withdrawal will result in the proceedings to collect any debts that might remain unpaid for all students.

If a student wishes to change class or to start an additional class, the parent/guardian must book for the additional/new class online.

## General Terms

### Content

The Academy reserves the right to alter the advertised programme and faculty without prior notice.

### Data Protection

Elevations Leeds will not disclose your information to third parties outside the Academy except where the law allows or requires, or where you have given your permission to do so. We would ask you to read our updated Privacy Policy online which now complies to the new GDPR laws that come into practise from May 25<sup>th</sup> 2018.

### Personal Injury/Property

Elevations are unable to accept liability for physical injury, loss or damage of personal belongings whilst on Elevations premises. Elevations advises people to use our private studio and community venues with care and respect- no liability will be taken for accidents on Elevations site or our community venues (car parking areas/toilets/outside areas). You use the sites entirely at your own risk.

It must be remembered dance and gym are sports- and sometimes injuries can happen. Elevations take out every practice in order to ensure members are dancing and practising in a safe and controlled environment. In the unlikely event the child over- strains or gets any minor injuries throughout a lesson at Elevations – you will be notified. The most common injuries are usually a result of silliness and lack of concentration. The Academy has an accident book to record such incidents of students which have occurred in the studio.

### Professionalism

Dance and Gymnastics often require a professional 'touch' to correct posture and such like... the intent of the professional touch will always be made clear to the student. Teachers are teachers, and will refrain from forming a friendship outside of the Academy environment with any student or parent.