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STUDIO Policy 2026/27

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1. Being Ready For Classes

We are unable to offer changing facilities at THE STUDIO, so please may all students arrive completely ready for their classes. From Wings & Wands Pre-School age and above, students will need to be fully self sufficient with bathroom trips and hand washing.

Neatness and presentation is always very important to us here at THE STUDIO, but it is also key for safety too. Please ensure all uniform and kit is always clean for class, and that we ensure safe dance practice (please see point 6 for more on Safe Dance Practice). We have specific Uniform Lists for each class so please ensure that all students are in the correct and full uniform, new student are asked to have their full uniform once settled. Please ensure all students are in our STUDIO regulation uniform. It is always a good idea to name all items in your kit to avoid any mix up and lost property.

It's vital for students to bring as few additional items of clothing as possible. Please bring only the items on the STUDIO kit list and your uniform list (most of which you will already be wearing), additional things such as coats, and school bags will not be allowed. It clutters the edge of the working space and is more items for the students to carry. However, we don't want our students to be uncovered and cold getting in and out of the building, so it's a balance. Please wear either a hoodie, T shirt, onesie, joggers or jogger shorts to cover up and keep warm, but remember we really need you to bring as little as you can, fewer personal items are key. Our STUDIO merchandise isn't essential for class, but it is something we encourage to make the students feel part of a team and looking neat.

Short snack breaks have been planned for classes longer than 1 hour. As a school we are keen to promote healthy eating, so please support us by sending students with either a piece of fruit, died fruit or some sliced veggies. These need to be in a suitable bag or container and simple to eat, for example peeling an orange will take time and create sticky fingers, but having an orange ready peeled, in a small container, will make things easier and fairly mess free, the key is to plan ahead where possible. Younger students will also need to be self sufficient, so think of easy to open things that they will not need adult help with. Please also bring a small rubbish bag for any used tissues and snack waste which you can pop in the bin when you get home. Should older students need to keep a mobile with them, we are more than happy, but it needs to be kept in our 'phone zone', remain completely silent during class, shouldn't be checked during class, and is brought at the student's own risk. All personal belongings remain the responsibility of the student. Dependant on the student's age, we do advise bringing a few personal basic first aid items as part of your kit, such as plasters and an instant ice pack. For any potential minor injuries, the student can then be completely self sufficient.

A pair of 'Sliders' is going to be a fantastic piece of kit for all of our students. These slip on style, lightweight shoes are great for zipping from car to class. Students can wear them over socks or even ballet shoes, they are quick and easy to get on and off, they carry very little water and mess into THE

STUDIO, and save time and hassle, allowing us to get stuck straight into the lesson. We would really like everyone to have a pair for classes as part of their kit.

2. Drop off and Collection

We have a one-way system in place to help organise and manage how the students safely enter and exit the building. When you arrive for your class, you will need to wait in your car or for anyone arriving on foot, you may wait at the base of the path. We will be unable to allow any students into the building earlier than their scheduled class time. At the time your class is due to begin, the team will wave you in or collect our younger students from the gate, at which point the students will leave their adults and walk to the right side of the building to follow our one-way system to enter THE STUDIO. All classes pre-school and above will need to enter and exit without any parent help. The main entrance door will be locked for safety so please ensure to use our one-way system. If you are going to be late, please let the team know via text/ WhatsApp and make your way around the building without a parent/guardian once you arrive, or please text for a team member to meet you at the car park if you would rather enter with one of us. After class, students in THE MAIN STUDIO will leave via the main front door, but those in OUTBACK will leave via the same 'in route' at the side of the building. Parents and other family members will need to wait safely in their car, and allow the students to make their way to you rather than coming out to greet them. THE STUDIO is implementing a new photo ID system to identify adults who have been approved to collect students by parents. We will use this to ensure that students are only going home with approved people. Please take extra special care when driving out of the car park, as some students may still be crossing, some who may be particularly small, and others who may be travelling home on foot or by bike. Please may we remind families to only park in the STUDIO allocated car park, not over by the curiosity centre. The facilities are only to be used by STUDIO students, we will be unable to allow family members inside the building to use the facilities.

3. Attendance and Punctuality

If you know that your unable make a session, please do always let us know in as much advance as possible so that we can plan for the classes. Please make sure you are on time for both drop off and collection, of course if something unavoidable pops up, we will do what we can, but with our system we have in place to safely bring our students in and out of classes, while managing the students spacing within the room at all times, lateness will be problematic for us. If you know that you will be late to a class please do give us a message if you're able to.

