



Miss Stacey's School Of Dance Code of Conduct

All pupils and parents/guardians are expected to observe this Code of Conduct at all times.

Miss Stacey's School Of Dance Premises

- No chewing gum on the premises
- No drink with the exception of water to be taken into the studio area.
- Do not block any doorways and exits.
- Do not leave any valuables unattended in the changing rooms.
- Please place all rubbish in the bins provided, also ensure all cups are emptied into the sink prior to being placed in the bin.
- Pupils must not use studio space without staff permission.
- Stiletto heels / outdoor shoes must not be worn in the studio area.
- Children must be picked up by a parent/carer – we will not allow them to leave the premises alone.

Miss Stacey's School Of Dance Uniform

Miss Stacey's School Of Dance uniform rules must be adhered to at all times. Please follow the set uniform for each class.

- You must bring all equipment required for that particular class into the studio with you. (e.g Notebook, pens, exercise mats, tap shoes).
- All tap shoe screws must be tight as they will damage the dance floor.
- Pupil's hair must be tied back for all classes.
- For health and safety reasons please wear either dance shoes or bare feet in the studio. Socks must be taken off.
- No Jewellery to be worn, earrings to be taped

Attendance and Punctuality

- When an unexpected absence occurs please text or call Miss Stacey – she will then pass on the message to the class teacher.
 - Punctuality is very important, please be ready for the commencement of each class.
- Behaviour

- You are expected to act in a courteous manner to staff and fellow students at all times and any forms of bullying will not be tolerated. You should be friendly, respectful and helpful to each other.
- You are expected to support, encourage and work sensibly with your fellow class mates at all times.



- Any injury or pain incurred during class should be reported to the teacher immediately so that they can help you with your problem. If you are injured or ill it is your responsibility to stop, notify the teacher and seek help.
- After class please ensure you dress appropriately when leaving the building in order to prevent injury.

Conduct

- You must notify us of any amendments to details, e.g. change of address, change of contact number. This is vitally important for correspondence or in case of emergencies.
- Smoking is seriously discouraged and is strictly prohibited both on site and in the vicinity of Miss Stacey's School Of Dance

Payments/Invoices

- All payment of invoices must be paid by the allocated date.
- Any lessons which are missed due to illness or holiday absence will not be credited.
- Notice of 4 weeks must be given prior to finishing lessons at Miss Stacey's School Of Dance either in the form of a written letter or an email. If notice is not given then you will be automatically required to pay the fees for the month as invoiced.