



## **Terms and Conditions of Entry 2022-2023**

### **Classes**

- The first class is FREE of charge except for when we are running a promotion
- All class fees must be paid by Direct Debit; agreements are set up online by a member of staff
- Classes take place 40 weeks of the year with 2 weeks holiday at Christmas, 2 weeks holiday at Easter, 5 weeks holiday in the summer and 1 week off for each of the 3 half terms (Swindon School Term Dates). Dates of these will be posted on the website and on the information board at the main studios. Reminders will also be written on Social Media and in Newsletters at the beginning of each term
- Fees are 40 weeks of classes spread evenly over 12 months
- A full months notice, in writing to TKFDA, is required if a pupil is withdrawing from classes; no refund of fees will be applicable
- GoCardless will automatically take one month's fees once notice has been given and the direct debit will then be cancelled by ourselves
- No refund of fees is possible for absence through holidays & illness unless in exceptional circumstances. These will be authorised by the Principals
- We require at least 24 hours notice when cancelling a private lesson, for any reason. Failure to do so will mean you will be charged
- Private lessons must be paid by bank transfer on the 1<sup>st</sup> of each month
- In the unlikely event that a class needs to be cancelled or changed at short notice, you will be notified via email, Mailchimp, social media & the website
- The Principals reserve the right to require the removal of any pupil whose fees are in arrears or if parents refuses to pay by Direct Debt
- Parents are not permitted to be in the studio whilst the classes are in progress except during designated watching weeks
- Any pupil not able to attend a class should contact their class teacher, either by email, or phone. Please leave a message on the studio answer phone – 07980918192 or email the relevant teacher; [misskirsty@tkfda.co.uk](mailto:misskirsty@tkfda.co.uk), [misshannah@tkfda.co.uk](mailto:misshannah@tkfda.co.uk), [missjordan@tkfda.co.uk](mailto:missjordan@tkfda.co.uk) and [misspoppy@tkfda.co.uk](mailto:misspoppy@tkfda.co.uk)
- Please use the teachers individual email accounts to speak to them directly. [enquiries@tkfda.co.uk](mailto:enquiries@tkfda.co.uk) can be used for all general information
- All teachers are qualified and specialist for the classes they teach and are fully DBS checked and insured
- All extra classes should be paid for at the time of the class. If there are any outstanding fees a 20% administration charge will be added at the end of every month

### **Uniform**

- No uniform is required for the trial period
- Payment is required upon ordering or purchasing of uniform. No uniform will be given out unless it has been paid for
- Correct TKFDA uniform must be worn at all times following the trial period and teachers reserve the right to not teach your child if they are not wearing their uniform

### **Health and Safety**

- No jewelry or make up to be worn in classes
- Hair must be in a bun for Ballet from Grade 1 (using a hair band, hair grips and a hair net), and for all other classes must be tied back in a pony tail with fringes off of the face
- All parents/guardians must complete and return a Child Protection Form and Health Declaration form on joining the Kirsty Farrow Dance Academy

### **Examinations**

- Children and Students are given the opportunity to take Examinations and Medal tests in Ballet, Tap, Modern, National, Jazz, Drama and Musical Theatre. Examination costs are established by the examination body and must be paid prior to the date of the examination or the student will be withdrawn from the examination. Exam uniform and payment details can be found on the website
- Students wishing to take examinations are required to have 100% attendance. Students will be asked and encouraged to attend additional classes towards their exam. If they are already timetabled classes then these will be free of charge, however if extra classes are required outside of the timetable these will be separately charged
- It is imperative that students attend the required coaching classes in the run up to the exams
- Private lessons are available for any pupil requiring extra help for examinations at an additional cost; please speak to the class teacher to arrange a suitable time

### **Festival/Performances**

- Students will be entered into festivals/competitions at the discretion of the Principals
- Private Lessons are required for students with Solos at additional costs; please speak to the Principals to arrange a suitable time
- Students with Duets and Trios are required to attend the Competition Team Duet and Trio classes
- The school will put on an Annual Presentation to celebrate the students' achievements throughout the year and a show at the Wyvern Theatre every other year. All students are invited to perform in both
- We hold an in-house Choreographic Competition in the Autumn Term and a Drama and Musical Theatre Showcase in the Spring Term



## Child Protection Policy (CPP08) 2022-2023

**Principles:** Kirsty Wilson and Hannah Goodrick

**Health and Safety Officer:** Ed Wilson

### The health and safety of children and vulnerable adults is of paramount importance

#### Aim

It is the aim of all staff of The Kirsty Farrow Dance Academy (TKFDA) in co-operation with parents and guardians, to ensure as far as reasonably practicable the health and safety of the children (under the age of 18) and vulnerable adults to which it supplies a service to teach dance. In this policy child will mean children under the age of 18 and/or vulnerable adult.

