

Tanwood School for Performing Arts

Rules and Regulations

Studio Policies

1. Dancers should arrive at least five (5) minutes before class start time. Dancers should use this time to change into the designated uniform prior to class start and warm up. Punctuality is essential.
2. Dancer's hair will be secured from the face as required by each type of class.
3. Only dancers and their instructor are allowed in the classroom during class-time. It has been demonstrated that dancers learn the most in an environment free from distractions. All dancers need to be focused in the classroom. Parents may be invited in at appropriate times.
- 4 Dancers must behave appropriately at all times. Excessive talking, abusive language, rude behavior is not Permitted. **NO SAYING 'I CAN'T'**
5. Alcohol and drugs are strictly forbidden. Gum is not allowed at any time in any classroom. Food is not allowed in the classrooms during class, but the instructor will permit water breaks when necessary.
6. The Office area is off limits to all students and parents.
7. Everyone must sign in and out of the building. Students under 16 should not leave the building with out adult supervision. However Tanwood School cannot be responsible for students who leave the premises without permission for any reason. Please ensure that your child knows to wait for you inside the building.
8. Classes cancelled by the studio will be rescheduled. You can make-up classes throughout the week when your regular class is missed due to illness or other attendance problems. Payments will not be reduced due to absences.
9. Bullying will not be tolerated or will any pupil who persistently disrupts the tuition, uses offensive language, or other anti-social behavior.
10. The school does not accept responsibility for loss of personal property. Uniform and possessions must be clearly marked. It is the parents' responsibility to make reparations for any damage caused by a pupil to school property.
11. Tanwood reserves the right to drop a dancer for excessive tardiness and/or absences. Excessive is missing 3 or more classes prior to a competition, and /or performance. It is the instructor's discretion to determine if the dancer will be allowed to participate. Each instructor reserves the right to sit a child out of any class, if any of the above policies have been violated and reserve the right to drop any pupil for multiple violations of the above policies.
12. When representing Tanwood in any capacity all parents and pupils will Uphold and enhance the good standard and reputation of the school and pupils must wear school uniform
13. Please do not call teachers at home or on mobile numbers. They have precious little time with their families. Leave a message at reception and it will be dealt with in a timely manner. Neither should you try to catch a teacher between class. All teachers have surgery times.

Tuition & Fees Policies

1. Fees are paid in advance in half term installments, except for babies' beginners or adults who can choose to 'pay as you go'
2. Standing order payment plans are available for fees, on a monthly basis. There will be a slight price increase each year.
3. Tuition and fees are due in advance of each term .Various Discounts apply for early payment and a surcharge is incurred for late payment. Families with persistent overdue accounts will be not be able to book private lessons or enter for exams and competitions until the accounts are brought up to date.
4. A £20.00 processing fee will be added for all returned cheques.
5. Show Costume fees are due in October and are price dependent on each class (es) requirements.
6. Annual show fees are due in May, and include a good luck message in the souvenir brochure.
7. Competition team entry fees are due prior to each event and are non-refundable. Fees are variable per organization and entry size.
8. Payments for annual show, costume, competition, and fees are non-refundable. One whole terms notice in writing is required if leaving or a terms fees in default.
9. The studio reserves the right to discontinue a dancer's classes for non-payment of tuition and fees when necessary.
10. Private lessons must be booked in the diary at reception and paid for at the time of booking and 24 hours MUST be given of cancellation to qualify for a refund.

Anti-Bullying Policy

Tanwood will develop a supportive framework in order to create an environment in which bullying is unacceptable and all its consequences are dealt with appropriately and promptly.

We Will work together to :

1. Establish an atmosphere in which mutual respect and tolerance of an individual's right not to be bullied, emotionally, verbally or physically, will thrive.
2. Encourage pupils to take responsibility for their own freedom from intimidation and the freedom of others in the same respect.
3. Encourage a consistent approach and attitude by all adults which creates an environment in which incidents can be dealt with appropriately and promptly.
4. Create an open atmosphere within the school where pupils can go to a variety of listeners for support and feel comfortable enough to confide in staff with a promise of investigation.

A Charter for pupils, parents and Teachers of Tanwood School for Performing Arts.

