

Central School of Ballet Junior School Terms & Conditions 2019-2020

Admission to the Junior School is normally available within the first two weeks of the autumn and spring terms. New starters will not be accepted after these time periods or during the summer term. This is to ensure that our pupils are working at a consistent standard and without disruption.

Every two years children aged from Level 3 to Level 9 have the opportunity to take part in the Junior School Show. During these years newcomers of this age are only accepted in the first two weeks of the autumn and summer terms.

We are pleased to welcome you to Central School of Ballet Junior School. Please read the following information carefully, then sign and date in the space provided at the end.

The Widening Participation & Access (WPA) team are;

Debra Cougill – Head of Widening Participation & Access

Jo Hurst – Associate School Manager

You will find the WPA office located just off the Green Room on the 2nd floor, through the door to the left upon entering.

Correspondence

All correspondence is via email. Please ensure that you keep the WPA department updated with your email address, and should you not be receiving information, inform a member of the Widening Participation & Access team, as listed above. Should you not have access to the internet or emails, please do inform us so that we are able to make alternative arrangements.

It is important that we are kept up to date with emergency contact telephone numbers so we can reach parents/guardians in the event of an accident or emergency. It is a parent's responsibility to inform us immediately of any changes to your contact details.

Payment and refunds

All fees should be paid before the start date of each term. You will be emailed in advance of the term start date with a reminder to pay fees.

All fees are subject to a £10.00 discount when payment is made online by the fee deadline date through the Central School of Ballet website. The £10.00 discount will not be effective when paying by card or cheque, or after the fee deadline. A late payment charge of £15.00 will be incurred if payment is not made after a week of the start of term. Refunds are not offered for withdrawal from the current term. Notice must be given, in writing, by the fee and withdrawal deadline at the end of each term if you are withdrawing from the Junior School. If withdrawal is for medical reasons, and a valid medical certificate is provided, a refund may be possible at the discretion of Central School of Ballet.

Changing and Toilets

Due to our child protection policy, no male parent/guardian or carer will be allowed into the girls changing room within the Green Room. Similarly, no female parent/guardian or carer will be allowed into the Junior boys changing room. This policy must be adhered to at all times without exception.

Parents/guardians must use the toilets on the ground floor and **must not** use the student toilets located on the first floor. Children are asked to use the student toilets located on the first floor.

If there is a male or female parent/carers who needs to assist changing an opposing gender child, please come and speak to a member of the Widening Participation & Access department.

Please note that toilets are not to be used as changing rooms. If your child has a medical condition that requires additional care provision, please speak to a member of the Widening Participation team.

Attendance, Illness and Injury

Junior School pupils are required to maintain a high level of attendance. In any case of absence, please inform a member of the Widening Participation & Access team in advance of the class wherever possible. To report an absence, please either email juniorschool@csbschool.co.uk or phone Jo Hurst on 020 7923 5490.

Latecomers may join in at the discretion of the tutor and must warm themselves up before taking part in class.

Please note that it is a parent's responsibility to inform a member of the Widening Participation team should a child's personal circumstances change in terms of injury, medical conditions and additional support required.

Waiting and Leaving the Building

Parents/guardians may use the Green Room facilities to wait whilst their child is in class. Children in Pre-Ballet through to and including Level 2, must have a parent/guardian in the building for the duration of their class. This is to accompany their own child/children to the toilet. We request that all other parents be on time to collect their child/children from the Green Room please.

Please note that parents and children are not allowed to enter the playground roof via the Fire Exit doors other than in an emergency.

Older pupils who wish to travel on their own to/from classes must have completed a *Permission to Leave the Premises* form to be signed by their parent/guardian. This includes those pupils being collected by car outside of the premises. This applies to all young people aged under 18 years.

Signing in Procedures

All visitors to the school must sign in on arrival and out on departure.

