



Southern Ballet Theatre Code of Conduct

For all students, parents and guardians at Southern Ballet Theatre

The philosophy of Southern Ballet Theatre is to train dancers through the enjoyment of learning dance, to inspire confidence in all students, to develop movement and deportment and, above all, to widen the student's imagination and appreciation of music from classical ballet to modern dance. Discipline and respect for self and others are essential elements in our training philosophy as is the fostering of an active participation in and support of the arts.

To achieve these outcomes for our students Southern Ballet strives to operate a safe, orderly and non-disruptive environment that is conducive to teaching and learning. In turn, this allows every student to maximise their opportunities and enjoyment. Southern Ballet strives to ensure rules are clearly outlined, and all students, parents and guardians are expected to observe our Code of Conduct.

General Rules

Punctuality

It is vital that students arrive on time for their class. If students are late for class, they may miss vital information, impede the learning of others and place themselves at risk of injury if they miss the warm up section of the class.

Attendance

Students are required to attend all enrolled classes promptly and regularly as absences may affect the development of the class and the individual student. Attendance leading up to examinations and performances will be monitored by teaching staff. Students who fail to attend classes may be withdrawn from these opportunities at the teacher's discretion if they are not adequately prepared.

All planned absences and sick leave are to be promptly notified to the office by email or phone.

Discipline

Students are expected to behave in an orderly and well-mannered way and to show respect to teachers, theatre staff and parent helpers. Students are also expected to show respect towards other students and disruption to classes will not be tolerated.

No electronic devices are to be used in class and are to be placed into silent or flight mode if they are in a studio to avoid disruption, unless in the case of exceptional family or emergency circumstances.

Uniform

Students should be dressed neatly in form-fitting dancewear reflective of the discipline of dance and to maximise safety and opportunity for corrections from teachers. Full dance school uniform should be worn where appropriate and when requested, including for examinations and when representing Southern Ballet externally.

If you are unsure of the correct uniform or hair style please contact the school office.

Changing

Students are only to change in the designated changing areas of the school.

Absolutely no electronic device use is allowed within the changing areas of the school.

Dance shoes must not be worn to and from attending classes. Wearing dance shoes outside damages the shoes and can also cause expensive damage to dance floor surfaces.

Drop Off/Collection

Parents and guardians are asked to drop off and collect students promptly before the start of their class and at the end of class.

It is the parents or guardian's responsibility for the care of their child between any classes while the child may be waiting. It is also the parents or guardian's responsibility to ensure their child travels safely between any studio or performance venue.

Southern Ballet Theatre will not be responsible for any student who leaves Southern Ballet Theatre premises or other dance venue whilst not under the direct care of staff or nominated parent helpers. Whilst children are under the care of Southern Ballet Theatre during performances such as at The Isaac Theatre Royal, all students under the age of 14 must remain onsite at the theatre unless accompanied by a staff member or nominated parent helper. All students over the age of 14 must sign in and out before leaving, including their intended location and return time.

Food & Water

Ensure that each student has sufficient food and a water bottle appropriate to the length of time they will be at the studio.

If you do need to use the onsite facilities please ensure that all rubbish is placed in bins and kitchenware is returned and cleaned.

Onsite Behaviour

We ask that all students and visitors waiting onsite are considerate of other visitors, students and staff. Please keep noise to a minimum and supervise children whilst playing. Please return any magazines and toys to their original location and clean up any food or drink spills.

No animals are allowed inside the premises at any time unless permitted in advance by a Southern Ballet Theatre staff or board member. If an animal is found on the premises you will be asked to remove it immediately and any damage it may have done will be billed to your account.

This excludes animals required for disability support such as Seeing Eye dogs.

Personal Property

Please ensure all students' clothing and personal items are clearly named. Students should make sure that they keep their valuable personal items with them at all times. Items of value can be placed inside the studio whilst taking class.

All electronic devices placed in a studio must be turned off, or switched into flight or silent mode for the duration of a class. Use of electronic devices within a studio is not permitted.

The Southern Ballet Theatre Trust regrets that we cannot be held responsible if items go missing or are damaged.

Visual and Social Media

We ask that all parents, guardians and students ensure that they use internet and social media in a safe and positive way while on Southern Ballet Theatre premises and when posting on external sites or media platforms. Any concerns around media content or inappropriate pictures or content should be notified to the Theatre Manager, teacher or Southern Ballet Theatre board member immediately.

Serious Breaches of the Code of Conduct

The following is not an exhaustive list of what may constitute a serious breach of the Code of Conduct and each case will be reviewed in context of the situation and any events leading up until that point. Other continual breaches of any part of the Code of Conduct may also be deemed a serious breach.

- Verbal or physical abuse or violence towards any staff member, student or any other individual either onsite or at an offsite venue being used by Southern Ballet Theatre
- Wilful damage, destruction or inappropriate use of any Southern Ballet Theatre property and any personal items of any other student, staff or visitor to Southern Ballet Theatre
- Filming or use of electronic devices within changing areas
- Posting of comments, pictures or videos considered to be offensive in nature or in breach of personal privacy through any electronic means or social media platforms
- Bullying or harassment of any kind either directly or indirectly including the use of social media or electronic communication
- Theft of any kind either of Southern Ballet Theatre or students and visitors
- Use or possession of any alcohol or illegal drugs either onsite or at an offsite venue being used by Southern Ballet Theatre
- Bringing Southern Ballet Theatre reputation into disrepute through actions either onsite or offsite while representing Southern Ballet Theatre

Further breaches of the Code of Conduct

The following is not an exhaustive list of what may constitute a breach of the Code of Conduct and each matter will be reviewed on a case by case basis and in context of the situation and any events leading up until that point.

- Interruption of class by not following instruction
- Failing to participate in class constructively
- Talking back or showing disrespect to a teacher, staff or trust member or parent helper
- Putting down or negativity to staff or students
- Misuse of school equipment and property which may lead to damage
- Using electronic devices during class time within the studios

When a breach of the Code of Conduct occurs

All Code of Conduct breaches aim to be resolved in the most fair and transparent manner possible. Any Code of Conduct breach will be reported to the Theatre Manager, who will, in consultation with other staff, decide on appropriate disciplinary action which may include (but are not limited to):

- Immediate removal from class
- Suspension from class or performances for a specified period of time
- Dismissal from the School for serious breaches of the Code of Conduct

Please note that disruption to class is not acceptable and unfair to other students and their families. Disruptive students will be removed from class at the teacher's discretion. If it is necessary to remove a student from class the parents or caregivers will be notified by phone or email including the reason for removal. Where ongoing behaviour is a concern parents or caregivers and the student will be required to meet with the Artistic Director and or Theatre Manager to discuss the behaviour and a way forward. This meeting will be documented and the outcome placed on the student's file.

All cases where it is deemed necessary to suspend or dismiss a student is the Artistic Director and Theatre Manager's decision. All decisions will be notified in writing to the students' parents or caregivers.

Please note no tuition fee refund will be offered for students who are removed from class, suspended or expelled. Dismissal from the school may be appealed in writing to the Southern Ballet Theatre Board within 5 working days. Southern Ballet Theatre Board decision will be final.

Code of conduct last updated by the Southern Ballet Theatre Trust Board of Trustees 8th August 2018.