This charter is the basis of a three-way agreement between pupils, their parents and the school (the teachers and the directors) which defines clearly what we are setting out to achieve, what each of us promises, the standards we are setting and what we will do if things do go wrong.

Pollyann Tanner (Director)

Pupils Promise

- to attend school regularly and promptly
- to set themselves high standards of work and to pursue them to the best of their ability
- to complete all assignments to the best of their ability and on time
- to develop regular habits of independent practice.
- to use the support of teachers and parents in working successfully
- to set themselves high standards of behaviour and to accept the proper discipline of the school
- to respect one another, their parents, their teachers and other people they meet in school and in the community
- to make sure that they are properly equipped for each lesson
- to respect the school's equipment, buildings and grounds
- to look after and return promptly all music costumes props and resource materials lent to them by the school
- to set themselves high standards of personal hygiene and appearance, including being appropriately dressed for all activities
- to participate as active members of the school, in outside activities, shows and competitions and so on, to the best of their ability
- to promote the good name of the school within the community.

Parents Promise

- to work in partnership with the school in the training of their children to show their children regularly that they are interested in their work and that they support it
- to provide appropriate equipment and uniform for their children
- to provide a place where their children can regularly practice and encourage them to develop the self discipline to do it properly
- to ensure that their children attend class regularly and promptly and to provide a clear written explanation of any legitimate absence

- to support the school's standards of behaviour and to assist the school, promptly and whole-heartedly, in its efforts to sort out problems when they occur
- to join, in positive partnership, in discussion with an appropriate teacher when there is any matter of concern regarding their children
- to support, within their means, the school's efforts to raise funds to improve its facilities and support pupils' work
- to promote the good name of the school within the community

School Promises

- to use its resources as effectively as possible for the benefit of each of its pupils
- to treat every pupil as an individual in a pleasant and caring environment in line with our equal opportunities statement.
- to design its timetable in accordance with the demands of our examining bodies and to meet the needs of individuals and offer personal challenges.
- to provide a disciplined atmosphere in which pupils can enjoy working
- to develop self-discipline in its pupils and an ethos of mutual respect among all its members
- to report regularly to parents on their children's progress and to make clear how pupils can best make progress
- to inform parents promptly of any significant concern regarding their children and to offer an early opportunity for discussion with an appropriate member of staff
- to provide advice and guidance in training, career, financial, and personal issues, with further referral where necessary.
- to enhance our reputation as a school of high standards and to provide every opportunity for its pupils to achieve excellence
- to provide teaching by professional, committed, well-trained and sensitive staff
- to ensure the most favourable pupil: teacher ratio its resources will allow
- to enter pupils for external examination/assessment,
- to provide a wide variety of experiences to extend pupils and develop individual talents
- to introduce a wide range of opportunities for learning outside the school
- to welcome parents into partnership in the training of their children
- to define a uniform for pupils which sets clear standards of smartness and is practical, hardwearing and inexpensive
- to respond quickly, fully and courteously to questions and any complaint
- to promote the good name of the school within the community

Sign below, detach, and return with registration

TANWOOD SCHOOL POLICIES ACKNOWLEDGEMENT

Please review the policies with your child.

Please have your child sign a Pupil's acknowledgement line below.

Very young children (2-4 year olds) need not sign the acknowledgement, parents should initial for them.

Families with multiple dancers should have each child sign a Dancer's Acknowledgement line below.

After reviewing Tuition and Fees polices, parents please enter your signature on the Parental Acknowledgement line below.

Please return the completed form to the studio Registration form.

Thank you.

Pupils agree to abide by the Studio and Anti- bullying Policy and school charters
Parents agree to abide by the Studio, Anti-bullying and Tuition Policies and the school charters.

Pupil's Acknowledgement: _____ Date: ____

Pupil's Acknowledgement: _____ Date:

Parental Acknowledgement: _____ Date:

Teacher Acknowledgement: _____ Date:

Tanwood School for Performing Arts
ISIS Studios, Unit 1
Stratton Road , Swindon, SN1 2PG

This will be kept in your file at reception. If you wish to have a copy please ask for a photocopy when returning it.