



TERMS AND CONDITIONS

SCD reserves the right to alter or amend terms and conditions at any time. Fees will be reviewed occasionally and may increase with notice. By signing the Terms and Conditions you agree you are aware of Surrey Community Dances Child protections policy, Privacy Policy and Health & Safety Policy all of which are available on request and on our notice board, also on our WEB site

Surrey Community Dance requires a Contact Details Form to be signed before acceptance to any class. This form includes permission to use photos/films of your child to promote the school

Any pupil unable to attend SCD is requested to contact Shani via WhatsApp or Class manager.

Fees are paid per term in advance. Fees are to be paid by BACS – please ensure you use the child's name as reference.

If your child does not attend a class the missed class cannot be carried forward or be held over without payment.

A full terms notice is requested for the withdrawal of a pupil in writing or the following full term's fees must be paid.

Pupils are requested to wear the correct uniform with their hair tidy, preferably in a bun, for Ballet or back off their face. They must also wear well fitted ballet shoes, with the laces tucked in. Uniform list will be on the WEB site surreycommunitydance.info of available on request.

No responsibility for items of value left on the premises can be undertaken by the school.

It may be necessary for teachers to use physical contact when helping to improve a student's posture or movement. Please inform the teacher beforehand should this be unacceptable.

If adverse weather conditions cause class cancellations, you will be notified via text message and if possible the class will be replaced without extra charge. Should Covid restrictions cause another lockdown, classes will revert back to Zoom at the same lesson rate as in the hall.

Please inform the school in writing of any change in personal details. These will be held in strict confidence as per relevant data protection. Should a child require medication during the time spent with the school this must be administered by a parent/guardian?

In the case of an incident/accident the appropriate actions will be undertaken by a member of staff and the parent/guardian will be informed.

SCD reserves the right to ask a pupil to be removed from the class should their behaviour be considered detrimental.

Shani is happy for students to participate in other dance or performing arts opportunities outside of SCD. Please make her aware if your child/children are attending another dance school or participating in other dance events.

Please be respectful of areas around the halls and keep the noise levels to a minimum in the waiting area and when leaving the car park.

Please note waiting areas are for students and their parents/guardians only.

All staff hold liability insurance and a current DBS.

By signing the this form I can confirm that I accept all the above Terms and Conditions

PARENT/GARDIAN SIGNATURE:

DATE:



Surrey Community Dance - Privacy Policy

1. Personal data means any information about an individual from which that individual can be identified.
2. You provide information about yourself when you register with Surrey Community Dance and by filling in forms at an event or online, or by corresponding with us by phone, e-mail or otherwise.
3. The information you give us may include your name, date of birth, address, e-mail address, phone number, gender, and the contact details of a third party in the case of emergency. We may also ask for relevant health information, which is classed as special category personal data, for the purposes of your health, wellbeing, welfare and safeguarding. Where we hold this data it will be with the explicit consent of the participant or, if applicable, the participant's parent or guardian.
4. We will use your data to communicate matters relating to Surrey Community Dance. Your data will only be shared with Surrey Community Dance teachers and Surrey Community Dance Administrator.
5. We hold your personal data for a minimum of 1 year and a maximum of 7 years
6. We do not intentionally collect or maintain data about anyone under the age of 13.
7. As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data.
8. As a data subject you are not obliged to share your personal data with Surrey Community Dance. If you choose not to share your personal data with us we may not be able to register or administer your membership.

Safeguarding Procedures

Surrey Community Dance is committed to safeguarding and protecting the welfare of all members of our school and we take the following measures to help to protect the children under our care:

- Undertake appropriate checks for all members of staff and volunteers to ensure their suitability to work with children and young people. This includes DBS checks for all staff members and volunteers.

- Shani and her team maintain the registers and will report any concerns about absence: Staff members are alert to signs of abuse and the course of action to take should they suspect abuse.
- They will ensure the school's Health and Safety procedure is implemented and enforced.
- Surrey Community Dance undertakes to review their policies and procedures annually.

