

GENERAL INFORMATION POLICY

Owner and Founder of ISOD

Asher Ludlam - BA(Hons), QTS, NPQLBC, IDTA Level 4 Diploma, IDR, Acrobatic Arts.

Teachers/Staff

Sophie Hunt, Sasha Ireson, Tally-Jo Mehmi, Rebecca Butler, Megan Lowe, Mollie Watson, Chloe Taylor. Assistant Teacher - Daisy Smith.

Qualifications

If you wish to see copies of our Enhanced DBS Clearance, First Aid Qualification, Safeguarding Training or other relevant qualifications (including insurance policies) please ask.

About us

Since opening our doors in September 2018, we've proudly welcomed children to our School of Dance based in Coseley, West Midlands. We teach students from their first steps, nurturing their love for dance in a fun, supportive and professional environment.

Contact

Email - infinity_sod@hotmail.com OR Studio mobile - 07918267833 OR Infinity Social media

Annual Schedule

All our timetabled classes run Term Time Only: x39 weeks per year. Autumn Term (September – December) Spring Term (January - April) & Summer Term (May – July)

Registration Fee

A £20 registration fee will be applied at the time of enrolment. This fee will be included as a 'cover payment' and added to the first month's subscription. This fee applies to all students.

Annual Membership

This £10 annual membership fee covers the period from 1st September to 31st August and will be automatically collected on 1st September along with class fees. It will appear as a 'cover payment' and applies to all students.

Class Fees

Fees are taken by monthly subscription on the 1st of every month. This covers pro-rata class fees which are then divided into 12x affordable monthly payments. Late fees apply when 3+ days late.

Your details

When booking a class with us, you will be directed to our online schedule/timetable - ClassForKids. This becomes your online profile with us and it holds important information such as emergency contact details and medical notes. It is absolutely imperative that you ensure all details are accurate, true and up to date. This is our point of call in times of emergency, should anything occur. Infinity School of Dance accepts no liability for any incidents that may arise as a result of invalid information.

Communication (1)

As stated above, the details registered on your ClassForKids online profile provide us with your contact information. Our primary point of contact will be via email. Our second point of contact will be via social media - please request to join our 'Infinity SOD Parents' Facebook page for reminders, updates and messages.

Communication (2)

How do I contact a teacher? We do not permit contacting any staff directly - whether this is through social media accounts, DM or text/calls. Any direct/personal contact is a breach of our safeguarding policy. There are many ways to contact us: through the closed Facebook group, DM our social media, send us an email, through the studio phone 07918267833 or speak directly to the class teacher at the start or end of a class - we are happy to help!

Social Media

1. Staff will keep their personal social media accounts separate from the school.
2. Students & teachers are NOT permitted to be 'friends' or 'follow' on any social media.
3. If you do not give your permission for your child's photo or video to be used on social media, please make sure this is noted on your ClassForKids online profile.
4. Any negative use of social media which includes or refers to Infinity School of Dance, inclusive of teachers, students and parents will not be tolerated.

Observation

To adhere to safeguarding and child protection policies, observation of classes is not permitted, unless invited by the class teacher or in a private lesson.

Drop off and pick up zone

We operate a drop off and pick up protocol only, unless your child is attending a trial class with us or a private 121 lesson with a teacher. Older students can be dropped off at the front door/ entrance at parent's discretion.

- **New students:** new students and their parents are welcome to book an appointment to view our facilities ahead of a trial or class.

Guidance and Policy for Unsupervised Children

- The NSPCC recommends that all children under 13 years must be supervised by their parent, carer or guardian. This is due to concerns that they may not be mature enough to deal with an emergency or certain situations.
- It is a parent's responsibility to teach their child how to respond to emergencies or situations that may arise outside the house, so they feel confident when their child is not under their supervision.

ISOD policy on unsupervised children

- Any children who have breaks in-between classes or arrive early waiting for a class, are NOT under the supervision or responsibility of Infinity School of Dance.
- Children under the age of 13 years should be supervised by a parent/ carer during these times and if such a time should occur where this is not possible, please speak to a teacher.