Attendance will be key in our syllabus classes to ensure that all students are up to speed with the content and are fully prepared for examinations. If a student has too many absences, they may need to book additional preparation session prior to an exam.

4. Bookings and Payments

All courses and classes cannot be attended without a booking confirmation, and all classes are taken on a first come first served bases. All fees are non refundable and non transferable, refunds cannot be made for any classes cancelled in the event of extreme weather, student absence, pandemics or national public days of mourning. THE STUDIO may reschedule, combine or amend courses.

All Syllabus families will be emailed at the start of the new academic year with information and links to set up their monthly syllabus subscription. By purchasing a Syllabus subscription, you are committing to completing 12 monthly payments. For any newer members joining at another point of the year, we will organise the fees due from the point of attendance then we will ask you to set up your subscription in the month in which you start attending. For Short Courses, all families will be emailed at the start of each half term to make their 6-week booking. All STUDIO classes and courses are also available for 'Taster' sessions which are for new members wanting to try out a class before committing to the full course. All 'Taster' bookings must be made before attending the class.

All bookings and payments follow a policy which we have put in place to ensure all payments are made on time, and any which are overdue are chased. Prior to a booking deadline all families will be reminded of their booking/payment due. After a week, families will be reminded personally to book onto their course, and at the beginning of week 2 all overdue payments will be passed onto our accountant who will produce an invoice. All first invoices will have a £10 administration fee added, then every 14 days after, an additional £10 will be added if not paid.

5. Syllabus Training

All students who follow the STUDIO syllabus route, will receive tuition covering syllabus in Modern, Classical Ballet, Tap and Musical Theatre. Students can be entered for examinations under the ISTD examining board. All students within our syllabus courses are expected to participate in examinations for

their specific class, these will come at the end of each academic term. Students who may miss an examination due to illness, injury or pre-planned trips, will need to take that examination at the next or mop-up session before taking the next level. Grades must be taken in order where possible.
We ask that syllabus students of THE STUDIO do not split their dance training between other schools or similar organisations. Students should seek permission from their teacher before performing with other organisations. Choreography learnt at THE STUDIO remains the property of the teacher which should be respected at all times. STUDIO music edits, handouts or choreography should not be shared with students from other schools or organisations, access to these recourses is for the benefit of THE STUDIO families only.

6. Safe Dance Practice

Please ensure all uniform and kit is always clean for class, and that long hair is secured neatly away from the face in a bun, plait or ponytail etc. Very long hair should always be plaited, looped or bun-ed, to keep it up and out of the way for dancing and acrobatics. Jewellery other than small stud earnings should be removed. Students should always dance either bare-foot or with indoor only dance shoes on, the only exception is when a student has a verruca, they will be asked to wear a sock on the foot with the verruca to stop the spread to other students and the team.

7. Safeguarding and Child Protection

THE STUDIO offers training and education to all young people aged 2-21 years, we welcome diversity and will endeavour to accommodate varying needs to the very best of our ability. In the interest of safeguarding, all of our dance spaces are designated "no photo / no film zones" however from time to time film, images and STUDIO related news are made public via email, web and social media, to help celebrate or promote what we do at THE STUDIO, please send a written decline of this if you wish for your child not to be included. Unless this written decline is received, we will take it that all parents consent for us to use film/video/photos of students for social media and/or marketing purposes.
As for normal operation, we will have all provisions on site together with a minimum of 2 trained First Aiders.
It remains the parents full responsibility to provide THE STUDIO with up to date contact and medical information.
THE STUDIO is unable to assume responsibility for students out of their scheduled class times. THE STUDIO and its surrounding grounds in a strict "no smoking zone".
Please see our "Safeguarding and Child Protection Policy" for more on this.

8. Complaints Procedure

It is always in our best interest to keep all STUDIO families happy and satisfied in the service we provide, however we know this is not always achievable. In the event of an individual being dissatisfied with the service being offered by THE STUDIO, the complaint should be detailed in writing to our email address- hello@thestudiodorset.com where a member of the team will aim to respond quickly and calmly to resolve the matter. THE STUDIO phone and email is managed by Emma, THE STUDIO manager so if you have a matter you would like to discuss only with Miss Emilie please make it clear in the subject of your email and it will be passed onto Emilie directly.
The manner and conduct of the teacher and administration of the school is a matter between the student, or their representative, and the school, and everything will be dealt with in the strictest of confidence.

By agreeing to THE STUDIO terms and conditions you are also agreeing to this full policy.
Please be aware that THE STUDIO may update their working policy at any point in the academic year.

Thank you for reading.

THE STUDIO

Miss Emilie Hardy L.I.S.T.D
Principal of THE STUDIO