



RJS BALLET CODE OF CONDUCT

1. Students must attend class in full RJS Ballet school uniform (see uniform guidelines for more information) . Hair must be worn in an exam bun. Please ensure that all uniform / shoes are named clearly.
2. It is recommended that students taking RAD exams attend a minimum of 2 ballet classes per week.
3. Please sign in and out of the building. Please collect your child promptly from inside the building. RJS Ballet cannot be responsible for your child once the class has finished. Children leaving RJS Ballet independently will require a parent to sign a consent form.
4. RJS Ballet cannot be responsible for valuables.
5. Fees are due on the 1st of each month by standing order. Fees that are not paid will incur a £5 late fee which will be added to your account on the 2nd of the month. RJS Ballet will withdraw their service until all outstanding debts have been paid in full.
6. Uniform will not be given without payment. At RJS Ballet we accept payment by cash or card. We also have an online dance store - <https://rjs.mydancestore.co.uk/>
7. If you choose to reduce classes then a refund will not be given. It is your responsibility to cancel or amend standing orders to cover payments for classes. If you increase classes the standing order must be amended.
8. Branded dancewear must be paid for upon order.
9. Students will be allowed to participate in examinations by invite only.
10. Attendance is of utmost importance for students working towards an examination. If the you miss 2 or more classes during the lead up to an exam, the Principal has the right to refuse entry of candidate.
11. Examination fees must be paid by the RJS Ballet deadline. If payment is not received in time your child will be refused entry to examination.
12. Examination fees once paid are non-refundable. Examination dates and times are set by the exam board and cannot be altered.
13. Please ensure you read the exam handbook.
14. If a parent wishes to speak to Miss Ruth they MUST NOT interrupt a class. Parents are welcome to speak to Miss Ruth once the class has finished in the Principals office. If classes are back to back then please telephone or email to make an appointment. Tel: 07858177571.
15. RJS Ballet timetable is subject to change throughout the year.

16. RJS Ballet hold a school show each year, all students are expected to take part unless you opt out in writing.
17. You must abide by show rules and ensure that you read the show handbook.
18. All show deposits / payments are non-refundable.
19. RJS Ballet reserves the right to retain any exam certificates, photos, Show DVDS etc, as these remain RJS Ballet property until all outstanding payments and forms are returned and notified to the RJS Ballet office.
20. RJS Ballet reserves the right to use visual media e.g.: Photos, videos on social media and the RJS Ballet Website for advertisement purposes only. If you do not wish for your child to be involved, please inform us when you enrol.
21. Bullying or inappropriate behaviour / language will not be tolerated by any person or student, and as the Principal of RJS Ballet. The school Principal reserves the right to terminate contracts and exclude any pupils from the school at anytime.
22. All physical activities involve risk and you choose to take part in classes at RJS Ballet at your own risk. It is your responsibility to inform RJS Ballet of any injuries or illness that you may have before you take part in any classes.
23. 1 months notice must be given before you leave RJS Ballet, in writing or you will be liable for fees as your place in class will be saved.
24. If you have a complaint against RJS Ballet, please put it in writing to Miss Ruth Summerskill. All complaints will be responded to in writing within 14 days of receiving them.
25. If classes are cancelled by the school a refund will not be given but an alternative class will be provided.
26. It is your responsibility to sign in and out of the building. Parents should sign in for children. This is a safeguarding procedure, in the event of a fire. RJS Ballet cannot be held responsible for the consequence of not using the sign in register.
27. If classes are cancelled due to a pandemic all classes will be delivered online. Fees must be paid to reserve your place in class. In the event of a local lock down you may be asked to attend an alternative venue. RJS ballet has 2 dance studios (Bradford and Leeds).

I agree to abide by the school rules and code of conduct:

Parent's Signature:

Students name:

Date:

Thank you for choosing RJS BALLET