

## Policies and Procedures

### Attendance

Commitment to lessons is vital in order to develop skills and for students to feel confident within the lessons. Anlaby Studios would expect attendance on a weekly basis unless in the event of unforeseen circumstances or planned holidays. As parents ourselves we want to encourage the students to be reliable and show commitment in order for them to recognise the importance of resilience even when they feel tired or “we don't want to”.

We hope, that once in class students will participate and enjoy themselves. This will give them a sense of achievement, especially when they see the improvements they are making and developing new skills. The students who show this commitment will increase their technical skills. Students who develop this mentality will take tasks to a higher level and become more involved through competition, performances and further training. A skill transferrable for any future employment.

We fully understand the difficulties in maintaining a healthy balance of work and play within our lifestyles, but we would be grateful if you could let us know in good time if a student is going to be absent from class for that particular week.

This can be done via:

- Email – [contact@anlabystudios.com](mailto:contact@anlabystudios.com)
- Text – 07414444685
- Reception - 01482 650001
- Facebook – Private message – Anlaby Studios

### Uniform

Students should dress appropriately for class. All students are required to dress professionally to complement our approach to teaching. The uniform is as follows:

**\*Ballet** - Girls: Regulation purple leotards, pink sock/tights and pink ballet shoes. Boys:

Regulation grey tights or shorts with white leotard, white socks with white ballet shoes

**\*Modern** - Leotards and black footless tights, bare feet.

**\*All other styles** – Any moveable clothing unless specified by the teacher.

All basic dancewear (leotards, ballet/tap shoes, tights/socks etc) is available to order from our dance shop (A Dance Shop). We also have Anlaby Studios t-shirts and hoodies that the students can wear travelling to/from the studios, competitions and performances – please ask reception for an order form. Please name all uniform.

Long hair should be in a bun for ballet class and tied neatly back for all other lessons. No jewellery should be worn in order to be coherent with the health and safety policies and to prevent injury. If unable to remove any jewellery, plasters must be worn to cover the item. Male/female changing rooms are available for students to use before/after class. Hooks will be available for students to hang belongings whilst in class. All valuables will be left at your own risk and we would encourage them not to be brought to the studios. Young students must be supervised in the changing room at all times.

### Safeguarding

Safeguarding children within the building is paramount for Anlaby Studios. We will regularly review the security of the building to ensure safety regulations are followed. However, the building is open for public use and parents/carers should be continually conscious of the safety of their child when not in class. Students under the age of 16 must be accompanied in the changing area. It is up to the parent's discretion, if they want to leave the student while they are in class. A Coffee Shop will be open for you to purchase hot and cold drinks with a comfortable seating area if you wish to wait.

# ANLABY

STUDIOS

Photographs and video may be taken during classes and performances. They will also be used on social media and on the website for publicity purposes. Please sign overleaf with permission regarding photography.

Changing rooms are split between male and female. It is important to reiterate that male adults will not be permitted to enter the female changing rooms and visa versa. **Staff will not be able to supervise the changing areas.**

Staff have a legal responsibility to look and seek out any child that may seem vulnerable. The relevant services will be notified should information relating to a safeguarding concern be raised regarding one of our students.

## **Fire Safety**

In the event of a fire, the alarm will sound which will indicate the evacuation of the building. All staff, students and parents must exit the building at the nearest fire exit and walk across the road to the Red Lion pub car park, which is our fire assembly point. Here there will be a head count. Clear notices are around the building, please familiarise yourself with these.

## **Behaviour**

Anlaby Studios has been created to provide a professional and inspiring environment. We will expect the staff and students to adhere to being well mannered and supportive of all parents and students. In the event of competitions, we would encourage you to acknowledge all achievements of students in our school and from other dance/performing art schools, to create a kind and friendly atmosphere. We want to build a reputation of being thoughtful and considerate of others at all times. Should you encounter untoward or negative behaviour between parents, students or staff then please bring to our attention immediately so a discussion can take place with the Principle to ensure this does not continue and effect the reputation of Anlaby Studios. We will not tolerate behaviour of this kind and want to promote an enjoyable atmosphere for all.

## **First Aid/Health and Safety**

All students must inform the principals if there are any medical concerns or requirements. This includes any allergies or physical injuries. Staff will adapt and tailor classes to help and support students ensuring safe practice at all times. We have a designated first aider on site who will be available should there be any unforeseen incidents but it will be the responsibility of the parent to take the student for any further necessary medical advice or seek further treatment as advised by the first aider. Please make sure that up to date emergency contact information is filled out on the application form and handed in to the reception. Please notify us of any changes of details or circumstances.

## **Data Protection**

Under data protection law, individuals have a right to be informed about how Anlaby Studios uses any personal data that we hold about them. We do not share information about students without the parent/carers consent.

Personal data we hold about students includes:

- Contact details, contact preferences and date of birth
- Details of any medical conditions
- Attendance information
- Photographs and video footage of performances
- Results of dance examinations and competitions

# ANLABY

STUDIOS

## Fees

All classes are £5. However, if the students take more than one class a week there will be a small discount.

2x classes a week - £4.50

3x + classes a week - £4

Fees have to be paid via standing order in advance on the 1<sup>st</sup> of every month.

If you are participating in a class that is hiring the studio, the ways of payment will have to be agreed and set up through the principal of the external company, not through Anlaby Studios. However, Anlaby Studios will still be available to assist and pass information on for them.

## Contacting Us:

The facilities will get quite busy during peak times and it may be difficult to get answers immediately during this time however, if you need any extra assistance or support, please don't hesitate to contact us.

contact@anlabystudios.com 07414444685 01482 650001

To confirm you have read this information please sign and tear of the slip below and pop it in the returns box on reception.

.....  
.....

### **Anlaby Studios Policies and Regulations Return Slip**

I \_\_\_\_\_parent  
of \_\_\_\_\_ confirm I have read the policies and  
procedure document and I agree to all the requests of the Anlaby Studios.

I agree to my child being photographed and photographs to be used on any media **YES /  
NO**

Signed \_\_\_\_\_

Date \_\_\_\_\_