#### Responsibilities

##### **The Principles are responsible for;**

- Ensuring this policy is brought to the attention of all teaching, support staff, parents and guardian. A copy will be provided to all parents/guardians at the time of registering their child into TKFDA
- Ensuring all issues or concerns brought to their attention in relation to child protection are investigated thoroughly and sensitively
- Ensuring where reasonably practicable no child is discriminated against in terms of medical condition, religion, faith and/or disability
- Ensuring all children are treated equally and with respect and dignity
- Ensuring the welfare of each and every child is of paramount importance
- Ensuring the health and safety of the children under their care during lessons, show rehearsals and performances, including using responsible and appropriate chaperones as deemed necessary
- Never allowing any form of inappropriate touching (due to the nature of dance training, physical corrections may be required)

##### **Teaching and Support staff are responsible for:**

- Ensuring their teaching methods are anatomically safe and they are competent to teach
- Ensuring where physical corrections are required these are appropriate and carried out in a careful and sensitive manner (due to the nature of dance training, physical corrections may be required)
- Ensuring they act at all times in the best interest of the health and safety of the children in their care
- Reporting any accidents or incidents during or in the context of a TKFDA event or activity immediately to a Principle. Incidents include such things as, if a child is accidentally hurt during their care, if a child misunderstands or misinterprets something they have said or done

##### **Parents/Guardians are responsible for:**

- Informing the Principles and/or a staff member in writing any issues, including medical conditions that may have an effect on the child's health or safety whilst in the care of TKFDA either on the academy premises or during external events
- Ensuring the health and safety of their children when not in the care of a teacher or support staff. **Please note: changing areas and toilets are not supervised; all reasonable precautions will be taken to safe guard these areas, but the school is not responsible for your child outside of their lesson times**
- Where appropriate, for the health and safety of your child during festivals and external activities and are responsible for ensuring festival rules for child protection and health and safety are complied with

#### Photography, Videotapes and Press Photography

Any form of photography, video or sound recording is strictly prohibited during performances, in changing rooms/areas and/or lessons. During show performances photography and/or video may be carried out by authorised personnel, it is with regret we are unable to accommodate removing individual children from group photographs, to this effect you are requested not to allow your child to take part in the show/s if you do not wish them to be photographed.

Photos and videos from class work, festivals and examinations may be taken by TKFDA teaching staff and used for advertisement, on our social media pages and website. No full names will be displayed with the photos. If you do not wish for TKFDA staff to take photos or videos of your child you must notify us immediately, otherwise it is presumed you give your consent.

#### Review

The Policy will be reviewed and updated in line with changes in regulations and/or academy policies and procedures.



## ANTI-BULLYING POLICY 2022-2023

**Approved by:** Kirsty Wilson & Hannah Goodrick (Principles)

Poppy Hann-Brewer, Jordan Humphrey, Katherine Wilson, Kerry Reynolds and Alicia Rendle-Woodhouse (Members of Staff)

### Principles and Values

As a school we take bullying and its impact seriously. Students and parents should be assured that known incidents of bullying will be responded to. Bullying will not be tolerated. The school will seek ways to counter the effects of bullying that may occur within the school. The ethos of our school fosters high expectations of outstanding behaviour and we will consistently challenge any behaviour that falls below this.

### Objectives of this Policy

- All teaching and non-teaching staff, students and parents should have an understanding of what bullying is.
- All teaching and non-teaching staff should know what the school policy is on bullying, and follow it when bullying is reported.
- All students and parents should know what the school policy is on bullying and what they should do if bullying arises. All of us have encountered bullying at some point in our lives, but we all deal with it differently. The aim of this policy is to work together to ensure that our school is a safe place for children and adults to be; whether the school community is directly or indirectly affected by bullying or not.

