**Code of Conduct & Terms and Conditions**

This document outlines the expectations for all students, parents/guardians, instructors, and visitors involved with The Dance Shed. It includes our Code of Conduct, which promotes respectful and safe behaviour as well as the Terms and Conditions governing enrolment, payment and school operations.

**Section 1: Code of Conduct**

**1. General behaviour expectations**

* Treat all instructors, staff, students, and parents with respect and courtesy.
* Arrive on time for classes and rehearsals.
* Follow instructions from teachers promptly and respectfully.
* Refrain from disruptive, aggressive, or inappropriate behaviour always.
* Mobile phones should be silenced or off during class unless previously approved.

**2. Respect for others**

* Bullying, discrimination, or harassment of any kind will not be tolerated.
* All individuals are welcome regardless of race, gender, sexuality, religion, ability or background.
* Positive encouragement is expected; feedback must always be constructive and respectful.

**3. Dress code & presentation**

* Students must wear appropriate dancewear and footwear as advised by instructors.
* Hair should be tied back neatly, and jewellery should be minimal for safety reasons.
* Child students are required to wear uniform within 6 weeks of enrolment.
* Uniforms must be clean and worn properly.

**4. Health & safety**

* Students must inform teachers of any injuries or medical conditions before class.
* No food or drink is permitted in studios except water in sealed bottles.
* Fire exits and studio pathways must be always kept clear.
* Parents must ensure students are collected promptly at the end of classes.

**5. Child protection**

* Staff are required to follow strict safeguarding policies in line with local and national guidelines.
* All teachers have been DBS-checked.
* Parents/guardians are not permitted to observe classes unless pre-arranged.

**6. Social media & photography**

* Photos or videos taken during class or performances require prior permission from the school.
* All content shared online should be respectful and in line with our values.
* Parents and students must not post images or videos of others without consent.

**7. Communication**

* All concerns or questions should be directed to the school principal *via email*.
* Constructive feedback is welcomed, and complaints will be handled respectfully and in confidence.

**8. Attendance and commitment**

* Regular attendance is essential for progress, particularly in preparation for exams or performances.
* Students are expected to notify the school in advance *by email* of any absences.
* Missed classes are non-refundable unless otherwise arranged.

**9. Disciplinary action**

* Breaches of this code may result in a verbal or written warning.
* Serious or repeated breaches may lead to temporary or permanent dismissal from the school.
* No refunds will be given in the event of dismissal due to misconduct.

**Section 2: Terms and Conditions**

* The principal cannot accept responsibility for the loss or damage to any articles left on the premises.
* The principal reserves the right to alter the rules and conditions of the school.
* The principal reserves the right to alter the price and times of classes with a half a term’s notice.
* No outdoor shoes are allowed in the studio dance area for hygiene reasons apart from during ‘watching week’ at the end of term when parents can walk at one end of the studio only (not over the main dance space)
* Fees are due in advance of each term. Invoices will be distributed towards the end of every term and payments should be settled by the date provided.
* Payment by the class is not allowed and no refunds will be made for missed lessons.
* Our two-week trial classes are to be paid for in advance.
* Should a student choose to leave before the end of term, no refunds will be made.
* If a class is cancelled at short notice, it will either be refunded by carrying the fee over to the following term or the class will be rescheduled.
* The Dance Shed will not be held liable for any cancellation or disruption of classes or performances due to events beyond our control, including but not limited to natural disasters, pandemics, or other unforeseen circumstances. In such cases, we will attempt to offer alternative arrangements, such as online classes or rescheduled sessions. Refunds will only be issued at the discretion of the principal.
* A notice period of half a term is required for withdrawal from the school.

**Acknowledgment**

Every student or parent/carer of a child student is asked to sign this agreement at the time of enrolment and by attending classes at The Dance Shed all students and parents agree to abide by this Code of Conduct.

**We thank you for your support in fostering a positive environment.**