

1. Mission Statement

The Ellen Jane School of Dance is a community dance School that is open to all. We aim to provide a happy and safe environment in which students can learn technique and performance skills, giving them a platform to develop social, physical, and communication skills that will be transferable to all walks of life.

It is our aim that students with the Ellen Jane School of Dance will have increased self-confidence, fitness and most importantly have fun and find new friends.

2. Code of Conduct

Ellen Jane School of Dance commitment to Students and Parents.

1. Integrity:

Ellen Jane School of Dance will act in all matters with the utmost integrity allowing students and their families to expect to be treated with honesty, consideration and respect.

2. Competence:

Ellen Jane School of Dance will operate within the limits of the teachers' qualifications, experience and expertise. All classes will be planned to an appropriate level to facilitate the needs of the students providing feedback in a positive and encouraging way to aid development always adhering to the highest possible standards.

3. Professionalism:

Ellen Jane School of Dance will ensure safety is always paramount and the facilities used for practice are adequate to meet the needs of the students.

Student and Parents commitment to the Ellen Jane School of Dance

1. Respect for Others:

Students and Parents are requested to treat others as they would expect to be treated themselves. Negative comments about others appearance or ability are not welcomed. Positivity and encouragement are, Ellen Jane School of Dance is a happy place for children and all members and their families are requested to invest in that.

2. Commitment:

The Ellen Jane School of dance is a performing school that regularly exhibits its work, to this end every member is a member of a team. Choreography doesn't just happen, it is planned. Absence from class means students catching up when they return resulting in wasted time and slowing down the advancement of the team. Sporadic attendance may result in students being banned from partaking in public performances. Whilst it is appreciated that absence is sometimes unavoidable students and parents are asked to make every effort to attend and if it really is not possible, just make a courtesy call. For performances this is especially important, if you will not be available come the time of a public performance (dates of performances are published well in advance) please inform me as soon as possible, students can still be part of the

class building up to the performance if I know they are not going to be there as I can plan around this, however someone dropping out in the weeks preceding a performance can have a catastrophic effect on the outcome, denting the morale of the team and not fulfilling the full joy potential that the children deserve as a return for their efforts and hard work.

3. Appearance and Bearing:

Ellen Jane School of Dance is a community dance school and as such there are no barriers to entry. There is no registration fee. There is a uniform for the school which is black leggings, black leotard, we do have a summer uniform which is a black crop top and black cycling shorts or hotpants. If further advice is required on uniform please ask. Students are reminded that they are ambassadors for The Ellen Jane School of Dance and their families so please act in a manner befitting.

4. Safety:

The Ellen Jane School of Dance has a Child Protection Policy and Health and Safety Policy and parents are requested to be aware of these policies in the interest of serving the wellbeing of the children. Parents are asked to disclose any medical information, allergies or injuries that students may have on the registration form and to provide any amendments to this information if necessary. Parents are also asked to recognize that as with any physical activity there can be a risk of injury and therefore release The Ellen Jane School of Dance and its teachers from any liability.

5. Interruptions:

Parents are requested to drop off and collect their children in a timely manner, firstly for their safety and secondly to minimise disturbances to the class. Parents are also politely asked to recognise that sitting in on class is not permitted. It is appreciated that parents like to see the progress their children are making, however the presence of an adult within the classroom usually has a debilitating effect on the students, making them more self-conscious and causing a general distraction. Parents will get the opportunity to see their children perform as we enter many local competitions and have a show every 18 months and this is the arena in which parents are requested to view their children's progress.

6. Photography and Filming:

Photography and filming by parents or students during class is strictly prohibited (unless consent has been given by myself for the reasons of working on exam technique at home to prepare a student for exams). During our show The Ellen Jane School of Dance may employ a photographer to take still images or video footage which is then made available for Parents and Students as keepsakes. These images may also be used to advertise The Ellen Jane School of Dance in differing forms of marketing including appearing on the school's website www.ellenjanedance.co.uk. It may also be necessary within class time to video the students as a teaching aid, however all video/photos will be deleted immediately after use. Parents and spectators at events wishing to photograph or film the event are to be aware of the expectations which are explained in The Child Protection Policy

3. Child Protection

The Ellen Jane School of Dance aims to provide a happy and safe environment where children can learn to dance.

The Ellen Jane School of Dance believes children have the right to be safe and secure and free from threat, regardless of gender, ethnicity, disability, sexuality or beliefs. The Ellen Jane School of Dance will act with integrity, treating children with respect, listening to their concerns and acting upon them.

The Ellen Jane School of Dance's Code of Conduct commitment to Students and Parents will ensure that students will receive professional tuition from a qualified teacher with appropriate facilities following safe practice.

The Ellen Jane School of Dance will adhere to the following Rules and Guidelines with regards to Photography and Filming:

1. Images of Children posted on www.ellenjanedance.co.uk will be identified by their first name only.
2. To reduce the risk of inappropriate use of images only images deemed suitable will be used.
3. Anyone with any complaints about images posted on the website can speak to the myself Ellen Jane Monkhouse and the images will be removed.
4. Anyone concerned about inappropriate use of images can report the matter to myself Ellen Jane Monkhouse and procedures will be followed to report the matter to the appropriate authority.
5. The Expectations for parents or spectators who wish to take photographs or film at an event are to avoid inappropriate or intrusive photography. Any child or parent who has concerns regarding inappropriate or intrusive photography must report their concerns to myself Ellen Jane Monkhouse who will act in the same manner as they would with any other child protection concern.

Any person teaching for The Ellen Jane School of Dance will be in receipt of a Criminal Record Bureau (CRB) disclosure.

The Ellen Jane School of Dance has a child protection policy as we are taking the initiative in making our organisation as safe as possible for children.

Health and Safety

The Ellen Jane School of Dance is committed to the Health and Safety for everyone involved in the school.

Emerson Park Academy, Front Lane Social Hall and English Martyrs Church Hall are responsible for the buildings maintenance, maintenance of safety appliances such as fire extinguishers, electrical safety, maintenance of toilet and kitchen areas, maintenance of heating systems and general cleaning of the facilities.

Fire procedures are prominently displayed within the building and all teachers are aware of what action to take in the event of a fire.

In the case of an accident causing injury, first aid boxes with basic supplies are available, for more serious injuries, dependant on the extent of injury, professional medical assistance will be requested either by calling the emergency services or by escorting the injured individual to a place where they can receive treatment. In all cases parents will be informed, in the case of minor injuries at the end of class, when professional medical assistance is required they will be informed immediately.

The Principal of the Ellen Jane School of Dance has Public Liability Insurance.