



St. Andrews Church Hall LFE
Knighton Victoria Bowls Club
Knighton Memorial Hall
Evington Village Hall
Tel: 07799136752
karenloomesdanceacademy@gmail.com

Karen Loomes Dance Academy Regulations and Policies

Observance of the following rules, regulation and policies is implicit in the acceptance of a place in the School. The School reserves the right to refuse entry to classes if these rules are not complied with. The School reviews and amends its policies and regulations on a regular basis and advise parents and teachers to read this document thoroughly to ensure a clear understanding is gained. Please email karenloomesdanceacademy@gmail.com if you require more information.

Child Protection

At the Karen Loomes Dance Academy we have a duty of care to safeguard all children. It is our aim to provide children and young people with appropriate safety and protection that attend the School. We abide by the Child Protection Act 2004.

Protection of our Children

At the Karen Loomes Dance Academy, we ensure that all children are protected. For younger students we insist they do not go home without their parents or guardian and will be kept within the Hall with the teacher until collected. Once out of the lesson, parents are responsible for their children. Parents and students will not let any persons into the hall if they do not know them or are suspicious of them. We also do not tolerate any behaviour that results in bullying or discrimination, the school will give a written notice for any unacceptable behaviour from a student. If this behaviour does not show improvement the school has the right to refuse admission.

Safeguarding

All KLDA teaching staff hold up to date DBS checks and relevant safeguarding training.
All show chaperones hold up to date DBS checks and relevant licenses.

Use of Photographic/Filming Equipment

At the school, if parents wish to photograph or film classes, they may do so with the permission of the Principal and the teachers consent, however we operate a policy that protects families that do not wish their children to be photographed or filmed. If this policy is found to be breached, we will ask you to remove all evidence of the photography/filming.

Health and Safety

Some physical contact is necessary by the teacher to demonstrate exercises or techniques or to prevent injury during the class. When, in the case of minor accidents, first aid needs to be administered, the school will contact the Parent/Guardian. No responsibility is taken for any injury occurred, during or after the class, although great care is taken to avoid such an occurrence. When a parent enrolls their child with the Karen Loomes Dance Academy, it is their responsibility to ensure that the information given on their Enrolment form is correct and the school is aware of any illness or disability that may affect their child during lessons.

Physical contact may be necessary by KLDA Staff when teaching. If you have any concerns regarding this matter, please contact the Principal.

All KLDA Teaching staff hold up to date First Aid Qualifications.

The use of Social Media

We ask that current students who have access to social media do not contact teachers or student teachers direct on their personal pages. We ask that all students contact the School's email and/or social media page for any questions, helpful tips and advice. Social media is a wonderful communication tool however the Karen Loomes Dance Academy Facebook Page & Group, Instagram Page and School email should be the only use of social media contact from current students to teachers. The School will not tolerate current students and or teachers being in contact through social media however please feel free to contact us personally when you have moved on from the school to keep us up-to-date with how you are doing.



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Insurance

Public, Products and Employers Liability Insurance is in place with Arthur J. Gallagher Insurance Brokers Limited. KLDA Teaching Staff fall under this umbrella policy.

Confidentiality

The school's letters/emails contain confidential and/or privileged information and is intended for only the person to whom it is addressed. Any unauthorised copying, forwarding, disclosure or distribution of the material contained in emails and its attachment is strictly prohibited. All person information at the school is kept confidential and will not be discussed or shared by the school with any other parent or student.

Data Protection

KLDA hold information about students to enable the business to run as a membership, dance education and training establishment. The information/contact details you provide may include information about the students personal or medical matters. Data may be shared with the IDTA for entry into examinations and with City and County Councils to attain Performance Licenses where needed.

Cancellations

If there is a bad weather warning in place and you are in doubt about classes taking place, please check emails from the online portal, website or social media for information. In such cases the school will not reimburse or replace classes. Parents will be notified via email, text, website or social media groups and pages. Please make sure your details are up to date and you check our online pages. If classes are cancelled due to unforeseen circumstances and cannot be replaced during the School term in which it was cancelled the school will not reimburse classes. All teachers will continue with classes, even if there are inadequate numbers of students. In such cases the Principal will be contacted in to discuss alterations for that particular class.

1. All pupils must complete an enrolment form and must receive notification of a place before any classes are attended. The signed enrolment form acts as an agreement between Karen Loomes Dance Academy (The School) and parents/guardians and states one months' notice in writing must be given if she/he wishes to leave the school, stop or change any classes. Alternatively, a full month's fee must be paid in lieu of such notice.

2. Students attending the school who wish to stop attending a class or start a new class are required to give the school one months' notice. All class changes must be authorised by the Principal and all requests must be put in writing. Invoices will not be altered when insufficient notice for a student leaving or changing a class is given.

3. All fees are payable by the second week of each new month. Fees are non-refundable and will not be returned because of absence under any circumstances. Invoices will be sent out at the beginning of each new month.