Please note that this policy is subject to change, and any updates will be communicated to students and parents in a timely manner. This document will be reviewed annually. If there are any issues or concerns, please speak to a member of staff.

Class Expectations

We want all our students to feel safe and have an enjoyable experience with us. We expect our students to show courtesy and respect to their fellow peers and teachers, at all times. Any negative behaviour or attitudes within class will not be tolerated and the student will be asked to leave. If your child is to arrive more than 10 minutes late to a class, the class teacher reserves the right to refuse entry.

Discipline

We respectfully ask that parents/ carers are supportive of decisions made by any teacher – whether this be in a class setting or outside of the lesson time (competition entries and costumes for example). We are professionals and will always have the best interest of your child at heart.

Dress for Success!

Teachers of Infinity School of Dance reserve the right to refuse your child into class if they are not dressed in the correct school uniform. Please refer to the welcome handbook for all uniform.

Code of Conduct:

All members of Infinity are asked to show kindness and respect to all other members of the school. Please ensure that your conversations are 'child friendly' with no bad language or ill-speaking of another parent, student or staff member.

- **Arriving to and from class:** Infinity School of Dance expects all its students, parents and carers to arrive to and leave class in a calm, respectful and timely manner. We ask for everyone to *respect our neighbours* and represent our school in a positive manner.

Anti-bullying policy

We do not tolerate bullying of any kind. Any incident of apparent bullying is investigated immediately and appropriately. DfE guidance defines bullying as "actions that are meant to be hurtful and which happen on a regular basis. Bullying can be direct or indirect."

Here at Infinity School of Dance, we are committed to working with staff, pupils, parents and carers to create and maintain a happy, family friendly atmosphere where all forms of bullying will not be tolerated, including when bullying is motivated by prejudice or negative attitudes towards a person's race, religion, nationality, ethnicity, disability, gender, gender identity and sexual orientation (LGBT).

Attending other schools

We are more than happy for students to participate in other performing art and sporting opportunities outside of the school, as we, as a team of professionals, encourage flare and enthusiasm for the arts. However, I respectfully request that my students DO NOT register with another dance school, outside of Infinity School of Dance - this causes a conflict of interests.

Please note, if you are competing with Infinity School of Dance in ADFP Freestyle, you are 'legally' only allowed to be registered with one school at a time. If you choose to leave and register with another school, you will take a 'ban' of up to 3 months in the first instance. For more information visit - <https://www.adfp.org.uk/rules/>

Smoking Policy

Infinity School of Dance has a strict non-smoking policy; smoking is not permitted anywhere within the vicinity of our studio or where any lessons/ rehearsals take place.

Drugs & Alcohol Policy

Infinity School of Dance has a strict no drugs & alcohol policy. Any student, teacher, volunteer or parent /carer found using drugs or alcohol whilst attending classes, working at the school or within the vicinity of the venue will be presented with a verbal warning. If under the age of 16 years, parents/ carers will be notified immediately.

Child Protection & Safeguarding Policy

Infinity School of Dance believes that:

1. The welfare of children is vital.
2. All children, regardless of age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.
3. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
4. All staff (paid/voluntary) working in this environment have a responsibility to report concerns to the designated staff member.

We have a duty of care to safeguard all children from harm. We will ensure the safety and protection of all children ensuring to adhere to the Child Protection guidelines. A child is defined as 'anyone under the age of 18' - The Children Act 1989.

Equal Opportunities

Infinity School of Dance is committed to a comprehensive policy of equal opportunities. Individuals are selected and treated on the basis of their relevant merits and abilities without regard to age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation, and are given equal opportunities within the school. The aim of this policy is to ensure that no learner wishing to take one of our qualifications receives less favourable treatment on grounds not relevant to good practice. We actively endeavour to ensure that no learner is disadvantaged.

Insurance

Infinity School of Dance holds Public Liability, Employers Liability, Product Liability and Professional Liability policies. All policies renew annually.

Data Protection Policy

Infinity School of Dance keeps records of students on a computer database, with password protection, for the purpose of efficiency and consistency of administration. We will not share any of your personal details without your permission, aside from where the law allows. This complies with the Data Protection Act 1998.