

Studio V School of Dance - Policies, Procedures & Code of Practice

Why Policies & Procedures Matter

Our Policies and Procedures are designed to ensure a safe, respectful, and well-structured learning environment for every student and family at Studio V. They provide clarity around expectations, support consistent high-quality training, and help us deliver a positive, organised, and enjoyable dance experience. By outlining how our studio operates, these guidelines allow families to feel informed, supported, and confident in their child's dance journey with us.

By enrolling at Studio V School of Dance, families acknowledge and agree to abide by these Policies, Procedures, and Code of Practice.

Studio V School of Dance reserves the right to update this document in line with industry best practice and operational requirements.

1. Classes, Attendance & Professional Conduct

a) Punctuality & Preparation

Students are expected to:

- Arrive **on time**, dressed in the **correct uniform and footwear**, and ready to commence class promptly.
- Understand that late arrival disrupts the learning environment and impacts both teaching flow and peer focus.
- Attend to personal needs (including bathroom breaks) **prior to class commencement**, except in exceptional circumstances.

b) Respect, Behaviour & Class Etiquette

Studio V is committed to providing a **safe, respectful, and inclusive learning environment** for all students.

- Students are expected to listen attentively, follow instructions, and participate with focus and effort.
- Respect for teachers, peers, and the studio environment is essential.
- Bullying, intimidation, inappropriate language, or unsafe behaviour will not be tolerated.
- Repeated or serious breaches may result in parental consultation and, where necessary, suspension or withdrawal from classes.

2. Parent Observation & Open Classes

- To support student independence, focus, and confidence, **parents/guardians are not permitted to observe regular classes.**
 - **Open Classes may be arranged occasionally**, at the discretion of Studio V, to provide families with an opportunity to observe student progress.
 - Families will be notified in advance if an Open Class is scheduled.
 - For privacy, child safety, and intellectual property reasons, **photography and videography are not permitted in any classes**, including Open Classes, **unless under Studio V management discretion.**
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3. Attendance, Absences & Make-Up Classes

- Regular attendance is essential to support technical development, safe progression, and group cohesion.
 - If a class is missed due to illness or unforeseen circumstances, a **make-up class** may be requested in a suitable style and level, subject to availability.
 - Make-up classes must be completed **within the same term** and cannot be carried forward.
 - A **minimum of 90% attendance** is expected for Senior Students, Exam Candidates, and Production Programs.
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4. Fees & Enrolment Conditions

- Fees are issued **per term** and must be paid by the due date listed on the invoice.
 - Student enrolments are **only confirmed once full payment is received.**
 - **Fees are non-refundable once the term has commenced, unless otherwise approved at the discretion of Studio V management.**
 - Missed classes do not result in fee reductions or credits.
 - Studio V reserves the right to review class viability based on enrolment numbers.
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5. Uniform & Presentation Standards

- Correct uniform is compulsory for all classes.
 - Uniform supports discipline, safety, technical correction, and consistency in training.
 - Hair must be neat, secure, and styled appropriately for the genre.
 - Jewellery is not permitted, apart from small stud earrings.
 - Students may be asked to sit out of class if attire is unsafe or inappropriate.
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6. Examinations & Assessments

- Studio V offers examinations across selected styles in accordance with recognised dance syllabi.
 - Exam participation is determined by the teacher in consultation with Studio V management.
 - Students must demonstrate appropriate attendance, technical readiness, and commitment to be entered.
 - Examination fees are charged separately and are non-refundable once entries are submitted.
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7. Productions, Performances & Rehearsals

- Participation in productions and performances requires a strong commitment to attendance, teamwork, and professionalism.
 - **From time to time, additional rehearsals may be scheduled**, and may incur an additional rehearsal fee.
 - Production and performance fees cover choreography, administration, and organisational costs.
 - Costume costs are additional unless otherwise specified.
 - Costumes remain the property of the student unless advised otherwise.
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8. Health, Wellbeing & Injury Management

- Student health and wellbeing are a priority at Studio V.
 - Students must advise their teacher of any injury, illness, or condition that may affect participation.
 - Teachers may modify or limit participation where required to ensure safety.
 - Safe dance practices are actively encouraged and embedded within all classes.
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9. Child Safety & Duty of Care

Studio V School of Dance is committed to providing a **child-safe environment**.

- All teachers and staff hold a current **Working With Children Check**.
 - Professional boundaries are maintained at all times.
 - Any concerns regarding child safety or wellbeing will be managed confidentially and in accordance with mandatory reporting obligations.
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10. Public Holidays

- Classes generally **do not run on Public Holidays**.
 - Where classes are scheduled to proceed, families will be notified in advance.
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11. Class Sizes, Timetabling & Operational Changes

- Class sizes are monitored to ensure quality training and safe instruction.
 - Studio V reserves the right to adjust class groupings, times, venues, or structures where required.
 - Families will be notified of any changes impacting enrolments.
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12. Communication & Code of Conduct

- Studio V values respectful, timely, and constructive communication.
- All correspondence with staff should be professional and courteous.
- Concerns should be raised directly with Studio V management to ensure appropriate and confidential resolution.