



## School Policies 2024

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### Teacher's Code of Conduct

- Teachers will ensure that students are allowed to learn and train in a safe, secure, and nurturing environment.
- Teachers will use positive, respectful language when teaching and give constructive feedback and criticism to all students, impartially and without prejudice.
- Teachers will instruct students regardless of talent or ability, encouraging them to extend themselves and continually improve their performance.
- Teachers will be punctual and prepared for their classes.
- Teachers will respect the rights and privacy of students and faculty members.
- Teachers will promote positive body image by modelling good nutrition, exercise, language, and behavioural choices.

### Student Code of Behaviour

- Students must respect the rights and privacy of their teachers and each other.
- Students are required to respect Academy property.
- Students are required to attend all classes punctually. As a courtesy, apologise when interrupting a class and advise teachers (in advance when possible) if they will be absent.
- Students must moderate their language and conversation around fellow students and teachers. At the same time, at the Studio, they are mindful that they are role models, especially for younger, impressionable students.
- Students are required to revise and practice when preparing for Eisteddfods / Competitions / RAD exams.
- Students must moderate their language, conversation and behaviour when representing the Academy at Eisteddfods / Competitions.
- Students must clean up, maintain neat studios, and change rooms and amenities.
- Students are not to eat food in dressing rooms, dance studios or anywhere other than the kitchen at the tables provided. The kitchen is to be left tidy (wash dishes, wipe benches, etc.)
- Students should not apply spray tan in the Studio as it marks the walls.
- Students must use deodorant (no spray deodorant to be used in the dressing rooms – roll on only). Students who perspire excessively should keep a personal hand towel on hand.
- Student honesty is mandatory. Stealing is not tolerated and will result in expulsion from the school. Lost property can be claimed from the containers provided.

## **Enrolment Policy**

Parents/guardians must read and agree to the Academy policies to finalise enrolment. To submit an online Registration Form, parents/guardians must indicate they have read and accepted the Academy's policies to register. Policies cover the following:

1. Enrolment Policies & Procedures
2. Student Photography / Video / Recording Policy
3. Standard Collection of Information Privacy Policy
4. Website Policy
5. Liability / Disclaimer

## **ENROLMENT POLICIES & PROCEDURES**

All new students must complete an online Student Enrolment Registration Form and agree to abide by the Academy's Rules of Conduct, Policies and Procedures.

### **Compulsory Dance Class Enrolment Policies | Updated 01.02.24.**

- Pre-primary – Grade 6 Jazz students must attend corresponding RAD Grade ballet classes.
- Primary - Grade 8 RAD exam students must participate in weekday and Saturday classes.
- Vocational Major RAD exam students must enrol in at least one other ballet class per week.
- Hip Hop & Tap are the only JMAB classes that may be taken without the otherwise compulsory classical technique classes.
- Pre-primary – Grade 6 students may not undertake dance training at another dance school in any dance style offered at the Academy while enrolled at JMAB.
- Students Grade 7 & above may undertake training extension classes in dance styles where extension classes are not offered at the Academy, such as in Lyrical, Hip Hop, Tap or Contemporary. As a courtesy to the Academy, students must seek permission before enrolling/attending regular classes at any other dance studio. Holiday Programs and Workshops are exempt from this policy.
- Failure to comply with this policy may result in the student being asked to leave the Academy. If students are unsure about the perimeters of this policy, please consult with the Academy Principal or Administration Manager.
- Academy Classical Coaching Program students cannot enrol in external classical extension classes. Holiday Programs and Workshops are exempt from this policy. If students are unsure about the perimeters of this policy, please consult with the Academy Principal or Administration Manager.
- Failure to comply with this policy may result in the student being asked to leave the Academy. If students are unsure about the perimeters of this policy, please consult with the Academy Principal or Administration Manager.

### **Extension Class Policy**

- RAD Vocational students are invited to participate in Extension Classes at the discretion of the Ballet Principal.
- RAD Workshops - Students will be invited to participate at the teacher's discretion.

