

LIMELIGHT DRAMA POLICIES AND PROCEDURES

FEE POLICIES AND PROCEDURES

- 1.1 Fees are strictly payable by the due date on the invoice unless prior arrangement has been made.
- 1.2 Failure to pay fees may result in loss of enrolment position.
- 1.3 All statutory holidays are observed. Where classes fall on public holidays make up lessons will be arranged on either the remaining weeks of the term or on an alternate day. Fees are based on eight lessons per term throughout the year.
- 1.4 Should it be necessary to move classes due to unforeseen circumstances, Limelight Drama will do their best to arrange a make up lesson at an alternate date.

REFUND POLICIES AND PROCEDURES

- 2.1 Once a term has commenced there will be no refunds if a term is not completed.
- 2.2 In some cases of exceptional circumstance such as illness or injury refunds may be considered at the discretion of the Director.

NEWSLETTER POLICIES AND PROCEDURES

- 3.1 It is the responsibility of the parents/guardians to keep up to date with all Limelight Drama information emailed and posted on Limelight social media.

HEALTH, SAFETY, INJURY and MEDICAL CONDITIONS POLICIES AND PROCEDURES

- 4.1 Limelight Drama is not responsible for any personal injury sustained or any loss of damage of personal property whilst on the premises.
- 4.2 Limelight Drama will aim to provide a safe learning environment to reduce the risk of injury.
- 4.3 It is the students' parents/guardians responsibility to inform the teacher of any injuries or health issues of concern.
- 4.4 A first aid kit is available to any student through their teacher. We do not provide anyone Panadol or equivalent or administer any other medications.
- 4.5 Limelight Drama students are under supervision whilst in class at any time. While we endeavour to provide a safe environment, teachers and staff cannot be responsible for students outside their allocated class time.
- 4.6 We ask that students 12 and under stay within the building until their parent/caregiver arrives to collect them. Other arrangements made with parent/caregivers and their child is not the responsibility of Limelight Drama. Students 12 and over may leave the building if they have the permission of the parent/caregiver.

4.7 Parent/caregivers should be available to collect students punctually at the end of the class. The teacher will remain on the premises until all of the pupils have left the building. Parent/Caregiver collecting from the last class of the day must be on time for collection.

4.8 In case of evacuation, the assembly point for will be the Operatic shared carpark.

4.9 Our nearest Defibrillator is located at the Govett-Brewster Art Gallery Foyer.

CLASS POLICIES & CELPHONES

5.1 Regular class attendance is vital for students to develop. Students must be punctual to classes.

5.2 Teachers at Limelight Drama offer equal opportunities to students in class.

5.3 Limelight Drama maintains the right to dismiss any student who damages property, causes disruptions to any classes of a severe nature or disrespect to any of the teaching staff.

5.4 All mobile phones are to be turned off while attending or viewing classes.

5.5 No filming or posting of any classes on social media is to take place without the permission of the teacher or Director.

5.6 Students are permitted to use mobile phones for necessary messaging or calls.

5.7 Phones being used for social media purposes is not permitted while at Limelight Drama unless for specific class purposes.

PHOTOGRAPHY AND VIDEOING

6.1 Photography or videoing of students in class may not be permitted without permission from the teacher. This is for the safety and wellbeing of each individual student and to comply with the privacy act regulations. Videoing by the teacher is permitted where necessary.

6.2 Photos and video of students may be used by Limelight Drama for publicity and promotion. Please advise the Director Loren Armstrong if you do not wish your child to be filmed for promotional purposes.

PRIVACY ACT

7.1 This enrolment form collects personal information about you. Under the privacy Act 1993 you are entitled to have access to, and request correction of this information.

COMPLAINTS

8.1 Formal complaints should be made in writing to the Director Loren Armstrong. The Director will contact the correspondent to verbally discuss the issue(s) and will also write a letter of reply making every effort to find a resolution.