Concerns about members of the school community (staff, pupils and parents)

- Should there be any concerns about any member of the school community this must be brought to the attention of The Principal (Shani Nash) immediately.
- Where the concern is about the Principal, Childrens' Services should be contacted immediately (see below) for contact details for Surrey Childrens' Services.
- **Appendix: useful contacts**
- **Child employment office** 01483 517838
- **Child employment manager** 01483 518464 07971 664861
- **Multi Agency Safeguarding Hub** 0300 470 9100
- **Children's Services emergency duty team** (out of hours) 01483 517898
- **Out of hours phone:** 01483 517898 to speak to our **emergency duty team**

Appropriate physical contact

Teaching dance is a physical activity, a teacher will sometimes need to make physical contact with a student to show an idea or to correct the pupil's position. This can include:

- Adjusting arms, legs, rib cage, hips, feet, hands
- Moving one student in relation to another

Wherever contact is required, we will always let the student know what we are going to do and abide their wishes regarding any form of contact.

Supervision

- Parents and guardians are not permitted in the hall during lessons (except for watching weeks). The Principal and the teacher in charge may make special dispensation.
- All teaching spaces can be viewed from outside of the hall via windows.
- We require parents to remain on the premises in which lessons are taking place for primary and pre-primary students. There is a waiting area at the hall

Photography, Filming and Social Media

Photographs and video footage taken by the school

- Photographs and video footage taken by the school will only be used for marketing purposes and to celebrate achievement. They will only be used in an official school capacity (eg. school website, newsletters, promotional material and school social media accounts.)
- Permission is requested on the Contact Details form when pupils and participants commence classes with the school. Parents or guardians are welcome to withdraw permission at any stage.

- All pupils and participants featured in photographs or recordings must be appropriately dressed for the activity they are undertaking.
- All photographs and video footage will be taken by the Principle, Administrator or specific named person.
- We undertake to keep all photos and videos secure. Password secure.
- If photographs are published, no individual should be able to be identified by any attached data.

Photographs and video footage taken by the pupils, parents or guardians:

- Parents and guardians are permitted to take photographs and film during end of term watching week or school performances.
- Parents will be made aware of the school's policy with regards to photograph and videoing during such events and invited to make contact if they have concerns.
- Photographs and filming must only take place in the studio. No photographs can be taken in changing areas
- Please do not share images of other children or other participants without the consent of the pupil's parents or guardians first being obtained.
- Pupils, participants, parents and guardians must be willing to delete images or recordings if requested to do so by another member of the school community.
- Where children may be adopted or in foster care the wishes of the family will be discussed.

Health and Safety Procedures

Surrey Community Dance takes seriously their responsibility to ensure the Health and Safety of their pupils.

- All parents must complete a Registration Form when joining the school with clear information regarding emergency contacts and any relevant medical history.
- A copy of primary and emergency contact numbers will be kept on class registers.
- It is the parent's responsibility to notify the school of any changes to their emergency contact details
- In case of a fire emergency all teachers have a clear understanding of procedures to follow.
- The School will undertake regular assessment of risks regarding our premises and any concerns will be raised with the owners.
- It is the schools responsibility to keep a First Aid Box within the building. In the case of an incident an Accident report must be completed and a copy given to parent/guardian on collection.
- If required the school will contact the emergency services first, then the parent / guardian of the student(s) involved by the telephone number on the class registers.
- Parents understand that dance is an active sport and injuries can happen. The school accepts no responsibility for injuries sustained via any means other than a teacher's negligence.

- Pupils will be supervised during class time only and parents / carers must ensure the safety of their children in the car park, waiting, changing and toilet areas.
- We hold no responsibility for children and young adults using the grounds around the building. 11. Children must be supervised in the kitchen areas at rehearsal venues.
- Students/parents or guardians should inform the teacher of any special health considerations or existing injuries before participating in class
- Parents must be responsible for ensuring your child's punctuality.
- Pupils should not wear any jewellery that may pose a risk to themselves or others (stud earrings, and jewellery worn for religious or cultural reasons are acceptable). Long hair must be worn off the face and tied back, ideally in a bun for Ballet
- No food (or chewing gum) is allowed in the studio. Water is permitted in cap bottles.
- No child will be allowed to leave the studio with anyone other than a parent unless confirmed with teacher prior to class either verbally or via email. We are committed to reviewing our policies and procedures annually. This policy was created in May 2021 Surrey community Dance takes seriously their responsibility to ensure the safety of their pupils.
- We are committed to reviewing our policies and procedures annually.

