

Wells Ballet School

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ROYAL ACADEMY OF
DANCE
REGISTERED TEACHER

CODE OF CONDUCT AND BEHAVIOUR POLICY

At Wells Ballet School we aim to provide a complete dance education, delivering thorough technical training in each discipline but also encouraging artistry, performance quality, musicality and creativity. We realise we are not only fuelling a love to dance, but also an appreciation of dance, helping to build the next generation of theatre audiences, as well as practitioners. We want our students to promote the discipline of our art form, develop self-confidence, but most importantly feel at home and have fun within our school.

STAFF

COMMITMENTS TO STUDENTS AND PARENTS/CARERS

1. INTEGRITY:

Wells Ballet School will act in all matters with the utmost integrity, allowing students and their families to expect to be treated with honesty, consideration and respect.

2. COMPETENCE:

Wells Ballet School will operate within the limits of their teachers' qualifications and experience. All classes will be planned to an appropriate level to facilitate the needs of the students, providing feedback in a positive and encouraging way to aid development, always adhering to the highest possible standards.

3. PROFESSIONALISM:

Wells Ballet School will ensure safety is always paramount and the facilities used for practice are adequate to meet the needs of the students. We will also strive to give the students the maximum opportunity to perform by building relationships with other organisations and assisting students and parents/carers with advice and guidance for those who may wish to follow a career in the arts.

CODE OF BEHAVIOUR FOR ALL STAFF

It is vitally important that professional standards of behaviour are maintained so our students and other staff members always feel safe and supported. People working at our organisation must always observe the following requirements where children, young people or similarly vulnerable people, other staff members and parents/carers are concerned:

Do's and Don'ts

DO:

- Behave professionally, responsibly and respectfully
- Act in an appropriate and transparent manner
- Treat others, irrespective of culture, disability, gender, racial origin, religious belief and/or sexual identity with dignity
- Listen and communicate at an appropriate level
- Use common sense; be caring, attentive, aware, approachable and understanding
- Be sympathetic to the needs of others
- Be aware of your responsibility
- Be aware of all policy and procedures
- Report any suspicions within our guidelines
- Be aware, approachable and understanding
- Dress and act in a manner that supports the school ethos
- Manage behaviour in a calm controlled manner
- Where possible conduct one-to-one meetings or classes in a public place or with the door open. If not possible keep an appropriate distance and tell another member of staff

DO NOT:

- Harm a child or frighten a child
- Touch unnecessarily or inappropriately
- Use inappropriate language
- Threaten, shout or be aggressive

- Force a child to do something they do not want to do
- Mistreat, demean, ignore, humiliate or undermine anyone
- Show favouritism to any one individual or groups of individuals
- Let a child expose him/herself to danger
- Make racist, sexist or any other remark which upset or humiliate
- Take photos of children without permission
- Keep photographs of students on your phone
- Use student phone numbers or social media or invite them to your home without permission from their parent/carer
- Befriend students under 18 years of age on your personal social media sites
- Place yourself in a vulnerable position or behave in a way that could be misinterpreted

STUDENT AND PARENT/CARER COMMITMENT TO WELLS BALLET SCHOOL

1.RESPECT FOR OTHERS:

Students and parents/carers are requested to treat others as they would expect to be treated themselves. Negative comments about others appearance or ability are not welcomed, positivity and encouragement are. Wells Ballet School is a happy place for all members and their families are requested to invest in that.

2.COMMITMENT:

Wells Ballet School is a performing school that regularly exhibits its work and partakes in examinations. To this end, every member is a member of a team. Absence from class means students catching up upon return, resulting in wasted time and slowing down the achievement of our team. Sporadic attendance may result in students being banned from partaking in public performances or being removed from examinations without refund. Whilst it is appreciated that absence is sometimes unavoidable, students and parents/carers are asked to make every effort to attend and if attendance is not possible, then to send a courtesy email. For performances and examinations this is especially important, failure to inform the Principal of a lack of availability as soon as possible, may result in a catastrophic effect on the outcome, denting the moral of the team and not those who deserve a return for their commitment and hard work.

3.APPEARANCE AND BEARING

Wells Ballet School is a community school and as such there are no barriers to entry. Students however should arrive to class in the school uniform and appropriate footwear. Students are reminded that they are ambassadors for Andrea Taylor School of Dance and should act in a manner that is befitting.

CODE OF BEHAVIOUR FOR MEMBERS

It is vitally important that professional standards of behaviour are maintained so our students and other staff members always feel safe and supported. People attending at our organisation must always observe the following requirements where other children, young people or similarly vulnerable people, staff members and other parents/carers are concerned:

Do's and Don'ts

DO:

- Behave responsibly and respectfully and with manners
- Act in an appropriate manner with considerations of others
- Treat others, irrespective of culture, disability, gender, racial origin, religious belief and/or sexual identity with dignity
- 4• Use common sense; be caring, attentive, aware, approachable and understanding
- Be sympathetic to the needs of others
- Dress and act in a manner that supports the school ethos
- Attend class in the correct uniform and footwear, with hair tied back appropriately
- Respect the school environment and property, keep personal and communal areas clean and tidy and disposing of rubbish in bins. Do not allow siblings or students waiting for class to behave inappropriately
- Be punctual to class
- Exhibit exemplary behaviour on all off-site visits
- Register absence as soon as possible with a member of staff

DO NOT:

- Harm a/another child or frighten a/another child
- Touch others unnecessarily or inappropriately
- Use inappropriate language
- Threaten, shout or be aggressive
- Force a/another child to do something they do not want to do
- Mistreat, demean, ignore, humiliate or undermine anyone
- Bully another member (including cyberbullying)
- Make racist, sexist or any other remark which upset or humiliate
- Take photos of other children without permission
- Use student phone numbers or social media or invite them to your home without permission from their parent/carer
- Bring food, chewing gum or fizzy drinks to class
- Bring mobile phones to class. Or else switch them off, unless it has been indicated they will be needed for a specific purpose
- Smoke, bring alcohol or drugs onto site, this is strictly prohibited

SANCTIONS

Teachers primarily act through positive reinforcement in the form of verbal commendations and reward. Minor incidences of poor behaviour will be dealt with by a teacher immediately. More serious incidences will be referred to the Principal and dealt as soon as possible in a meeting with all involved parties, their parents/carers and the Principal. Students are expected to adhere to the school's Code of Conduct and behaviour rules, work hard, avoid aggressive and bullying behaviour, and respect others. If their actions are deemed disruptive their teacher will endeavour to diffuse the situation first and foremost but will involve the Principal and parents/carers if necessary.

5Parents/carers are expected to adhere to the school's Code of Conduct, avoid aggressive behaviour and respect others, especially respecting teacher's decisions. Any abusive verbal behaviour towards members of staff will not be tolerated; we do reserve the right to inform the Police and it will result in the immediate dismissal from the school.

CONTACT

If you have any worries or concerns, please do not hesitate to contact us by email or phone:

Wells Ballet School Principal: Zoe Burton

Email: wellsballetschool@gmail.com

Phone: 07727 672596

We are committed to reviewing our policy and good practice annually. The policy was last reviewed on: 26th July 2020

Name: Zoe Burton

Job Title: Principal and Teacher Signature: Zoe Burton