### **Fees, Terms & Conditions Policy**

- Due Dates | All fees will be paid by the end of the 1st week of each term. Overdue Accounts will incur a 10% late fee penalty unless a prior arrangement has been made.
- No Refunds are given for lessons missed by students.
- Private lessons must be paid to the teacher at the time of the lesson.
- Debt Recovery Policy - Debt recovery costs will be added to any outstanding fees that have to be recovered by our debt collection agency. Currently, this fee is 30% of the overdue amount.

### **Student Withdrawal / Cancellation Policy**

- Email notification is required if discontinuing as a courtesy to management and administration.
- One term's notice is requested.
- Term fees or part thereof are non-refundable after week four of any term. If a student withdraws after week four and has not paid their term fees, they will still be liable for the term fees.

### **Ballet / Dancewear Uniform Policy:**

- No Jeans, Denim, Dresses, Skirts, loose Tops, or street attire can be worn to ANY classes. Violation of this rule will result in the non-participation of the student unless a reasonable excuse is provided.
- Knee pads must be worn in all Lyrical classes. Strict policy - no knee pads, no participation

### **Academy Uniform Swap Shop Policy**

- Second-hand items (clothing/shoes) left for sale in the Academy Shop must be collected when a student leaves the Academy. It is the student's responsibility to collect all unsold items. Uncollected items will be donated to charity at the end of each term.
- Only current uniform items may be sold 2nd hand via the Academy uniform shop.

### **RAD Exam Policies**

- Students are eligible to take their RAD exams at the discretion of the Academy Classical Director.
- The examiner and pianist are the only people who see the exam. Teachers may only enter the exam room to bring refreshments or urgent messages.

### **Eisteddfod / Dance Comps Policies**

- Students wishing to compete in classical or theatrical styles in Eisteddfods may apply to their teachers.
- Private lessons can be rescheduled if adequate notice (24 hours) is given and at the teacher's discretion.
- Troupe member selection is by teacher invitation.
- Troupe members must attend troupe classes and try to practice at home. Students who are regularly absent, late and do not try to practice may be asked to leave the troupe.
- Teachers must be contacted by email / SMS if a student is running late or ill. If students are not well enough to participate in team practice, it is requested that they still attend and watch if they can manage to do so.
- Soloists will only be given a solo in a dance style in which they are enrolled for a class.
- Private lessons must be paid for directly by the teacher at the time of the lesson.
- Teachers reserve the right to refuse to allow a student to perform if the teacher has not seen the student perform their solo within six months of the competition entered. Students are required to book a private lesson for teacher assessment unless they have been seen at a private class.

- Students may not compete as a soloist/troupe member for any other dance school while enrolled at JMAB.

### **Concert Costume Return Policies**

- The costume deposit bond is automatically forfeited if costumes are not returned on costume day.
- Students will be charged the total replacement cost or cost of repair to any lost or damaged costumes and accessories.

### **Student Photography / Video / Recording Policies:**

- All recording devices (visual and audio), including but not limited to Mobile Phones / Smartphones / iPads / Tablets / Pagers - must have their volume/notification ringtones/sounds switched to mute or turned off during class.
- Photographs / Videos / Audio-recording - Students may not photograph / video/record audio in classes or change rooms without the teacher's or student's permission.
- Where permission has been given to record a class/routine for rehearsal purposes, use of that recording has been authorised for that purpose only. Under no circumstances must it be posted or allowed to be posted by others on social networking media of any kind. No one on social media must post images of students without that student's knowledge and permission.
- The teacher owns the choreography. No choreography is allowed to be posted on any social media without permission from the teacher. This includes solo and troupe choreography.
- The recording and airing/sharing/posting/distribution of teachers' class routines is a severe breach of copyright/confidentiality issue and may result in offenders being asked to withdraw from the Academy. In some circumstances, legal action could be considered.
- During Parent Viewing / Open Week, parents have traditionally been allowed to photograph / video their child for their family archives. Naturally, other students might be filmed in the process. For reasons of privacy, parents/guardians and some students may not be comfortable with this. Students or parents/guardians who do not wish their child to be photographed/videoed either intentionally or unintentionally have the right to withhold their permission. Therefore, if any student, parent, or guardian objects to photos/videos/recordings being taken of their class during Parent Viewing / Open Week, no cameras or recorders will be permitted for that class.
- Parents who do not wish photography/videoing to occur in their child's class, please advise before Parent Viewing / Open Week Sharon 0457 13 13 20 in strict confidence!
- JMAB Concert / Eisteddfod Photograph / Video / Audio recording of live performances is strictly prohibited for copyright reasons. This policy is embraced by all theatres/venues as it is recognised that the choreography being performed is owned outright by its creator. Professional DVD / Digital / Photographs are only authorised for the performer's private use.
- Professional photography proofs are subject to copyright and will not be posted on the JMAB website or social media platforms such as Facebook and Instagram.
- No photography/video / audio recording is permitted at any time in studio dressing rooms, theatres, or performance venues. Please use foyers or other external rooms/hallways to avoid accidentally capturing inappropriate or embarrassing images.

