



**CODE OF CONDUCT  
2022-2023**

## **1. Purpose**

The purpose of this Code of Conduct is to outline the expectations of conduct in relation to all pupils admitted to the school, and in respect to their parents/guardians.

## **2. Ethos**

The aim of Just Imagine Dance is to ensure that all students experience dance in a fun, friendly, positive and safe environment. In order to achieve this, please take note of the following guidelines. We would like to stress that these points are of great importance in assuring the wellbeing of all students in the School.

Any student unable or unwilling to profit from the education provided at the school may be asked to withdraw from the school after reasonable notice.

## **3. Policy**

### **3.1. Punctuality**

It is important that pupils arrive in good time for their classes if possible please. If students are late for class, they may impede the learning of others and place themselves at risk of injury should they miss the warm up section of the class. If you are late for class please change quietly in the area provided.

### **3.2. Attendance**

Regular attendance is important, especially for Sparkle and RAD pupils preparing for shows and exams. We regret that it is not possible to make up missed classes by attending another class for which you are not registered.

### **3.3 Pupil behaviour**

Kindness and respect are at the heart of our ethos. Pupils are expected to behave in an orderly, civilised and well-mannered way and to show respect to their teachers when attending the School. Pupils should also show respect to other children in their class. Failure to comply with the rules and regulations may result in withdrawal from the School.

### **3.3 Parental behaviour**

Just Imagine is a workplace and respect must be given to all staff, including class teachers and administrative personnel, in all verbal and written communication. Our classes are child-focused so please support your teacher and show respect to other parents and children by keeping noise to a minimum during class. For very young pupils, parents and carers are expected to support their child in class and participate where necessary.

### **3.4. Filming/photography**

Filming and/or photography are strictly prohibited at all classes, with the exception of Watching Week. Any Watching Week media showing other children may not be shared on social media. Please see the separate Filming & Photography permissions policy for further details.

### **3.5. Uniform**

It is extremely important that students come to classes dressed in appropriate clothing (for Twinkle1 and 2) or uniform (for Twinkle 3 & 4, and all Sparkle & Dazzle classes) in order to be able to work correctly and safely in class and present a neat appearance. We ask that all students make a concerted effort to come to class with hair tied back (preferably a bun for Sparkle classes) or headband for shorter hair. Details of the school uniform are available from the Admin Fairy

### **3.6. Drop Off/Collection**

For independent classes (Twinkle 3 upwards) parents/guardians are asked to drop off pupils directly before the start of class. Pupils must be supervised by their parent/guardian on the premises until the class time, and should be collected promptly at the end of the class. Please notify your class teacher of any changes to the collection arrangements for your child.

### **3.7. Communication**

All important information is distributed via email. Please ensure that you read all written communication from the school and reply by the given deadline where necessary. If there are any changes in your child's circumstances that we should know about, please ensure this is communicated in writing in a timely fashion. Please respect the working hours of the school in all phone communications.

### **3.8. Personal Property**

Parents and pupils should make sure that they keep their personal items with them at all times. The School regrets that we cannot be held responsible for missing items. Lost property can be claimed at your child's next class.

### **3.9. Remuneration and fees**

As per the School Terms and Conditions; fees must be paid before the student's first class of each term, unless by prior arrangement with Admin Fairy. Failure to do so may result in an administration fee, in accordance with our terms and conditions. Repeated instances of late payment may result in expulsion from the school with no notice.

### **3.10. Data Protection**

Just Imagine Dance staff members are not at liberty to enter into conversation with or disclose any information to parents relating to other School pupils. Pupil information is confidential and retained by the School in accordance with our Privacy Policy.

### **3.11. Health and Safety**

- Just Imagine Dance has a formal policy and associated procedures on safeguarding children and vulnerable adults. Copies are available from the Admin Fairy.
- If pupils hurt themselves in class or feel unwell at any point, they should tell their teacher or member of staff immediately.
- Fire regulation: if the fire alarm sounds, students must make their way immediately to their nearest available Fire Exit. Please familiarise yourself with the exit routes for your child's venue.

#### 4. Concerns/complaints

Just Imagine Dance is committed to working in a close partnership with parents, guardians and carers. A vital aspect of this partnership is the need for the School to know when you feel that things are not right. If you have any concerns about any aspect of the School, please contact the school office as soon as possible. All concerns should be addressed in writing to [info@justimagineballet.com](mailto:info@justimagineballet.com). The School takes all such expressions of concern seriously and aims to follow them up courteously and promptly

#### This policy:

We will update this notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable.

#### Questions:

If you have any comments or question concerning this notice please contact [info@justimagineballet.com](mailto:info@justimagineballet.com)