### What Is Bullying?

Bullying is unacceptable behaviour used by an individual or group, usually repeated over time, which intentionally hurts another individual or group either physically or emotionally. In other words, bullying at TKFDA is considered to be, "unacceptable behaviour that occurs 'lots of times and on purpose'."

Bullying can be defined in many ways:

- **Emotional** - being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- **Physical** - pushing, kicking, biting, hitting, punching or any use of violence
- **Racial** - racial taunts, graffiti, gestures
- **Sexual** - unwanted physical contact or sexually abusive comments
- **Homophobic** - because of, or focussing on the issue of sexuality direct or indirect
- **Verbal** - name-calling, sarcasm, spreading rumours, teasing
- **Cyber bullying** - all areas of internet such as email and internet chat Twitter, Facebook misuse, mobile threats by text messaging and calls
- **Misuse of associated technology** - i.e. phones, games consoles, iPads etc...

Bullying may be related to:

- Race
- Gender
- Religion
- Culture
- SEN or disability
- Appearance or health condition
- Home circumstances, including young carers and poverty
- Sexual orientation, sexism, or sexual bullying, homophobia

Bullying could take place in the dance studio, changing rooms, toilets, on the journey to and from dance school and online.

### Perpetrators and Victims

Bullying takes place where there is an imbalance of power of one person or persons over another. This can be achieved by:

- The size of the individual
- The strength of the individual
- The numbers or group size involved
- Anonymity – through the use of cyber bullying or using email, social networking sites, texts etc...

Staff must remain vigilant about bullying behaviours and approach this in the same way as any other category of child abuse; that is, do not wait to be told before you raise concerns or deal directly with the matter. Children may not be aware that they are being bullied; because they may be too young or have a level of Special Educational Needs which means that they may be unable to realise what others may be doing to them.

Staff must also be aware of those children who may be vulnerable students; those coming from troubled families, or those responding to emotional problems or mental health issues which may bring about a propensity to be unkind to others, or may make them more likely to fall victim to the behaviour of others.

### Why is it Important to Respond to Bullying?

- Bullying hurts.
- No one deserves to be a victim of bullying.
- Bullying has the potential to damage the mental health of a victim.
- Everybody has the right to be treated with respect.



- Students who are bullying need to learn different ways of behaving.

### Signs and Symptoms

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- Is frightened of walking to or from dance school
- Begs to be driven to dance school
- Changes their usual routine
- Is unwilling to go to classes
- Begins to truant
- Becomes withdrawn anxious, or lacking in confidence
- Starts stammering
- Attempts or threatens suicide or runs away
- Cries themselves to sleep at night or has nightmares
- Feels ill in the morning
- Begins to make less effort with school work than previously
- Comes home with uniform torn or damaged
- Has possessions which are damaged or "go missing"
- Asks for money or starts stealing money
- Has dinner or other monies continually "lost"
- Has unexplained cuts or bruises
- Comes home hungry or thirsty (money / drink / lunch has been stolen)
- Becomes aggressive, disruptive or unreasonable
- Is bullying other children or siblings
- Stops eating
- Is frightened to say what's wrong
- Gives improbable excuses for any of the above
- Is afraid to use the internet or mobile phone
- Is nervous and jumpy when a cyber message is received
- Lack of eye contact
- Becoming short tempered
- Change in attitude to people at home

These signs and behaviours could indicate other social, emotional and/or mental health problems, but bullying should be considered a possibility and should be investigated.

### Outcomes & Sanctions

- All known/reported incidences of bullying will be investigated by the class teacher or by a Principal.
- Parents of the perpetrator may also be questioned about the incident or about any concerns that they may be having.
- The child displaying unacceptable behaviour, may be asked to genuinely apologise (as appropriate to the child's age and level of understanding)
- Other consequences may take place i.e. a parent being informed about their child's behaviour and a request that the parents support the school with any sanctions that it takes. Wherever possible, the students will be reconciled.

TKFDA operates a zero tolerance approach to any form of bullying. However we must be certain it has occurred within class time and at the school for us to take action.

Any initial offence will be dealt with immediately by a member of staff and logged in the Behaviour Log, as well as the Principal's being notified.

The Principals will then decide what further action is required depending on the nature of the bullying and seriousness of the offence.

Should the Principals deem the action serious enough, they will discuss this with the child(ren) and their parent/guardian and an official warning will be given – **any repeat bullying caught by a member of staff will result in the child(ren) being asked to leave the school with immediate effect.**

During and after the incident(s) have been investigated and dealt with, each case will be recorded in the Behaviour Log and monitored to ensure repeated bullying does not take place.

