



Please read the Code of Conduct and sign and return the slip.

All pupils and parents/guardians are expected to observe this Code of Conduct at all times.

Centre Pointe Premises

- No chewing gum on the premises
- No food or drink with the exception of water to be taken into the studio area.
- No eating in the changing rooms. All food must be consumed in the reception 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.
- Please place all rubbish in the bins provided, also ensure all cups are emptied into the sink prior to being placed in the bin.
- Pupils must not use studio space without staff permission.
- Stiletto heels/outdoor shoes must not be worn in the studio area.

Centre Pointe Uniform

- Centre Pointe uniform rules must be adhered to at all times, failure to do so will result in non-admittance to the relevant class.
- No jewellery or watches to be worn whilst dancing (small stud earrings only).
- Any additional visible piercings must be removed.
- Any visible tattoos/body art must be covered with a plaster.
- You must bring all equipment required for that particular class into the studio with you. (e.g Notebook, pens, exercise mats)
- Please do not put your tap shoes on until you are in the studio.
- All tap shoe screws must be tight as they will damage the harlequin floor.
- No coloured nail varnish to be worn on either toe or finger nails.
- Male Pupils—If you have long hair it must be tied back neatly.
- Fringes must be secured neatly back in all lessons

Attendance and Punctuality

- When an unexpected absence occurs please telephone the office on 0161 3370300 and leave a message for the relevant teacher. Also if you are delayed for any reason notify the office immediately.
- Any details of a pre-planned absence, for example a holiday or school's extra curriculum activity, must be entered into 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 Curricular Activities

- All extra curricular dance based activities must be agreed with the Principal prior to application.
- Pupils enrolled at Centre Pointe are exclusively trained, therefore no attendance to any other dance school will be permitted.
- Auditions (i.e RBS & NBT) are by invitation only. The Principal will however only consider a pupil for an associate audition if they are already attending a full comprehensive timetable at Centre Pointe.

Conduct

- You are expected to act in a courteous manner to staff and fellow students at all times and any forms 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 your problem. If you are injured or ill 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. Likewise after class please ensure you dress appropriately when leaving the building in order to prevent injury.
- All queries and correspondence must go directly to the Centre Pointe Manager (Sandra Higham) at all times. Sandra has the authority to make decisions in the Principals absence.
- You must notify us of any amendments to details, e.g. change of address, change of contact number. This is vitally important for correspondence or in case of emergencies.
- Smoking is seriously discouraged and is strictly prohibited both on site and in the vicinity of Centre Pointe.
- Facebook activities are closely monitored by Centre Pointe members of staff. Any material found on a pupils facebook profile or social networking site that could be seen to damage the reputation of the Centre Pointe (inclusive of photographs) will be dealt with very seriously.

Serious Offences

- Because the majority of pupils respond well to the above expectations, there is little need to address the below. However there are some aspects of behaviour which, should they occur, the school would need to treat very seriously and consider suspension or exclusion of the pupils involved. These include theft or unauthorised possession of property of others, possession or trafficking of unauthorised drugs, violence and harassment of others, dangerous or reckless driving in the Centre Pointe grounds or the vicinity of the school, posting comments on social networking sites that could be seen to damage the reputation of the school or threatening or intimidating behaviour towards fellow peers on social networking sites.

Payments/Invoices

- All payment of invoices must be paid by the allocated date. Failure to do so will result in 5% surcharge being added and thereafter a further 5% with each week the invoice remains outstanding.
- All payments whether cash or cheque must be submitted in an envelope.
- All cheques should be made payable to Centre Pointe LTD.
- Reimbursements cannot be given if a period of absence occurs during term time, we are unable to deduct from the invoice regardless of notification.
- Notice of 4 weeks must be given prior to finishing or amending lessons at Centre Pointe either in the form of a written letter or an email. If notice is not given then you will be automatically required to pay the fees for the month as invoiced.

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Centre Pointe School Code of Conduct

Name of Pupil

Name of Parent/Guardian

I have read and understood the Code of Conduct and agree to maintain all terms and conditions.

Pupil signature (10 Years or Over)

Parent/Guardian signature

Date