



Operating Policy

Terms and Conditions

Invoices will be issued ahead of each term's commencement date and will specify a payment due date. Payment must be made by this due date and failure to do so will incur a surcharge. Any queries regarding invoices or payments should be sent by email. Please speak to Miss Georgina with any financial concerns. Half term's written notice must be given if a student wishes to stop a particular class and/or leave Miss G's Academy of Performing Arts. In the absence of this notice being received, half a term's fees will be payable in lieu.

Please inform Miss G's Academy of Performing Arts of any changes to or onset of any medical condition that may affect your child whilst dancing. In addition, any changes to contact details for you/your child, particularly emergency contact and/or mobile telephone numbers, should be notified immediately to Miss G's Academy of Performing Arts.

Miss G's Academy of Performing Arts reserves the right to discontinue or combine a class with another should it be undersubscribed.

Student Code of Conduct

Miss G's Academy of Performing Arts requests that all the students and parents/carers read, or are made aware of, and agree to abide by this code of conduct:

- Please arrive in good time for the beginning of class
- If not able to attend class please ensure that Miss G's Academy of Performing Arts is aware of this
- Please remain outside the hall/studio until the lesson starts
- Please be dressed in the correct uniform with hair tied back, preferably in a bun
- For safety reasons, jewellery is not to be worn, nor is chewing gum permitted
- Owing to the flooring, dancing in socks is not permitted as it is too slippery
- Please do not wear tap shoes in the foyer at the Queens Road/Royston venue - only put them on immediately before class starts
- Please do not open the door or allow children/siblings to open the door during class. This is very distracting for the teacher and the children taking the class
- All pupils are expected to behave in a polite and courteous manner at all times and to show respect and consideration to the other users of the venues and facilities.
- When outside class, all children/siblings are expected to behave in a safe manner at all times. Playing on the stairs and/or climbing on the bannister/balcony area at Lumen House Studios/Royston is strictly prohibited.
- Classes held during the last week of each term are open for parents/carers to come along and watch. Closely supervised siblings are also welcome, though to ensure the safety of the pupils, parents/carers are asked to remove a sibling from the class should they become disruptive. **Unless notified in writing to the contrary, Miss G's Academy of Performing Arts assumes that all parents/carers accept that photographs/videos may be taken by parents/carers during these classes and in any performances.**

This policy is the property of Miss G's Academy of Performing Arts. Copying and/or onward transmission of this document is strictly prohibited without the prior knowledge and consent of Georgina Wootten.



Teaching Practise

From time to time, it is necessary for the teachers to use physical contact in order to correctly instruct the pupil and allow the pupil to feel their body in the space.

Examinations/Performances

If pupils wish to take examinations, they must attend extra exam coaching which allow the teacher to polish the work to the highest possible standard. Exam slips will be issued and must be returned with the full payment for the exam. Exams are not always held at the class venue and will sometimes involve travelling.

From time to time there are performance opportunities whether it be in shows, festivals or being selected to take part in teacher training sessions. In the event of a show, this will be videoed and photographed by a reputable, DBS-checked company.

Uniforms/Dancewear

Uniform items may be ordered via Miss G's Academy of Performing Arts. An order form is available which should be completed and returned, along with the appropriate payment. Alternatively, you are free to source the uniform independently, but items must adhere to the published uniform list.