



## CODE OF CONDUCT 2009

PLEASE READ THE CODE OF CONDUCT AND SIGN AND RETURN THE SLIP.  
ALL STUDENTS AND PARENTS ARE EXPECTED TO OBSERVE THIS CODE OF CONDUCT AT ALL TIMES.

### CENTRE POINTE PREMISES

- NO CHEWING GUM ALLOWED ON THE PREMISES.
- PLEASE ENCOURAGE PUPILS TO DRINK WATER, AS WHILST EXERCISING THEIR BODIES WILL NEED RE-HYDRATING.
- NO FOOD OR DRINK WITH THE EXCEPTION OF WATER TO BE TAKEN INTO THE STUDIO AREA.
- ALL PUPILS BAGS AND CLOTHES MUST BE PLACED IN THE CHANGING AREA ONLY, PLEASE REFRAIN FROM LEAVING ITEMS AROUND ON THE FLOOR. DO NOT BLOCK ANY DOORWAYS AND EXITS. DO NOT LEAVE ANY VALUABLES UNATTENDED IN THE CHANGING ROOMS.
- DO NOT LEAVE PERSONAL BELONGINGS I.E. EXERCISE MATS ON SITE AS WE DO NOT HAVE SUFFICIENT SPACE TO STORE SUCH ITEMS.
- CHILDREN WITH HOT DRINKS MUST BE SUPERVISED AT ALL TIMES AND MUST REMAIN IN THE WAITING AREA. (CENTRE POINTE WILL NOT BE HELD RESPONSIBLE FOR ANY ACCIDENTS.)
- PLEASE PLACE ALL RUBBISH IN THE BINS PROVIDED, ALSO ENSURE ALL CUPS ARE EMPTIED IN THE SINK PRIOR TO PLACING IN THE BIN.
- PUPILS MUST NOT ENTER THE STUDIO WITHOUT A MEMBER OF STAFF BEING PRESENT.
- STILETTO HEELS / OUTDOOR SHOES MUST NOT BE WORN IN THE STUDIO AREA.
- THE HOMEWORK ROOM IS SOLELY FOR STUDY USE; PLEASE RESPECT OTHER PEOPLE USING THE ROOM AS WELL. NO FOOD OR DRINK IS TO BE TAKEN INTO THIS AREA.

### CENTRE POINTE UNIFORM

- NO JEWELLERY OR WATCHES TO BE WORN WHILST DANCING (SMALL STUD EARRINGS ONLY)
- CENTRE POINTE UNIFORM RULES MUST BE ADHERED TO AT ALL TIMES – FAILURE TO DO SO WILL RESULT IN NON-ADMITTANCE TO THE RELEVANT CLASS.
- YOU ARE REQUIRED TO BRING ALL EQUIPMENT INTO THE STUDIO WITH YOU (INCLUSIVE OF NOTEBOOK, PEN AND WATER).
- PLEASE DO NOT PUT YOUR TAP SHOES ON UNTIL YOU ARE IN THE STUDIO.
- ALL TAP SHOES SCREWS MUST BE TIGHT AS THEY DAMAGE THE HARLEQUIN FLOOR.

### ATTENDANCE AND PUNCTUALITY

- WHEN AN UNEXPECTED ABSENCE OCCURS PLEASE TELEPHONE THE STUDIO ON 0161 8349779 AND LEAVE A MESSAGE FOR THE RELEVANT TEACHER.
- WHEN A PRE-PLANNED ABSENCE, FOR EXAMPLE A HOLIDAY OR SCHOOL'S EXTRA CURRICULUM ACTIVITY ETC. OCCURS, PLEASE ENTER THE DETAILS IN THE ABSENCE BOOK LOCATED IN THE RECEPTION AREA (FULL NAME OF PUPIL, REASON FOR ABSENCE AND DATES).
- PUNCTUALITY IS VERY IMPORTANT- PLEASE BE READY FOR THE COMMENCEMENT OF EACH CLASS, DUE TO HEALTH AND SAFETY WE HAVE TO STIPULATE THAT IF YOU ARE MORE THAN TEN MINUTES LATE, YOU WILL BE UNABLE TO PARTICIPATE PHYSICALLY IN THE CLASS BUT YOU MAY WATCH.

### EXTRA CURRICULUM ACTIVITIES

- ALL EXTRA CURRICULUM DANCE BASED ACTIVITIES MUST BE AGREED WITH MISS WRIGHT PRIOR TO APPLICATION.
- PUPILS ENROLLED AT CENTRE POINTE ARE EXCLUSIVELY TRAINED – THEREFORE NO ATTENDANCE TO ANY OTHER DANCE SCHOOL WILL BE PERMITTED.

### CONDUCT

- YOU ARE EXPECTED TO ACT IN A COURTEOUS MANNER TO STAFF AND FELLOW STUDENTS AT ALL TIMES AND ANY FORM OF BULLYING WILL NOT BE TOLERATED. YOU SHOULD BE FRIENDLY, RESPECTFUL AND HELPFUL TO EACH OTHER.
- YOU ARE EXPECTED TO SUPPORT, ENCOURAGE AND WORK SENSIBLY WITH YOUR FELLOW CLASS MATES AT ALL TIMES.
- ANY INJURY OR PAIN INCURRED DURING CLASS SHOULD BE REPORTED TO THE TEACHER IMMEDIATELY SO THAT THEY CAN HELP YOU WITH THE PROBLEM. IF YOU ARE ILL OR INJURED IT IS YOUR RESPONSIBILITY TO STOP, NOTIFY THE TEACHER AND SEEK HELP.
- YOU MUST WARM UP PRIOR TO CLASS, THIS IS FOR YOUR OWN SAFETY AND WILL PREVENT ANY UNNECESSARY INJURY OCCURRING.

**PAYMENTS/ INVOICES**

- ALL PAYMENT OF INVOICES MUST BE PAID BY THE ALLOCATED DATE – FAILURE TO DO SO WILL RESULT IN A 5% SURCHARGE BEING ADDED AND THEREAFTER A FURTHER 5% WITH EACH WEEK THE INVOICE REMAINS OUTSTANDING.
- ALL PRIVATE LESSONS ARE TO BE PAID PRIOR TO THE COMMENCEMENT OF THE CLASS AND SHOULD BE IN AN ENVELOPE WITH THE NAME OF THE PUPIL ON THE FRONT.
- ALL PAYMENTS WHETHER CASH OR CHEQUE MUST BE SUBMITTED IN AN ENVELOPE
- ALL CHEQUES SHOULD BE MADE PAYABLE TO CENTRE POINTE
- RE-IMBURSEMENTS CANNOT BE GIVEN FOR LESSONS MISSED.
- SIMILARLY, IF A PERIOD OF ABSENCE OCCURS DURING TERM TIME, WE ARE UNABLE TO DEDUCT FROM THE INVOICE REGARDLESS OF NOTIFICATION.



**CODE OF CONDUCT ACKNOWLEDGEMENT**

**NAME OF PUPIL**

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**NAME OF PARENT**

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**I HAVE READ AND UNDERSTOOD THE CODE OF CONDUCT AND AGREE TO MAINTAIN THE CODE OF CONDUCT.**

**IF PUPIL IS UNDER 8 YEARS OF AGE, ONLY A PARENT SIGNATURE IS REQUIRED.**

**PUPIL SIGNATURE**

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**PARENT SIGNATURE**

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**PLEASE RETURN THIS SLIP TO A MEMBER OF STAFF**