### **Photography for Promotional / Advertising / Social Media:**

- The Academy photographs and videos of students at the studio and performance venues for use in promoting the Academy and its students and on our social media platforms. Parents or guardians who do not wish images of their child (17yrs or under) published should contact Sharon Bray in confidence M 0457 13 13 20

### **Change / Dressing Room Etiquette:**

- Parents - No male parents or guardians are allowed in female student dressing rooms with students under 18. No female parents or guardians are allowed in male dressing rooms with students under 18 at JMAB concert venues. JMAB staff will be on hand to assist students if a parent is precluded from entering a dressing room for this reason.

### **Academy Rules:**

- Faculty Changes | The Academy does not notify individual students when a teacher becomes unavailable to teach their class.
- No food, gum, or open liquid containers other than sealed drink containers are allowed inside the studios.
- Lost Property - Personal items such as clothing and shoes are placed in the Lost and Found bins. The bins are emptied every term.
- Accidents and Injuries | Report all accidents and injuries to the teacher and staff at the front Reception desk immediately. All accidents and injuries must have an accident/injury report registered.
- Change Rooms / Student Amenities | Students must clean up after themselves, maintain neat and clean studios, and change rooms and toilets.
- Spray Tan | Students should not apply spray tan at the Studio as it marks walls.
- Deodorant | Students may only apply roll-on deodorant in the dressing rooms as spray deodorants can cause allergic/asthmatic reactions for some students.
- Feminine Hygiene | receptacles for hygienic disposal in all female toilets. Feminine hygiene products should not be flushed in toilets as they block the system.
- Kitchen | Students are not to eat food in dressing rooms or anywhere other than the kitchen at the tables provided. The kitchen is to be left tidy (wash dishes, wipe benches, etc.)
- Kitchen Health & Safety | Students are not allowed to comb, brush, style or fix their hair in the kitchen.
- Locker Keys are available for student hire (\$20 per year), with senior students given preference. No writing or stickers are to be placed on the locker itself; however, a name card can be decorated (see Reception for cards)

### **Vehicle Drop-Off / Pick-Up Zone**

- Vehicles must not enter the Studio car park to drop off / collect students.
- Vehicles may stop and drop/collect young students in front of the Studio driveway if they can do so without holding up traffic flow in the street.
- Do not leave the vehicle unattended in the driveway. It is illegal to block driveway access. Parking inspectors are constantly on patrol.

### **Onsite & Street Parking Restrictions**

- Onsite parking is restricted and limited to teacher parking only.
- Please observe NO STANDING street signs. Parking inspectors are constantly on patrol.
- Please be aware of our neighbours and do not park across / close to their driveways (especially the driveway of the tow truck company opposite the Studio). NB It is illegal to block driveway access. Parking inspectors are constantly on patrol.

## **Website Privacy Policy**

This Website is owned and operated by Jane Moore Academy of Ballet. It will be referred to as "We", "our", and "us" in this Internet Privacy Policy. By using this site, you agree to the Internet Privacy Policy of this Website ("the website"), which is set out on this page. The Internet Privacy Policy relates to the collection and use of personal information you may supply to us through your conduct on the Website. We reserve the right, at our discretion, to modify or remove portions of this Internet Privacy Policy at any time. This Internet Privacy Policy is in addition to any other terms and conditions applicable to the Website. We do not make any representations about third-party websites that may be linked to the Website. We recognise the importance of protecting the privacy of information collected about visitors to our Website, mainly information capable of identifying an individual ("personal information"). This Internet Privacy Policy governs how your personal information obtained through the Website will be dealt with. This Internet Privacy Policy should be reviewed periodically to update you on any changes. We welcome your comments and feedback.

