



Our Code

This handbook outlines how we conduct activities, our professional values and what our parents and students can expect from the school and our teachers.

It also describes the expectations we have of our students and how we wish to work with parents and guardians in the best interests of their students.

Our Ethos

'Access for all. At the school we strive to create a safe and stimulating environment where dancers are supported and encouraged to develop at their own pace. Our professional approach is supported by encouragement, fun, friendship and a commitment to allowing each every dancer the opportunity to achieve their full potential.'

'We believe that hard work, discipline and determination are essential and we encourage all pupils to believe in themselves and strive to be their very best.'

Our Code of Professional Conduct and Standards

Our School:

- Works in accordance with the professional standards and codes of practice set by the RAD and ISTD with whom we are registered members, and other relevant organisations. These can be found on their websites.
- Develops and follows policies and practices that help ensure we comply with relevant legislation. These are reviewed regularly. (See Appendices)
- Believes that the welfare of the student is paramount and has safeguarding measures in place to protect children and vulnerable adults from harm, neglect or abuse. (*KAR Child Protection Policy*)
- Maintains adequate and appropriate liability insurance cover and obtains the appropriate licenses for our activities.
- Ensures all teachers hold an enhanced DBS check
- Ensures teachers have the necessary skills and knowledge for the classes they teach.
- Makes sure dance activities are in line with current good practice and safe dance practice guidelines.
- Strives to create a culture of equality and inclusivity, values diversity and treats all our students with dignity and respect. (*KAR EDI Policy*)
- Partners with parents and guardians in the best interests of the students.
- Protects your data according to legislation (*KAR Data Protection Policy*)
- Provides for personal health and safety, by assessing risks for all dance lessons and taking steps to manage them as far as reasonably practicable. (*KAR HSSE Policy*)
- Promotes positive learning behaviours, positive attitudes and discipline, by setting clear expectations for our students and recognising their progress and achievements.
- Provides students and families the opportunity to communicate with their teachers and view classroom instruction
- Makes our terms and conditions of business, policies and practices available on our [website](#).
- Strives for continuous improvement in partnership with its teachers and parents

Our Teachers:

- Act with honesty and integrity and within the professional standards that apply to them
- Understand their roles and responsibilities in conforming to the schools ethos, policies, practices and professional code of conduct. In particular, they understand the legislative requirements:

Katy Anne Robinson School of Dance

- to maintain the welfare, safety, health and wellbeing of the students
- to promote and maintain equality
- To protect peoples personal information
- Know to report any concerns or incidents to the school principal.
- Have the necessary range of skills, knowledge and experience to undertake the work they do and employ safe dance practice
- Plan and teach well-structured lessons and adapt their teaching to the strengths and needs of the students
- Seek to inspire, motivate and challenge students to develop artistry and a love of dance
- Build relationships with children and promote positive learning behaviours, based on mutual respect
- Will challenge inappropriate behaviour and all forms of discrimination or unfairness when leading a class
- Engage in self-evaluation and listen to feedback in the interests of continuous improvement.
- Undertake continuing professional development to keep knowledge and skills up-to-date
- Collaborate , support and cooperate with peers

Expectations of our Students

- Respect all teaching staff
- Treat other students as you would wish to be treated yourself
- Always come to class with a positive attitude
- Always ask for help if you need it or talk to your teacher if you are worried about something
- Wear correct uniform and come to class with your hair neatly tied back
- Bring water to your class in case you are thirsty

Expectations of Parents and Guardians

- Tell the teachers if your child has any injuries or illnesses we need to know about
- Ensure your child arrives to class at least 5 minutes before class starts so they feel ready to dance.
- Ensure your child has the correct uniform
- Collect your children on time and let us know if someone else is taking them home
- Talk to the teacher or school principal if you have any questions, concerns or feedback.
- Review our website for details of our policies and practices under which we operate.
- Let us know if your contact details change for emergency and administration purposes.

Our Policies and Practices

The School has developed the following policies to help ensure we comply with current legislative requirements. Copies of these are available on our website: www.katyanerobinson.co.uk

1. <i>Child Protection Policy</i>	2. <i>Equality, diversity and inclusion (EDI) Policy</i>
3. <i>Data Protection Policy</i>	4. <i>Quality Assurance Policy Exam entry process</i>
5. <i>Health ,Safety and Security (HSSE) Policy</i>	

We are committed to reviewing our policy and good practice **annually**.

This policy was last reviewed on (date): *February 2020*

Reviewer: **School Principal, Katy Murphy**