



## **School Policy**

## Class Procedure

- All students should arrive at least 10 minutes before their class is scheduled to commence.
- Students who arrive more than 10 minutes late for their class will only be admitted at the discretion of the teacher.
- Parents/guardians are not permitted to observe classes unless on the scheduled 'Watching Day' or with permission from the class teacher for special occasions.
- Please endeavour to take your young child/children to the toilet before class to avoid accidents and disruption.
- **PICK UP: Children not of secondary school age will always be dismissed to a parent/guardian after class. Students who are not collected on time will remain in the studio with the teacher until they are collected. Students of secondary school age will be dismissed from class at the time outlined in your schedule and be responsible for their own well-being their after. Students will always be asked to return to the studio if they cannot find a parent/guardian and will be their responsibility to do so. Please contact the office if you would like your child to be dismissed directly to you after class [admin@macsdance.com](mailto:admin@macsdance.com) The class teacher will never leave a child unaccompanied at site if a parent is late for pick up.**

## Communication with Teachers

- When dropping off and/or picking up your child please only communicate with the class teacher about important or quick information, for example a change to pick up/drop off or minor injuries.
- If you have a matter that you wish to discuss in more detail with your class teacher, it must first be communicated to the office and suitable time can be found to discuss this information/issue.
- The teacher's time is vital, and any discussion should not interfere with the running of the timetable or distract the teacher from their job on site.

## Uniform

- MACS Dance believes that students gain more from their learning if they are appropriately dressed for their class. All students should be dressed appropriately for their class. A uniform list can be obtained from the website and/or the office [www.macsdance.com/uniform](http://www.macsdance.com/uniform)
- If students are not dressed appropriately for class, it is at the discretion of the teacher to admit them to participate, in particularly if there is a health and safety or safeguarding concern.
- When getting changed for class the student changing areas should be used at all times. Changing outside the studio will not be permitted in order to safeguard our students and in accordance with our Safeguarding Policy.
- Students' hair should be tied back, and students will not be permitted to dance with their hair down. For Grade 2 ballet and above hair should be in a bun for optimal performance.

## Examination and Presentation Classes/Class Awards

- Miss Hannah has a 100% pass rate with the Royal Academy of Dance (RAD) when entering students for examinations.

- MACS Dance takes the process of its formal assessment with the RAD very seriously and encourages all our students to consider them as such. Students gain a formal qualification with the RAD on successful completion of an Examination. 'The Royal Academy of Dance is an awarding organisation recognised to award qualifications on the Regulated Qualifications Framework (RQF) in England, Wales and Northern Ireland by the Office of Qualifications and Examinations Regulation (Ofqual), Qualifications Wales, and the Council for the Curriculum, Examinations and Assessment respectively.' For more information, please refer to the RAD website [www.royalacademyofdance.org/](http://www.royalacademyofdance.org/)
- Students will be invited to participate in an Examination or Presentation Class/Class Award by MACS Dance when they are ready and not necessarily at the same time as their friends. MACS Dance recognise that all students learn differently and at different rates of progression. Our aim is to not put unnecessary pressure on any student who is not ready for an examination and equally to not hold back any student who is progressing at a rate faster than those in their class.
- Examinations and Class Awards are optional and not mandatory to progress to the next grade.
- If your child is invited, you will be sent a copy of MACS Dance Examination Terms and Conditions.

### **Equal Opportunities and Special Educational Needs**

- MACS Dance endeavours to offer an inclusive dance experience for all students. If your child suffers from any additional special educational needs (SEN) that may require specific attention from a class teacher, please ensure that this is registered on your child's registration form.
- All SEN measures will be taken to encourage, nurture and facilitate an enjoyable dance experience for all. If your child's need is not acknowledged on the registration form, it prevents the company and class teacher supporting their requirements.

### **Behaviour**

- MACS Dance takes the behaviour of its students, parents/guardians, and customers very seriously to ensure a safe learning environment is achieved where learners feel physically, emotionally, and socially comfortable in every class. Anyone in serious breach of the behaviour policy while on site at any venue MACS Dance hire is at risk of immediate dismissal from MACS Dance.
- Please see MACS Dance Behaviour Policy for more information [www.macsdance.com/policies](http://www.macsdance.com/policies)

### **Class Fee's and Payments**

- Fees are invoiced directly to the registered email address for your child/children before the term commences and are for the entirety of the term, in accordance with MACS Dance term dates.
- These fees are made directly to the accounts department and must be paid within 21 days.
- If payment is not received within the 21 day period an administration charge of £10.00 will be added to your account. If Fees are still outstanding after the term has ended, in accordance with MACS Dance term dates, an additional administrative charge of £25.00 will be added to your account.

- Fees are non-refundable and cannot be carried forward to any subsequent term.
- If you would like to arrange an alternative method of payment it will be at the discretion of the principal, please contact them directly [hannahmcmillan@macsdance.com](mailto:hannahmcmillan@macsdance.com)