

studio V

SCHOOL OF DANCE



Studio V School of Dance: Policy and Procedure Document

1. Classes:

- I. Punctuality
 - i. It is the expectation of all staff that students arrive on time to class, in the correct uniform and shoes ready to begin. Tardiness is disrespectful to teachers and peers and detracts from the quality and learning environment of the class
 - ii. Students are asked to go to the bathroom prior to the commencement of class so as not to disrupt or miss class
 - iii. Parents are asked to be punctual in collecting students from class- students who are still waiting at the end of class will be supervised by a teacher but will need to wait in the classroom quietly until a parent arrives to pick them up. If a parent/guardian knows they will be running late to collect their child they **must** let the teacher know before class to ensure the child is supervised until collection.
- II. Respect and Class Dynamic
 - i. To achieve an effective and enjoyable class it is of paramount importance that students are respectful of their peers and teachers. This means engaging in the class with enthusiasm, listening and obeying instructions, and treating peers with understanding and encouragement
- III. Open Classes
 - i. Open Classes are held in the final week of each term, parents are invited to observe their child's classes
 - ii. Aside from Open Classes, parents are **not** permitted to watch regular classes during term
 - iii. Please note during Open Weeks, photographing and recording classes is **not** permitted due to privacy laws
- IV. Missed Classes
 - i. If classes are missed, 'Make-up' lessons in a relevant style and age group can be arranged with Studio V Management
 - ii. Make-up lessons must be completed in the *same term* as the missed class
 - iii. Due to the high standard of senior dancers, **90% Attendance is expected** for Senior Students and Production Squads
- V. Public Holidays
 - i. It is the assumption, generally, that classes will **not** run on Public Holidays

- ii. However, it is managements discretion, based on student availability, whether enough students are available to make running a class viable
 - iii. The Principal or Administrative Officer will gauge student availability in in the lead up to the holiday and inform families if classes will run
- VI. Class Sizes
- i. Please note that if class numbers reduce throughout the year, class times and rates will vary accordingly

2. Concert and Performances:

- I. Backstage Etiquette:
 - i. It is the request of the Studio, that dads and other males do not enter the backstage/changing area at concerts and rehearsals
 - ii. Students please note that photography backstage is not permitted- due to privacy laws, and including other students in the background of photos
- II. Check in and Check out
 - i. At concerts, for safety reasons, we require that all students check their names off before entering the performance space and then sign out before departing
- III. Photography
 - ii. During concerts and rehearsals we ask that audience members do not take photos or videos. Professional footage and photos will be available after the concert

3. Grooming:

- I. Uniform
 - i. Students are required to come to class in perfect uniform: including correct shoes, coloured dancewear and Studio V Jacket. Other jackets are not to be worn.
- II. Hair
 - i. For Classical Ballet: girls are expected to have a neat bun, secured with pins and a hair net so as it lasts the class. Boys are asked to neat hair out of their eyes
 - ii. For other classes: girls are asked to have a neat ponytail, with hair out of their faces and secured so as not to be adjusted during class. Boys are asked to neat hair out of their eyes

4. Term Fees and Enrolments:

- I. Term Fees
 - i. Must be paid within the **first week** of the new term
 - ii. Late Fees are charged. An extra \$25.00 after the 4th week and an additional \$10 each week not paid, unless prior arrangements are made with management
- II. Registration Fee
 - i. This is an annual fee which covers public liability insurance and administration

- ii. This is to be payed per student, per year
- III. Enrolment forms
 - i. Term payments and Enrolment forms with student details can be given to your teacher in an envelope with your name & class clearly labelled, or can be posted to the below address. Please make cheques to: STUDIO V.
 - ii. PO Box 4108, Eaglemont 3084