



THE WESS WAY

CODE OF CONDUCT

For all students, parents, and guardians at West End Stage Stars expectations in respect of pupils admitted to the school.

The aim of WESS is to ensure that all students experience performing arts in a fun, friendly, positive and safe environment. In order to achieve this, please take note of the following guidelines.

Any student unable or unwilling to profit from the education provided at the school may be asked to withdraw from the school after reasonable notice.

Rules and Regulations

Punctuality

It is vital that students arrive in good time. Those arriving late for class may miss important information and impede the learning of others.

Attendance

Regular attendance is extremely important. If students do not attend on a regular basis, then the development of the class and the individual student will be affected. Student's attendance will be monitored as we prepare for their WESS summer show/events and those who fail to attend classes and additional lessons may be withdrawn from show pieces.

Discipline

Pupils are expected to behave in an orderly, civilised and well-mannered way and to show respect to their teachers, assistants and other students when attending WESS. Failure to comply with the rules and regulations may result in withdrawal. Bullying is NOT tolerated at WESS and can result in students being withdrawn from the school.

Uniform

It is extremely important and compulsory that students arrive dressed and ready for class in full WESS uniform in order to be able to work correctly and safely in class, and to present a neat, elegant and disciplined appearance.

All students should wear our WESS t-shirt, black leggings/black shorts and jazz shoes or trainers for commercial dance only.

Students will be given a warning if the correct uniform is not worn and may be asked to sit out of class if uniform is not worn in full thereafter.

Students must not wear any other form of footwear other than jazz shoes or trainers for commercial only.

Hair

We ask that all students make a concerted effort to come to class with neat groomed hair every week.

Jewellery

No jewellery should be worn at class with the exception of stud earrings.

Mobile phones

The use of mobile phones in the changing rooms/toilets is strictly prohibited. In the past, people have used apps such as FaceTime to make calls in the changing areas which has led to complaints and concerns about privacy. Phones may be brought to class but must be left in bags throughout class and on silent.

Drop off/collection

Parents and guardians are asked to drop off students directly before the start of their class and collect promptly at the end of class.

Children will not be allowed to walk home alone/to cars in the car park out of sight without prior written consent.

If named parent/guardians are unable to collect their child Principal Laura must be informed prior to class and the WESS code word may be asked for.

Our WESS code word will be emailed out prior to the start of term and is subject to regular change and must only be given to trusted close family and friends who you consent to collect your child.

If you feel the code word has been compromised in anyway please contact Principal Laura immediately.

Personal Property

Students should make sure that they keep their valuable personal items with them at all times. We cannot be held responsible if items/uniform go missing.

Remuneration and fees

As per our Terms and Conditions, term fees must be paid in full on the invoice date given prior to the start of term. Failure to do so may result in withdrawal and places being offered to other waiting list students.

Late payments of 2 weeks or more will incur a £10 charge for each week thereafter.

Our full 6 weeks notice must be given or a half term fee will be incurred.

Health and Safety

1. Students should wear shoes at all times when walking around the building and make sure laces are tied properly
2. It is essential that students are in the right place at the right time – if late for class they may miss vital information, impede the learning of others, and place themselves at risk of injury should they miss the warm-up section of the class.
3. It is important that students always keep themselves warm between classes in order to protect against injury.
4. Students should drink plenty of water, and ensure they keep their energy levels up by eating a healthy snack in between classes if needed/time permitting.
5. Any student who hurts themselves in class or feels unwell should tell their teacher or member of staff immediately.
6. WESS is a work place, and respect must be given to all staff at all times.
7. Smoking is not permitted anywhere on the premises.
8. If the fire alarm sounds, students should listen carefully to their teacher who will direct them safely out of the building in silence to the church car park/grass area where a full register will be taken.
9. Parking in the car park is strictly for drop off/pick up only no personal errands are allowed during any time.
10. Parents and guardians are asked to drive carefully when dropping off and collecting their children from classes.
11. Doors will be fully closed in between classes for safety reasons. Students should not be left unattended outside if running late for class. In the first instance our assistant should be called if a student is waiting outside to be let in or Principal Laura.
12. In the highly unlikely event of an intruder students will immediately be taken to our “lockdown” area as soon as possible and the emergency services will be called immediately.

Customer Incidents

Aggressive, abusive or anti-social behaviour is not tolerated from customers or students in any part of the premises or at any time, whether toward WESS staff, assistants or other WESS customers or students.

Safeguarding

WESS have a 'duty' of care' to provide a safe environment for and to promote the health and well-being of children under the age of 18 years. WESS will take all reasonable steps to ensure that safeguarding and promoting the welfare of children is embedded in our contact with them through the training and activities we provide.

WESS believes that the welfare of the child is paramount, and that all children regardless of age, disability, gender, race, sexual orientation or identity, or religious belief have the right to equal protection from all types of harm or abuse.

WESS Policy and Procedures on Safeguarding Children found on the website here:

www.westendstagestars.com

All WESS staff, customers and students are expected to comply with our WESS safeguarding policy. Failure to do so may result in withdrawal. Please report any concerns or incidents to Principal Laura.

Data Protection Policy

WESS staff members are not at liberty to disclose any information relating to other students. Student information is confidential and retained in accordance with the WESS Data Protection Policy.

Our WESS Privacy Policies are outlined in our Terms and Conditions and can be found on the website:

www.westendstagestars.com

Kind regards

Laura Ellis

WESS Principal

07920487169

www.westendstagestars.com

info@westendstagestars.com