



[WWW.CORNWALLDANCESCHOOL.CO.UK](http://WWW.CORNWALLDANCESCHOOL.CO.UK)

[CORNWALLDANCE@GMAIL.COM](mailto:CORNWALLDANCE@GMAIL.COM)

07891189214

## CODE OF CONDUCT

### UNIFORM

All Cornwall Dance School students are expected to wear either full Black Dance/Sportswear or CDS Kit.

Ballet students must wear a Black Leotard, Pink Ballet tights and Ballet Shoes. With the option to wear tight Dancer shorts. For Exams they will require Satin Ballet Shoes.

Hair must be tied back off of the face, before the lesson begins. Limiting distractions during the class.

### ENROLMENT

All Students/Parents (if student is under the age of 18yrs) must fill in an enrolment form, and a photograph consent form and this must be completed and handed in by the second lesson with CDS.

You will need to make sure that you give an email address if you wish to be on our Newsletter list, which will keep you up to date with all upcoming dates and changes to classes.

### CLASSES

All Parents/Guardians **MUST** Sign the student in upon arrival to the lesson.

Parents or Guardians **MUST** also Sign the student out directly from the Teacher/Leader or Chaperone or Receptionist in charge of Sign In and Sign Out.

If you are unable to sign the student in your care out **YOU MUST** fill in our Permission Form which gives us permission to let the student sign themselves in and out. This is **ONLY** available to students of 12 years of age and Upwards.

If you know that a different member of the Family or a Family Friend will be picking up or dropping off the student, you must first of all make them aware that they **MUST** sign the student in and out, directly from the Teacher/Leader or Chaperone or Receptionist. And then you must contact us directly via phone on 07891189214 and let us know - we will then set up a **PASSWORD** for the person in charge of Signing the student **IN** and **OUT** which they will be required to state when Signing the student In and Out.

Students are expected to arrive on time to class. At the beginning of each lesson we warm up the students. If a student is late to a lesson and misses a warm up, they waiver all rights to any dance injuries that may occur as a result.

### SHOWS

During Shows, **NO** Parents are allowed backstage unless you are one of the following.

- A Licenced Chaperone who has requested to help out Backstage and attended ALL Chaperone meetings with CDS members of staff.
- A parent of a student that is 5years of Age and Under.
- A Carer of a Student with Special Requirements.

## **MEETINGS**

If you require a meeting with any of our Teachers or Staff for any specific reason other than to ask questions regarding Upcoming Events, Costumes, Costs and Hair and Makeup requirements. You will need to arrange a date and a time in which to meet through the Principle Lisa McNally.

You can do this via emailing [Cornwalldance@gmail.com](mailto:Cornwalldance@gmail.com) or Calling direct on 07891189214.

There will always be two members of staff present within any requested meetings and all discussed material will be kept Confidentially on record within a Safe & Locked Cabinet.

If you would like to view our Policies you may do so upon request.

## **MEDICAL**

All Students & Chaperones who have any Medical Conditions must have an Emergency Plan.

This must be handed in to your teacher on your first official (non trial) lesson with us. We want to make sure that within our lessons you are safe and well looked after so this is now a requirement, no matter how big or small your condition may be.

ALL CHAPERONES AND STUDENTS must make us aware of any allergies you have and you must also have an Emergency Plan.

Your Emergency Plan must include -

- A list of all medications you need and what times (throughout the day) you need to take it.
- Bullet points of how to deal with any Medical Emergencies that may result from your condition/s.
- Who to contact should there be an emergency (Next of Kin)
- Your Doctors Name and address.
- Any known medical allergies (i.e. penicillin)
- Any special requirements (both medical and non-medical)