



Code of Conduct for Students

We are fully committed to safeguarding and promoting the well-being of all students, members and staff 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 should participate fully in all classes and respect the teachers/staff and their decisions.
- Students should respect their fellow students.
- Students should arrive for classes on time or inform the teacher if they are going to be late.
- Students must not distract, bully or harass other students during the class.
- Students must not use bad language.
- Students should be polite and display good manners at all times.
- Students must wear their uniform as specified in the welcome pack/ terms and conditions.
- All body jewellery must be removed and long hair must be in a bun.
- Food, drink and chewing gum are strictly prohibited on the premises. However, students may bring in a sealed drinking bottle, but this must only contain water and have the student's name on).
- All litter must be placed in the bins provided.
- Please leave all valuables at home as we will not be held responsible for the loss of any items.
- Mobile phones and other electronic devices must be switched off during classes.
- Students must inform the teacher before the class if they have an injury or illness.
- Students must inform the teacher immediately if they begin to feel ill or sustain an injury during the class.
- **Students must sign-in to the building when they arrive and remain in the building at the end of their classes until a parent/guardian signs them out, unless they are over the age of 11 and we have a signed consent for them to leave alone. If this is the case, the student needs to sign themselves out and inform a member of staff that they are leaving.**

You can contact us during lesson times on 07958725862 or in case of an emergency call Roberta McClelland on 07894546619.

If you wish to contact us outside of lesson times, please e-mail admin@balletboost.com or emmanorthmore@yahoo.com

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Disciplinary Procedure

- Students that breach this Code of Conduct will first of all be reminded of the rules.
- Repeatedly breaching this Code of Conduct may result in a written warning
- If there is no improvement, then parents will be contacted again by Emma Northmore 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.