

Code Of Conduct

First Act prides itself on being a welcoming, inclusive, and safe environment for all of its students and staff. To ensure our high expectations of behaviour, engagement, participation, and performance are met, all students and parents are expected, upon entry and at the start of each academic year, to review and agree to our Code of Conduct. These expectations are in place to ensure that everyone who attends First Act has the same outstanding experience.

Punctuality

Students are expected to be ready to start at their given class time. This may mean arriving earlier to ensure that they have been to the toilet, are changed etc. If a student arrives late to class, they will need to apologise to the tutor, ensure their name is entered on the register, and catch up on the parts of the lesson they have missed. Students who know they will be late to a class, either on a one-off occurrence or on a more consistent basis, must inform their class tutor so notes can be made on the register.

Attendance

While First Act is attended as an extra-curricular activity, we ask that students attend as frequently as possible, and give absence notice when they can. This will allow tutors to plan for the right number of students and will allow them to put any provisions in place that are required due to absences.

Students who attend classes which are building towards a final product (e.g LAMDA, workshops, production rehearsals etc.) must give as much notice as possible for any absences. Attendance to these sessions is monitored and any persistent, unarranged, or unexplained absences may result in being removed from the programme.

Discipline

Students should treat every tutor and peer with respect (listening, respecting physical boundaries, respecting their opinions, respecting their beliefs, respecting their abilities). Bad or inappropriate language, silly behaviour and behaviour deemed as unwelcoming or that would make another member of the class uneasy will result in Stage 1 of the 'Behaviour Protocol' being implemented.

Students are expected to behave themselves both at First Act and at an event under the First Act banner. No student should behave in any way that would cause offence, upset, or hurt other students, tutors or any outside party related to First Act. Behaviour that is deemed sexist, racist, homophobic etc. will not be tolerated.

First Act record all behaviour incidents in their digital behaviour form. Historic behaviour forms will be reviewed, if needed, when looking at the causes of new or persistent behaviour incidents.

Uniform

All students are expected to wear First Act Uniform tops to class as well as on First Act trips and outings. Other items of uniform are available to purchase too. All other clothes worn must be in line with First Act's uniform standards.

Please see 'Uniform Code of Conduct' to see a more detailed overview of the uniform standards and expectations. Students who are persistently not complying with uniform regulations may be refused access to classes until the appropriate uniform is worn.

Uniform is available directly from the First Act Shop: <https://www.shopkeepeasy.com/990058987>

Personal Property

First Act Arts is not responsible for loss or damage to any personal property that is brought to the studio. A cloakroom area is provided in both main studios with hooks for coats and bags. Mobile phones should remain away for the duration of sessions. Jewellery and items of value should not be brought to class.

Changing

Ideally, students should arrive at First Act ready for class. Students who need to change before class are advised to do so in the available toilets; you should make sure a member of First Act staff is aware you are getting changed in there before you start. We cannot not allow students to change in the studios or waiting areas. When changing prior to class, students will not be under the supervision of First Act staff and the child's safety will remain the responsibility of the parent/guardian until the child is in the First Act studio.

Social Media

Students must not attempt to befriend or be linked to any member of First Act staff on any social media platform. This rule still applies even if the student and tutor know each other in a context outside of First Act.

Official First Act social media pages exist which students can be attached to, and all tutors can be contacted, if necessary, through the official First Act email, messenger or WhatsApp. More details about how First Act's social media accounts are run can be found in our 'Social Media Policy'.

Any social media contact between First Act members needs to adhere to all the expectations set out in this Code of Conduct.

Studio Use

On some evenings, the studios are hired out to students or other companies who need somewhere to rehearse for external groups other than First Act. Students are only permitted into a studio with the tutor present and should only leave the studio after informing their tutor (this can be for the toilet, at the end of a lesson, or for any other reason). Students should not enter any studio space without a First Act staff member present to supervise.

Studio Property

Resources, equipment, furniture, set, costumes, props, and another other property belonging to First Act Arts should be treated carefully and with respect. Time and money go into sourcing, purchasing, or creating the property that we have, and having property taken, lost or broken directly impacts the finances available to fund future projects and resources that students or First Act may need.

Health & Safety

First Act: Drama Tuition has a full 'Health and Safety Policy' which parents and students should be familiar with.

Safety during lessons and rehearsals is paramount, and students should ensure they listen to tutors' instructions carefully before starting any task. Behaviours such as inappropriate or rough contact, running or being silly, and inappropriate use of set, props and costume can all results in the injury of yourself, a student, or tutors.

First Act record all accidents in their digital accident form. Historic accident forms will be reviewed, if needed, when looking at the causes of new or persistent accident incidents.

Toilets

First Act Arts has toilet facilities in each main studio, as well as a staff toilet downstairs. While these toilets are attached to the main teaching space, certain behaviour is expected when using them.

Students should make sure that toilets are left in a clean state, and that any spillages of water or any accidents that have occurred are reported discreetly to a First Act member of staff who can ensure that they are cleaned sufficiently.

Feminine hygiene products are provided free of charge across all toilet facilities.

Waiting Area Expectations

The waiting area is a room which can, at points, have a large number of parents, students, and tutors in. For this reason, the behaviour expectations set out for the studio also apply to this room. In addition to this, no student or parent should go behind the desk as this is for staff only. In order to respect any classes taking place while you are waiting, it is important that you keep volume to a minimum and avoid any behaviours that may distract the working students.

Age of Admissions

A student may enter First Act: Drama Tuition from the age of 5 and must leave prior to their 19th birthday. No student should be cast in a production if the performance dates is past their 19th birthday.

Complaints

We have a full 'Complaints Policy' which covers our complaints procedure. It would also be useful to look through our 'Whistleblowing Policy' in case you are unsure of who to contact regarding a concern. First Act will abide by all procedure set out in these policies, so we ask that you ensure you follow the correct procedures too, and avoid voicing concerns in abusive or aggressive ways, both face-to-face and online.

Payment and Membership

In order for First Act Arts to run effectively, we ask that parents/guardians pay membership and any other invoices by the set due date given on the electronic invoice. We are always flexible with this, as we know each family's circumstances are different, but as much as possible, please stick to the set deadlines.

Payments should be made via standing order each month. Notification of an ending membership is expected prior to the beginning of the next calendar month and parents must be aware that full payment for the agreed month will still be due if we do not receive this. Please see our 'Behaviour Protocol Policy' for an outline of steps that will be taken should payment not be made.

Student Information

First Act Arts holds information about all our students and their parental contacts. Please ensure that this information, especially contact information, is kept up to date on the First Act system.

Changes can be made face-to-face at the studio, but please ensure you tell a Senior Leadership Member, rather than your class tutor, as it is these staff members who have access to the database. Ideally, changes to personal information will be made via email to contact@firstactarts.co.uk or via WhatsApp on 07888863009.

First Act Arts will check at the start of each term that all information held on a student is relevant and correct.