



Code of Conduct

Code of Conduct For all students, parents and guardians of Wicklow School of Dance.

Expectations in respect of pupils admitted to Wicklow School of Dance.

The aim of Wicklow School of 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.

Registration

For insurance and safety purposes all students must be registered in advance of attending classes. Wicklow School of Dance can only accept responsibility for enrolled students during class time.

Punctuality

It is vital that students arrive in good time for their classes. If students are late for class it will impede their learning, or cause disruption to others and place themselves at risk of injury should they miss the warm up section of the class.

Attendance

Regular attendance is extremely important. If students do not attend on a regular basis then the development of the class and the individual student will be affected. Exam students' attendance will be monitored as they prepare for their examinations and assessments. Students who fail to attend classes may be withdrawn from the exam. We regret that it is not possible to make up missed classes by attending another class for which you are not registered.

Discipline

Students are expected to behave in an orderly, civilised and well-mannered way and to show respect to their teacher when attending Wicklow School of Dance. Students should also show respect to other students in their class. Failure to comply with the rules and regulations may result in withdrawal from the Wicklow School of Dance.

Uniform

It is extremely important that students come to classes dressed in full uniform in order to be able to work correctly and safely in class and present a neat and elegant appearance. We ask that all students make a concerted effort to come to class wearing a bun or headband for shorter hair.

Examinations

Entries for RAD examinations are at the discretion of the Wicklow School of Dance.

Changing

Students should only get changed in the designated changing area in the presence of other students and/or teachers, but never alone with one adult.

Drop Off/Collection

Parents/guardians are asked to drop off students directly before the start of their class. Students must be collected promptly at the end of class in line with our drop off and collection protocols.

Personal Property

Students should make sure that they keep their valuable personal items with them at all times. Wicklow School of Dance regrets that we cannot be held responsible if items go missing.

Remuneration and Fees

As per the Terms and Conditions; fees must be paid before the student's first class of each term. Failure to do so may result in withdrawal from classes.

Data Protection Policy

Wicklow School of Dance staff members are not at liberty to enter into conversation with or disclose any information to parents relating to other students. Student's information is confidential and retained in accordance with the Wicklow School of Dance Data Protection Policy and Privacy Policy.

Visual and Social Media

Wicklow School of Dance does not publish or post any images (static or moving) of children under the age of 18, across any of its online channels without prior written consent.

Health and Safety

- If students hurt themselves in class or feel unwell at any point, they should tell their teacher or member of staff immediately
- Wicklow School of Dance is a work place and respect must be given to all staff. There must be no running or shouting in the building or grounds
- No smoking is permitted anywhere on the premises.

Fire regulation

If the fire alarm sounds, students must make their way immediately to their nearest available Fire Exit and a roll call will be taken

- Parents/guardians are asked to drive with due care when dropping off and collecting their children from classes.
- Children's scooters, skateboards and rollerskates/rollerblades must not be ridden/used anywhere inside the building or around the car park.