Important Covid 19 Information

At Surrey Community Dance, the health and safety of our students and staff is very important to us.

We are continuing to monitor developments on COVID-19 and follow the advice from Public Health England.

In the meantime, we are encouraging our students and staff to follow Public Health England and NHS advice which include:

- Washing your hands with soap and water often – do this for at least 20 seconds
- Always wash your hands when you get home or into work and before coming to dance.
- Use hand sanitiser gel if soap and water are not available
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- Put used tissues in the bin straight away and wash your hands afterwards
- Try to avoid close contact with people who are unwell
- Do not touch your eyes, nose or mouth if your hands are not clean

If you feel unwell, please stay at home and avoid coming to classes. If this does occur, please notify us as soon as possible by telephone. Any changes to Surrey Community dances normal classes due to illness, will be immediately posted on Social Media and communicated to you via text message or class manager.

We encourage all students and staff to continue to follow advice from Public Health England and call NHS 111 if you are feeling unwell.

We will continue classes at St Marks with correct spacing between each student, the teachers will wear a mask when in close proximity to a student and the windows will all be open for fresh air.

On entering the studio the students will be asked to remove their shoes and place them in a basket, cleanse their hands with sanitiser and take their baskets into the hall.

All baskets will be cleaned when returned to reception and the dance hall floor will be cleaned between classes

Thank you for your co-operation.
Surrey Community Dance
surreycommunitydance.info

Behaviour

At Surrey Community Dance we believe that good behaviour is beneficial to the well-being of all members of the school's community.

Rewards

We believe students respond best to praise and encouragement. In light of this we aim to encourage pupils in the following ways:

- Positive feedback in lessons that recognises good work and gives clear direction on what can be done to improve further.
- Younger pupils may be awarded stickers at the end of each lesson.
- Trophies are awarded at the end of each term to acknowledge progress made. Certificates are awarded by external organisations if pupils successfully pass examinations.

School rules

We ask all of our pupils, parents and guardians to adhere to the following rules:

- Be on time for lessons. The Principal will raise any concerns about a pupil's punctuality with the parents or guardians.
- Where required to wear regulation uniform, this is not essential in pre-primary and primary classes. (Uniform list is on the WEB site or can be obtained through Su (Admin).
- Please bring a drink of water into class, in a bottle, no food or fizzy drinks.
- No chewing gum to be present in lessons or on the premises
- The use of inappropriate language or swearing is not .
- Treat everyone with respect.
- No smoking on the premises
- Pupils who are involved in any form of misconduct may be excluded from the school.

Conduct between members of the school community (Anti-Bullying)

All members of the school community should be treated with respect.

- Members of Surrey Community Dance should not harm each other physically, mentally or emotionally or seek to cause division between others.
- The school identifies that the following behaviours may be regarded as forms of bullying: Physical (hitting, kicking, pushing, taking belongings), Verbal (name calling, taunting, insulting or making offensive comments), Cyber bullying.
- The use of derogatory language or language designed to divide or cause offence is strictly forbidden. This is language that relates to age, race, culture, disability or sexual orientation.
- Any incidents of a bullying nature will be reported to the Principal who will inform parents and guardians of any concerns that they have been made aware of.
- Members of Surrey Community Dance who continue with this behaviour may be excluded from the school.

Discipline We appreciate that there may be times when pupils' behaviour or conduct may conflict with the school rules, either through lack of maturity or lack of understanding. Should this happen incidents will be dealt with in the following ways:

- Staff will not raise their voices at a child or restrain them, unless the child is at risk of causing harm to themselves or others.
- Pupils who misbehave may be given a verbal warning. If poor behaviour continues the teacher will discuss the circumstances with the pupil concerned and the parents or guardians.
- The Principal will also follow up any continued incidents promptly with the parents or guardians.

Last reviewed and updated: January 2023

Assessment

At Surrey Community Dance we consider that it is important that parents and guardians are updated, on request, regarding their child's achievements and progress. Students who attend classes with us can expect the following:

- All pupils will be assessed by their class teacher on an ongoing basis and the progress of all pupils regarding suitability of current class levels and entry into external examinations.
- Pupils who show the required ability and commitment may be eligible to be entered for external examinations, such as those offered by ISTD (*Imperial Society of Teachers of Dancing*)