



## **CODE OF CONDUCT – STUDENTS AND PARENTS**

1. A high standard of behaviour and co-operation is expected from teachers, students and parents at all times.
2. Our school values respect and honesty. Bullying, intimidation and discrimination of any kind will not be tolerated. Any concern regarding student, parent or teacher behavior in this area should be directed to our office and will be treated with confidentiality and discretion.
3. No smoking is allowed on the premises. This applies to the undercover area between the two studios, the waiting room and anywhere near children waiting outside.
4. Chewing gum is not permitted on the premises. Food is not allowed in the studios. Water bottles are permitted and encouraged in the studios. Water coolers are provided.
5. Children are only to leave the studio with parents/carers, or an organised car pool. If a child is waiting for a parent they must wait inside the fenced area, waiting room, or studio. Students are encouraged to go to the office if their parent/carer is late in collecting them from class.
6. Playing on the hillside or in the open drain near Pirani Hall is strictly prohibited.
7. Belongings and valuables are not to be left unattended. Racks are provided to store those items during class. The school takes no responsibility for personal property. A 'Lost Property' basket is located in the Pirani Hall Studio 1 waiting room. Any unclaimed items remaining at the end of term will be donated to charity or disposed of.
8. Studios, dressing rooms, waiting areas and studio surrounds are to be respected and kept clean and tidy at all times. All rubbish is to be properly disposed of in bins provided. Please label all shoes and items of clothing. Students are responsible for ensuring their belongings are stored safely and tidily during class and taken home when they leave the studio.
9. Parents are not allowed inside studios except on designated Open Days or when otherwise invited by teachers.
10. All group communication from the school will be sent by email from our database email address: [annrobertsdance@dancestudiomanager.com](mailto:annrobertsdance@dancestudiomanager.com); or from [annrobertsschool@hotmail.com](mailto:annrobertsschool@hotmail.com). All replies to these emails must be sent to the Hotmail address. Parents are responsible for ensuring they read any and all relevant emails and respond if required. Information will also be posted on our private Facebook group - "In the Loop".
11. All invoices will be emailed from our accounts database email address: [curebiace@hotmail.com](mailto:curebiace@hotmail.com). Any enquiries relating to invoices, accounts or payments must be sent to this address.