

LYME SCHOOL OF BALLET

Code Of Conduct

Lyme School of Ballet (LSB) is an 'all inclusive' school for children and adults of all ages, both male and female. Royal Academy of Dance (RAD) syllabi are taught at the school with the opportunity to take graded examinations to reward achievement.

The RAD is recognised internationally for the highest standards of teaching and learning. LSB's Principal, Mrs. Freya Bell (A.K.A. Miss Freya), is an RAD Registered Teacher who abides by the RAD's rules and regulations for their registered teaching professionals.

The guidelines below aim to ensure that all students experience our dance classes in a friendly and safe environment.

Teacher

- All Classes will be taught by the Principal of LSB, Miss Freya, unless notified otherwise.
- On occasions, Miss Freya may have assistance in class from Mrs. Lovett (Miss Freya's mother and LSB's Admin Officer) or Mrs. Chase (the previous Principal of LSB).
- Some senior students may also be invited to assist in the lower graded classes to progress their personal dance training.
- Any assistants will be supervised, at all times, by Miss Freya.

Registration / Data Protection

- All students must register with LSB, prior to attending their first official class. Please fill out our 'Brochure and Registration Form' (which can be found on our website's *Admin* page: <https://lymeschoolofballet.com/administration/>) and return it to Miss Freya as soon as possible.
- LSB can only accept responsibility for enrolled students during classes.
- Parents / guardians of new students who are taking a trial class must remain in the dance studio or just outside (in the foyer or car park) for the duration of the class. Following the trial class, families will be asked to fill in the 'Brochure and Registration Form' if they haven't done so already.
- All student information is confidential and retained by LSB and, where necessary, the RAD. Staff members are not at liberty to disclose any information to anyone relating to other students.

Attendance

- Regular weekly attendance is expected, to maintain the development of each student and the class as a whole.
- Miss Freya should be notified of all absences prior to the lesson.
- Every lesson is carefully planned to progress each individual student enrolled in a specific class. Unnotified absences can disrupt the flow of lessons significantly.

Punctuality

- Students should arrive in good time for their class. Arriving late may mean missing vital information and the warm-up section of the class, which could place students at risk of injury.
- Late arrivals significantly disrupt the flow of a lesson and as such, if a lesson has already begun, late arrivals may not be able to join the group.

Drop off / Collection

- If parents / guardians are not staying to watch a class, they should stay with their son / daughter and supervise them until class commences.
- Parents should return five minutes before the class ends to ensure that student collection is completed in a timely manner.
- Parents / Guardians can stay seated at the back of their child's class, so long as no disruption is caused. Should there be noise or any other distractions from parents / guardians, they may be asked to leave. Please see our *Class Rules* document (found on our website's *Admin* page: <https://lymeschoolofballet.com/administration/>) for the full 'rules' to watch classes.

Student Health

- Parents / guardians / adult students should notify the teacher of any ailment or injury before class.
- If students hurt themselves or feel unwell in class, they should tell the teacher immediately.
- For any students enrolling at LSB with an ailment or injury, our *Health Commitment Statement* must be completed prior to their first official class. Our *Health Commitment Statement* must also be completed by any students who develop a new ailment or injury during their time with us at LSB. Our *Health Commitment Statement* can be found on our website's *Admin* page: <https://lymeschoolofballet.com/administration/>.

Uniform

- 'LSB Uniform Regulations' can be found on our website's *Admin* page: <https://lymeschoolofballet.com/administration/>.
- Students must attend class in full uniform, relevant to the grade being studied.
- Girls should make sure their hair is secured in a neat ballet bun. For boys with longer hair, a headband must be used to sweep the hair off the face. This presents a neat appearance and enables safe and correct work in class.
- Ballet bun kits are available to purchase from Miss Freya at any time, including instructions on how to perfect the classic updo for girls.
- A small second-hand stock of uniform is available for all LSB students to use.
- If you require a bun kit or second-hand uniform, please contact Miss Freya out of class hours (preferably by email) so as not to take up teaching time.

Changing

- Where possible, please arrive for class in uniform. If students need to change into uniform, please allow sufficient time prior to the start of class.
- Students should only get changed in a designated area in the presence of other students / teachers but never alone with one adult. For more information, please check pages 2-3 of our *Child Safeguarding Policy* (found on our website's *Admin* page: <https://lymeschoolofballet.com/administration/>).

Toilet

- All students should have been to the toilet before attending class.
- Students are not permitted to use the toilet (unless in exceptional circumstances) once their lesson begins. This is to prevent disruption to classes.

Jewellery

- No jewellery is to be worn during class except small ear studs in pierced ears.
- LSB cannot be held responsible for loss of jewellery or other personal items.

Food and Drink

- A water bottle is permitted during class along with simple snacks for any students attending classes longer than 60 minutes in length.

Discipline

- Students, of any age, are expected to behave in a courteous and well-mannered way, showing respect to their teacher and other students alike.
- Students must be able to follow instruction from their teacher for the duration of their class, without running back and forth to any family members who may be watching.
- Students are expected to stand still and listen to instructions carefully.

Examinations

- Entry for RAD examinations is at the discretion of LSB.

Telephones / Photography

- Please ensure all telephones are switched off during class.
- No photography is permitted during class.
- LSB will not take, or publish, photographs of students without prior written consent from a parent / guardian.
- For more information, please check pages 2-3 of our *Child Safeguarding Policy* (found on our website's *Admin* page: <https://lymeschoolofballet.com/administration/>).

LSB wishes to work with parents / guardians in the best interests of their students. Failure to adhere to the information above may result in the student being withdrawn from the school.