



Terms and Conditions

Code of Conduct for Students & Parents

We are fully committed to safeguarding and promoting the well-being of all students, parents, staff and volunteers associated with us. To ensure the effective running of our business and to protect all individuals connected with us, it is important that the following Code of Conduct is read, respected and adhered to at all times:

Students must:

- Participate within the rules and respect all the teachers/staff and their decisions.
- Respect their fellow students.
- Not distract, bully or harass other students during the class.
- Not use bad language.
- Be polite and display good manners at all times.
- Treat all equipment with respect.
- Inform the teacher (before the warm up begins) if they have an injury or illness.
- Wear their uniform/appropriate clothing and footwear for classes.
- Remove all body jewellery
- Wear hair up or in a ballet bun when requested. Grooming is an essential part of dance training.
- Not bring fizzy drinks or chewing gum onto the premises. They may bring in a sealed drinking bottle, containing water only and have the student's name on where possible.
- Put litter in the bins provided
- Leave all valuables at home. Sophie Dee School of Dance will not be held responsible for the loss of any items.
- Inform the teacher immediately if they begin to feel ill or sustain an injury during the class.
- Finally, we would love for all students to enter the class with a smile and have fun!

Parents must:

- Encourage your child to learn the rules and perform within them.
- Arrive with plenty of time to get your child ready for their class, ensuring they are dressed in the correct uniform and with their hair in a neat ponytail or bun
- If your child is under the age of 12, they must be accompanied by a parent or guardian until their timetabled class begins. Sophie Dee School of Dance is not responsible for any student outside their class time.
- Keep the teacher informed if your child is ill or unable to attend classes.
- Endeavour to establish good communications with teachers and staff for the benefit of all.
- Never challenge or threaten a teacher or member of the team. Any concerns must come directly to the school principal, email sophie@sophiedeeschoolofdance.co.uk
- Do not raise issues of disagreement publicly.
- Always collect your child promptly at the end of a class.
- Pay all fees on time as stated on the invoice. A late payment fee will be issued if failure to do so, and may risk your child losing their place in the class.
 - If you choose to withdraw from a class we must be given notice prior to the next term commencing or payment for the full term must be paid.
 - If your invoice is not paid in full by the end of each term, your child will not automatically be enrolled in their class for the following term and their place may be offered to the next person on the waiting list.
 - No refunds will be made if you choose to leave Sophie Dee School of Dance mid term.
 - No refunds or invoice adjustments will be made for holidays, parties, trips and short illnesses.
 - Students who are absent for a length of time due to injury or illness will be considered a Discount.
- Give us notice if your child will be leaving SDSD. We plan a term ahead and it is therefore important to keep class numbers updated. Ideally would like a terms notice, but as much notice as possible would be appreciated.



If your child does not attend class for 3 weeks and we have no explanation for their absence we will assume they have left their class and they will be removed from the register.

Disciplinary Procedure

- Students that breach this Code of Conduct will first of all be reminded of the rules.
- Repeated breaching this Code of Conduct may result in separation from other students (i.e. the student will be made to sit out).
Continuous breach of this Code of Conduct will result in Sophie Dee School of Dance and the parents being informed at the end of the class by the teacher.
- If there is no improvement, then parents will be contacted again by the teacher and they will be invited to discuss the future behaviour of their child and agree joint strategies for monitoring.
- In extreme cases, where physical violence, verbal abuse or intentional damage to property is involved, the sequence of actions outlined above will be by-passed and the teacher will contact the parents as a first step. Exclusion of the child from classes may be considered.

Photography/Filming

I give permission for my child's photograph to be taken or be included in any filmed media. Photographic and filmed media may be used and reproduced by SDSD for teaching, promotional or demonstrational purposes on our website or the school Facebook page and/or Instagram feed.

Photos may be taken using the teachers personal device. The photo will be deleted from the device immediately when the photo has been used for its purpose, or transferred onto a password protected device owned by Sophie Dee School of Dance.

Please contact us immediately if you do not agree to us using any photo's or videos of your child.

Emergency Medical Treatment

I give permission to any of the schools trained first aiders to make emergency decisions as necessary with regard to treatment or injury received during any activity until such time as an emergency contact can be called. I authorise them to sign any medical documents which may be necessary for the emergency treatment should the emergency contact be uncontactable immediately. Please make us aware if your child has a medical condition or injury or any sort.