



### Code of Conduct

All Spotlight School of Dance activities are approached with professionalism and integrity. We are committed to providing a safe, welcoming and nurturing environment that seeks not only to instil a love of dance in our pupils, but to develop important life skills as well – respect, commitment, reliability and teamwork.

To ensure a happy and positive experience for all involved, it is important that pupils, parents (including carers or legal guardians), extended friends and family members and staff understand and comply with the below.

### Pupil etiquette

- Demonstrate respect for teachers, parents, staff and other pupils at all times.
- Arrive at least five minutes prior to your scheduled class. Latecomers may be refused entry, due to the risk of injury.
- Present to class in a tidy and well-groomed manner with hair tied back neatly off the face. Ballet buns are required for all ballet classes with the exception of baby ballet.
- Dance uniforms and dance shoes must be worn for classes, where specified. School uniform is not appropriate dance attire and therefore not permitted. Teachers may refuse entry to dancers not groomed appropriately.
- Bring a clearly named bottle of water to every class.
- Attend class regularly unless ill or injured, or in the event of a family emergency.
- Honour prior commitments made to the studio by attending classes, rehearsals and performances above other social events.
- Serve as a role model to younger dancers at all times, including appropriate language and behaviour.
- Mobile phones should be switched off or on silent mode and are not to be used during class.
- Put rubbish in the bins provided and clean up after yourself.
- Show respect and care for studio equipment and facilities.
- Ask for help if you need it – we are here for you.

### Parent (including carers or legal guardians) etiquette

- Demonstrate respect for teachers, students, staff and other parents at all times.
- Take responsibility to read email updates and keep up-to-date with current activities and important information.
- Ensure siblings are supervised at all times, equipment is treated with care and the waiting areas are left tidy.
- Refrain from entering either dance studio unless invited by a teacher. This includes studios not in use and extends to siblings.
- Understand and support the Spotlight School of Dance approach by encouraging children to show commitment and positivity while working to the best of their own ability.
- Refrain from taking photographs or video without permission.
- Respect our approach to establishing and maintaining professional relationships with our students and parents by (1) ensuring all contact is made in person, by phone or email and (2) refraining from direct communication with staff via personal email, text, phone or social media unless on platforms managed directly by Spotlight School of Dance (e.g. a private Facebook group) or deemed necessary (e.g. rescheduling a private lesson).
- Raise any concerns with a teacher or staff member by making an appointment.

***For the benefit of all Spotlight School of Dance families, your cooperation is appreciated.***



BRITISH THEATRE  
DANCE ASSOCIATION

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