Personal information about visitors to our site is collected only when knowingly and voluntarily submitted. For example, we may need to collect such information to provide you with further services or to answer or forward any requests or enquiries. We intend this policy to protect your personal information from being dealt with in any way inconsistent with applicable privacy laws in Australia.

## **Use of Information Policy**

Personal information that visitors submit to our site is used only for the purpose for which it is submitted or for other secondary purposes related to the primary purpose unless we disclose other uses in this Internet Privacy Policy or at the time of collection. Copies of correspondence sent from the Website that may contain personal information are stored as archives for record-keeping and backup purposes only.

## **Disclosure**

Apart from where you have consented, or disclosure is necessary to achieve the purpose for which it was submitted, personal information may be disclosed in special situations where we have reason to believe that doing so is necessary to identify, contact or bring legal action against anyone damaging, injuring, or interfering (intentionally or unintentionally) with our rights or property, users, or anyone else who such activities could harm. Also, we may disclose personal information when we believe in good faith that the law requires disclosure.

We may engage third parties to provide you with goods or services on our behalf. In that circumstance, we may disclose your personal information to those third parties to meet your request for goods or services.

## **Security**

We strive to ensure the security, integrity and privacy of personal information submitted to our sites, and we review and update our security measures considering current technologies. Unfortunately, no data transmission over the Internet can be guaranteed to be secure. However, we will take all reasonable steps to protect the personal information you may transmit or from our online products and services. Once we receive your transmission, we will do our best to ensure its security on our systems.

In addition, our employees and contractors who provide services related to our information systems must respect the confidentiality of our personal information. However, we will not be held responsible for events arising from unauthorised access to your personal information.

Cookies



**Cookies** are data that a Web site transfers to an individual's hard drive for record-keeping purposes. Cookies, which are industry standard and are used by most Web sites, including those operated by us, can facilitate a user's ongoing access to and use of a site. They allow us to customise the Website to your needs. Suppose you do not want information collected using Cookies. In that case, a simple procedure in most browsers allows you to deny or accept the Cookie feature. But you should note that Cookies may be necessary to provide you with some features of our online services.

### **Access to Information**

We will take all reasonable steps to secure any information we hold about you and keep this information accurate and up to date. If, at any time, you discover that information held about you is incorrect, you may contact us to have the information corrected.

In addition, our employees and contractors who provide services related to our information systems must respect the confidentiality of our personal information.

### **Links to other sites**

We provide links to Websites outside of our websites, as well as to third-party Websites. These linked sites are not under our control, and we cannot accept responsibility for the conduct of companies linked to our Website. Before disclosing your personal information on any other website, we advise you to examine the terms and conditions of using that Website and its privacy statement.

### **Problems or questions**

Suppose Jane Moore Academy of Ballet becomes aware of any ongoing concerns or problems with our website. In that case, we will take these issues seriously and work to address them. If you have any further queries relating to our Privacy Policy or a problem or complaint, please get in touch with us by email at [sitemanager@janemooreballet.com.au](mailto:sitemanager@janemooreballet.com.au).

### **Further Privacy Information**

For more information about privacy issues in Australia and protecting your privacy, visit the Australian Federal Privacy Commissioner's Website.

### **Liability Disclaimer**

Dancing is a strenuous activity from which injuries could arise.

Jane Moore Academy of Ballet, Jane Moore and the Academy teachers/staff are NOT LIABLE for personal injuries, loss of, or damage to personal property.

Each student may decline to participate in any activity. Please inform the instructor of any physical limitations you may have. If you are in doubt as to your physical abilities, please consult your physician before participating.

Jane Moore Academy of Ballet staff cannot dispense medication.

Dancers under the age of 18 must include the signature of their parent or legal guardian with their signed release. Participants understand and agree to Jane Moore Academy of Ballet policies. Participants release and hold harmless Jane Moore Academy of Ballet, Jane Moore and the teachers/staff for any claims, losses, and suits.