



## Code of Conduct



### Expectations in respect of all students admitted to Aspire Fitness and Dance Academy.

Our mission at Aspire Fitness & Dance Academy is to provide a high level of tuition in a fun and caring environment. In order to achieve this, please take note of the following guidelines. We would like to stress that these points are of great importance in assuring the wellbeing of all students in the school.

Any student unable or unwilling to comply may be asked to withdraw from the school.

### Rules and Regulations Customer Incidents

Aggressive, abusive or anti-social behaviour is not tolerated from our customers or students in any part of the premises or at any time, whether toward staff, visitors or other customers or students. Please conduct yourselves in an appropriate manner and respect staff, visitors and policies at all times. All customer incidents will be reported and investigated accordingly.

Any customer incident reported to management may result in their suspension, with the possibility of being fully withdrawn from Aspire. Serious incidents may result in immediate withdrawal from Aspire.

### Punctuality

It is vital that you arrive in good time. If you are late for class, you may miss important information and impede the learning of others. Admittance to class after the class has begun is at the teacher's discretion.

### Attendance

Regular attendance is extremely important. If you do not attend on a regular basis, then your development and that of the class will be affected. You cannot make up missed classes by attending another class for which you are not registered.

### Discipline

Students are expected to behave in an orderly, civilised and well-mannered way and to show respect to their teachers and other students. Failure to comply with the rules and regulations may result in withdrawal.

### Uniform

It is extremely important that you come to classes dressed in appropriate attire which is comfortable to move in.

### Personal property

You must keep valuable personal items with you at all times. Aspire Fitness and Dance Academy cannot be held responsible if items go missing.

### Car parking

You park at your own risk outside the studio.

## **Safeguarding**

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

Aspire Fitness and Dance Academy believes that the welfare of the child is paramount, and that all children and vulnerable adults 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.

Aspire Fitness and Dance Academy will not publish or post any images (static or moving) of children under the age of 18, across any of our online channels without prior consent (and then with minimal personal information).

## **Health and Safety**

- 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.
- It is important that students always keep themselves warm between classes in order to protect against injury.
- Students should drink plenty of water, and ensure they keep their energy levels up by eating a healthy snack in between classes.
- Any student who hurts themselves in class or feels unwell should tell their teacher or member of staff immediately.
- Smoking is not permitted anywhere on the premises.
- If the fire alarm sounds, students, parents and visitors should follow the Fire Evacuation Policy included in this information pack.
- No games are permitted in the courtyard as vehicles are constantly coming and going.
- Visitors are asked to drive carefully when dropping off and collecting students.
- The consumption of alcohol on RAD premises is strictly forbidden. You should not attend classes whilst under the influence of alcohol if this is likely to affect your ability to participate in a safe and responsible manner.
- You should not attend classes under the influence of illegal drugs. You must inform the Philippa should you need to take prescribed medication at the studio or carry it with you. This should, however, already be disclosed in the Medical Conditions section of your application.