Staff will be vigilant regarding groups of friends together. Friendship groups may bring about the imbalance of power and must be led towards welcoming others to join them and not excluding others from their group. Staff must reinforce a general message that children do not have to be friends with everyone else, but they must be respectful of everyone else's feelings and be kind to each other.

If a child feels that they are being bullied then there are several procedures that they are encouraged to follow: (not hierarchical)

- Tell a friend
- Tell your teacher
- Tell a member of staff or adult whom you feel you can trust
- Tell a parent or adult at home whom you feel you can trust



- Ring Childline and follow the advice given

#### Recording of Bullying Incidents

When an incident of bullying has taken place, staff must be prepared to record and report each incident. In the case of racist bullying, this must be reported to the Principals immediately.

General incidences of bullying will be recorded in the Behaviour Log. This would include incidents where staff have had to become involved and speak with children, and/or where parents have raised concerns regarding bullying. Confirmed cases of bullying will be recorded. All incidents of bullying will be discussed with all relevant staff and parents of the children involved, in order that everyone can be vigilant and that further incidents by the same child(ren) may be prevented from happening in the future.

#### Advice to Parents

As the parent of a child whom you suspect is being bullied-

1. Report bullying incidents to the class teacher
2. In cases of serious bullying, the incidents will be recorded by staff and the Principals notified.
3. In serious cases parents should be informed and will be asked to come in to a meeting to discuss the problem
4. If necessary and appropriate, police will be consulted
5. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly
6. An attempt will be made to help the child using unacceptable behaviour towards others, to change their behaviour.

#### Do Not:

1. Attempt to sort the problem out yourself by speaking to the child whom you think may be behaving inappropriately towards your child or by speaking to their parents.
2. Encourage your child to be 'a bully' back.

Both of these will only make the problem much harder to solve.

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**We highly recommend that you 'Like' us on Facebook, follow us on Twitter (@TKFDA), follow us on Instagram (TKFDA\_Swindon) and regularly check the website so that you keep up to date with all information.**

**Please ensure that you keep us updated with any changes of contact information**



## Registration and Consent Form

<b>Student Details</b>					
Full Name of Student:		Date of Birth:			
Known as:		Sex (please tick):	Male		Female
Address:					
Telephone:		Mobile:			
Email:					
Sort Code:		Account Number:			
<b>Where did you hear about TKFDA?</b>					
<b>Emergency contact:</b>	1.	Mobile/Tel			
	2.	Mobile/Tel			
<b>Medical Information:</b>					
<p><b>Parental Consent</b></p> <p>I consider my child to be physically capable of taking part in dance classes.            I have completed the section on medical details and give consent that in the event of any illness/accident, any necessary treatment can be administered by TKFDA staff.            If a member of staff consider it an emergency they may also contact the appropriate emergency services.            I confirm that I have read through the Terms &amp; Conditions, Child Protection Policy &amp; Anti-Bullying Policy and will ensure that both I &amp; my child will abide by these conditions.            In signing this agreement, I declare that I am aware of the element of risk involved in dancing and understand that TKFDA may not be held responsible for any injury to my child or loss or damage to their personal belongings.</p> <p>I consent to TKFDA storing the information on this consent form <input type="checkbox"/></p> <p>I do not consent to TKFDA storing the information on this consent form <input type="checkbox"/></p> <p>All personal data will be stored securely on password protected PC and/or in a lockable cabinet. All data except accountancy records will be securely destroyed after the student leaves the school or after 6 years.</p> <p><b>Third Parties</b></p> <p>To enable students to take Examinations, relevant information will be sent onwards to the ISTD, LAMDA and LCM. Individual consent will be obtained at the time of entering the Exams.</p> <p>Relevant information will also be sent to GoCardless, who manage our payment system, and Mailchimp who host our newsletter. Both of whom are GDPR compliant.</p> <p>I consent to TKFDA passing on relevant information to third parties GoCardless and Mailchimp <input type="checkbox"/></p> <p>I do not consent to TKFDA passing on relevant information to third parties GoCardless and Mailchimp <input type="checkbox"/></p>					
<b>Name:</b>					
<b>Signed:</b>		<b>Date:</b>			