



Rules & Behavioural Expectations

The following set of terms and conditions have been drawn up to promote a positive learning environment and experience for all students attending KTS. We trust all parents recognize and support the statements below to help us run our dedicated and professional family theatre school:

Uniform

1. Correct uniform **MUST** be worn to all classes – No Exceptions
2. Correct hair should be adhered to for ALL Classes;
 - a. Ballet Bun – Ballet & Acro
 - b. High Ponytail – All other classes
 - c. Short Hair / Boy's – Neatly groomed and off face
3. For the safety of our students, jewellery and watches must be removed during class
4. Chewing gum, food and drinks are strictly prohibited, with the exception of water

Personal Belongings

5. Mobile phones and other devices must be **SWITCHED OFF** in classes. Strictly no photos or videos
6. KTS cannot be held responsible for any loss or damage of personal belongings whilst in the care of KTS. Students are obliged to take care of their own belongings. KTS can accept **NO** liability for lost or damaged belongings. Students are advised **NOT** to bring valuable items into the school. They **ARE** advised to have all property marked with their name and to keep necessary valuable items with them in the studios and **NOT** leave them in corridors/cloakrooms/public spaces within the building.

Behaviour

7. Unacceptable behaviour will lead to exclusion from all classes of the school and will be dealt with appropriately and in extreme cases could lead to expulsion. No fee refund for that term will be given
8. Teachers are trained and will use a range of behaviour management techniques, including time outs (students will be asked to sit separately in the studio while the class continues – parents will be informed within 24 hours if this action has been necessary). Where poor behaviour continues, the KTS Manager will contact parents within 24 hours if this action is deemed necessary to arrange a course of action. Depending on the severity of the situation, and if investigation needs to take place, students could be suspended until a formal meeting takes place
9. Discrimination and bullying is strictly forbidden. KTS has the right to dismiss any student from the class. Should this behaviour occur, an immediate contact to parents via phone or email will be made to discuss the matter in person with the KTS Manager
10. Should any student feel upset or unhappy, it is important that the KTS Manager is informed as soon as possible so that the issue can be resolved. Otherwise, KTS cannot be held responsible for any repercussions afterwards that may occur.

Registration & Payments

11. Once you have registered with Kercher Theatre School, you **MUST** give a minimum of half a term's notice if a student wishes to discontinue any class at KTS. You will be charged for the full term in lieu of notice
12. Invoices **MUST** be paid within two weeks of distribution. A 20% penalty charge will be added if not paid on time. If continued non-payments occurs after the penalty invoice, the pupil will be refused entry to class and legal action maybe followed to recover unpaid fees for classes attended to date
13. Fees are non-refundable
14. There are no refunds for missed classes. Classes that are cancelled due to weather or unforeseen circumstances may be 'made up' where possible, but cannot be guaranteed due to calendar restrictions, teacher and venue availability

General

15. KTS is not responsible for your child before or after they have left the studio or outside of their timetabled class time. For safeguarding purposes, we insist that ALL students **MUST** be dropped off / picked up directly from the studio door by a parent or responsible adult at the correct time, with minimal disruption to classes taking place as our buildings are open for public use
16. Although we aim to provide a fun and friendly atmosphere in the school, Kercher Theatre School is a learning environment. Personal dramas should be left at the classroom door and not be allowed to interfere with dance teaching or studies. Friendly advice and help can always be sought from a member of staff. But the focus on classroom time is the study of performance and dance in a disciplined and yet fun-loving learning environment. Pupils should enter each class with that positive energy
17. Any and all correspondence with teachers is to be on a professional basis only and solely through the school's point of contact 07989 353673 or email kerchertheatreschool@gmail.com - this includes illness, absence, exams etc. Other social media platforms must **NOT** be used
18. Family and / or friends are not permitted to watch classes except by invitation only
19. You agree to update KTS with any information regarding changes to contact details including address, contact number and email, injury, illness or special medical conditions including allergies and behavioural disorders. This includes all medications required and knowledge of if medication i.e. inhaler, epi-pen are to be present in the studio during class. Should this be the case, medications should be in a 'clearly identifiable and named bag', handed and collected to / from the teacher at the beginning and end of each class. Such information gathered by KTS will be handled accordingly to current GDPR guidelines as stated in our Data Protection Policy
20. KTS have the right, due to parents signing a release form, to release photographs/videos on social media platforms for publicity. At certain performances, we may allow the use of recording media by parents. However, please be advised that any publication to social media of such material needs permission of **ALL** those involved in the recordings – this includes students, parents and the choreographer. KTS can take no responsibility for such postings.