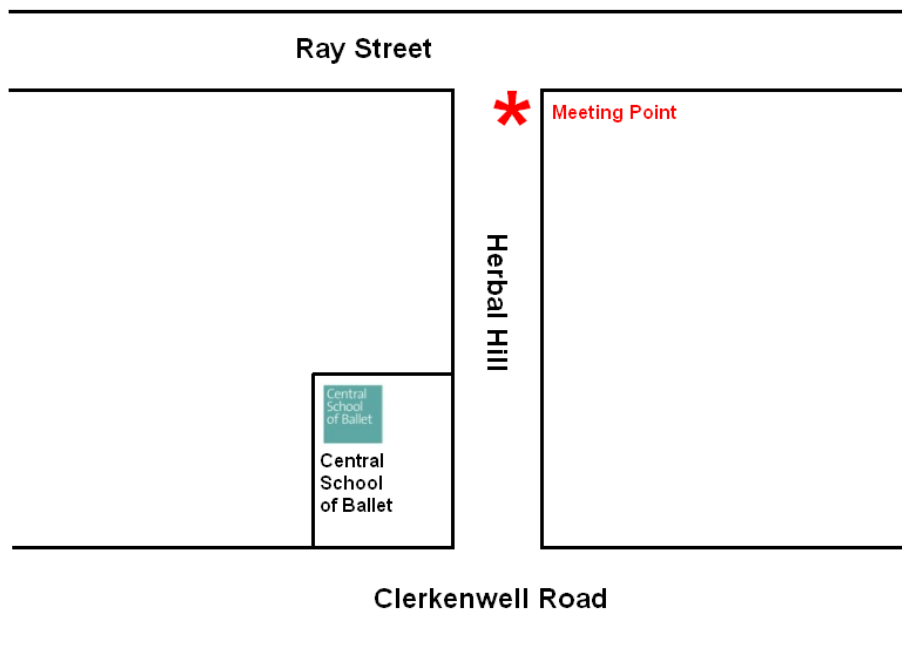
The parents of children in Pre-Ballet to Level 2 classes must sign in for themselves and their children on the registers provided in blue folders held at the Reception desk, including any infants not enrolled in the Junior School.

Children aged Level 3 and above must sign themselves in on the registers in blue folders and adults accompanying them must sign the separate visitors sheet. If an adult leaves the building and then returns, they must ensure that they sign out and in on each separate occasion so that we have a clear and comprehensive list of who is in the building in the event of an evacuation.

Evacuation Procedures

Please familiarise yourself with the plans posted around the building indicating fire exits and safety equipment. Plans can be found on the Green Room notice board, on the noticeboard in the foyer area and outside studio 5. In the event of a fire alarm you should exit the building via the nearest fire exit and go immediately to the MEETING POINT. If you are in class, your teacher will accompany you to the nearest exit. Do not attempt to bring any personal belongings with you. If you have any medical conditions that require medicine to hand you should have this with you in the studio.

Below is a map of the area with the MEETING POINT at the junction between Ray Street and Herbal Hill indicated:



Once you have exited the building please turn left onto Herbal Hill and assemble at the MEETING POINT ensuring you stay off the road and await the arrival of a staff member to take the register. It is very important to ensure you have signed in/out throughout the day whenever you enter/leave the building prior to an evacuation so that we have an accurate record.

In Summary:

- 1) Exit the building immediately in as calm a manner as possible.
- 2) Leave all personal belongings behind.
- 3) Do not attempt to fight a fire unless your exit is blocked.
- 4) Leave medicines with a staff member upon arrival each day.

Valuables

Wherever possible, please do not bring valuable items into school.

Any valuable items should be taken in a small bag into the studio with you. The school cannot be held responsible for any items that go missing.

Withdrawing

Written notice by the fee and withdrawal deadline is required to withdraw from the Junior School. The following terms fees will be due should you wish to withdraw after this date. Partial refunds for the term are not available if a pupil withdraws during the term. Should a pupil wish to return after withdrawing, they will not be entitled to immediate enrolment and will be required to follow the application procedure. This may mean pupils will be placed on a waiting list subject to the availability of the class.

Dismissal

At the school's discretion, pupils may be dismissed from the school for any of the following reasons:

- Theft
- Physical abuse of staff or classmates
- Repeated verbal abuse of staff or classmates
- Intentional damage to school property
- Intentional misuse of fire safety equipment/alarms

Pupils may also be dismissed from the Junior School, at Central School of Ballet's discretion, if parents are found to have committed any of the above offences.

Complaints Policy

All complaints in relation to the Junior School should be put in writing and forwarded to the Head of Widening Participation and Access. For the full complaints policy please refer to the school website.