

# WESTBURY PARK DANCE CENTRE

## Rules and Regulations – updated APRIL 2024

This is a Royal Academy of Dance and Imperial Society of Teachers of Dance School.

We work towards the highest standard of training; resulting in examinations being taken when the Teacher believes the student has reached the required standard.

Examinations are not compulsory.

Students are expected to attend their lessons punctually and regularly.

Hair should be dressed correctly for all classes. Pre-School/Pre-Primary/Primary - a Bun, Ponytail or short hair in hairband.

Grade 1 and above - a Bun, with hairnet and hairpins, or short hair in hairband.

Correct uniform is expected after one month of attending classes.

No Jewellery to be worn in class, including watches. Earrings-studs are permissible.

Please label uniform, and check you have all possessions before leaving the hall. Lost property will be kept at the hall for one term only.

Parents and pupils must not enter the studio when classes are in progress.

Parents/Guardians will be invited to watch class, usually at the end of term, but this will be dependent on the examination timetable for the students.

If you wish to watch class at any other time you must seek permission from the Teacher.

The younger children may not leave the building without a Parent/Guardian present.

WPDC will not pass on any personal details to a third party, unless it is in the student's interest, i.e., examination or festival entry.

Under no circumstances should a student or parent email, text or telephone the teachers directly. All communication should be via the School email address or telephone numbers and addressed to the Principal.

Teachers will be directed to not add students or parents to their social media accounts, or to pass on their own email or telephone numbers, in the interests of all concerned.

WPDC can also be contacted via the School's Facebook account, and website, and email.

All fees are payable strictly in advance and by the second week of the new term, in full. Any Fees not paid after the third week of the term will incur a 10% surcharge.

Students will not be entered for examinations if there are outstanding fees due. If you have any difficulties please discuss this with the Principal directly. Payments by BACS ONLY.

Except for new pupils enrolling during term time, no deductions can be made for missed classes. Exceptions can be made at the Principal's discretion should a student suffer a long-term illness or hospitalisation.

**A full term's notice is required in writing for pupils wishing to leave the school, i.e. 12/13 weeks, after completion of 1 full term.**

Any student leaving the school must give the correct notice period or they will be liable for the term's fees.

Should it be necessary to close the school on the account of epidemic, national crisis or any circumstance outside of Westbury Park School's control, fees cannot be returned, or compensation made for any period of lost lessons.

It is the responsibility of the Parent/Guardian to notify the Principal of any illness or injury that may affect their child's participation in class.

Any medication for your child needed on site as indicated on your registration form should be kept in an airtight container, clearly labelled with the child's name, dosage and use.

It is the responsibility of the Parent/Guardian to ensure that we have the correct contact details for the student and to keep us updated on any changes to contact details or health details.

WPDC does not accept responsibility for any accidents or injury that may occur during class. Students will always be supervised by the Teacher and/or Assistant Teachers.

Students may be required to take part in performances and open classes. Prior notice will always be given.

Please respect the building and property where the classes are being held by keeping the noise level low and the rooms tidy and free of litter.

It is the Parent/Guardian's responsibility to ensure that their child is supervised outside of their specified class times whilst on site.

WPDC does not accept responsibility for any damage or loss of property while on the premises.

WPDC has the right to terminate a student's involvement if their behaviour is deemed unacceptable.

Photographs and video footage containing your child may be used for promotional purposes on our website and Facebook page. **Please inform us, in writing, if you are unhappy with this.**

It is understood that Teacher's may use physical intervention occasionally in respect of good teaching, adjusting arm lines for example. This is deemed necessary for safe and effective teaching of the correct dance technique.

Accidents will be recorded in the accident book. Severe injuries will be reported to RIDDOR.

In the case of an emergency, and if the Parent/Guardian is absent, it is understood that the Teacher will act as 'loco parentis' where necessary. An Ambulance will be called, and the Parent contacted.

Your child's attendance to class is in agreement to all of the above.

Pamela Wingfield - RAD RTS, ISTD, BEM

Principal

Westbury Park Dance Centre

April 2024