



# **The Newry Studio of Irish Dancing**

## **Policies and Procedures**

**2024**

The safety and wellbeing of you/ your child is priority to us and takes precedence over all other studio considerations. We request that you discuss at regular intervals the wishes of you/ and your child regarding the following policies and ask you to keep your consents and declines up to date with the studio.

The Newry studio of Irish Dancing (referred to as The Newry Studio) are committed to providing high quality training and instruction in Irish dance in a safe, clean and secure environment. Words defined in The Newry Studio Terms and Conditions have the same meaning in these Policies.

**Other related documents:**

[The Newry Studio Child Safe Policy](#)

[The Newry Studio Dancers Code of Conduct](#)

## **GENERAL POLICIES**

### **FREE TRIAL LESSON POLICY**

- Any individual wishing to attend a free trial lesson at The Newry Studio, must register with us first.
- Individuals will only be permitted to try a free class, if the class has vacancies.
- Individuals will only be permitted to try a free class, if the class is deemed suitable for them by The Newry Studio teachers. This will be in accordance with the student's age and/ or experience.

### **ENROLMENT POLICY**

- Any student wishing to enrol at The Newry Studio must first complete an online enrolment form through DSP (Dance Studio Pro) portal. Participation in a class is not available until an enrolment form has been completed, and received by the teachers at The Newry Studio.
- Enrolment is valid for one calendar year only. A new registration form must be completed to commence classes in a new calendar year.
- Students will be allocated to the most suitable class level and age group according to The Newry Studio standards.
- Where a class has reached maximum capacity, students will be allocated to the next most suitable class. We have the resources to be able to alter our teaching practices to accommodate them as they wait for a place to open up in the most suitable class.
- It is the responsibility of the parent/ guardian to update The Newry Studio with any changes to personal information that was previously provided on their enrolment form.

### **PRIVACY POLICY**

- All personal information provided to The Newry Studio at the time of enrolment including (and not limited to) full names, date of birth, address, contact numbers, email addresses and secondary emergency contact details is not shared with any third party: only the teaching faculty as identified by the co-principals of the studio.

## ATTENDANCE POLICY

- Parents/ guardians are responsible for communicating absences with The Newry Studio teachers.
- Please notify in advance if a student is going to be absent from class. This can be done by emailing newrystudio@gmail.com.
- Where a student is injured, we encourage them to attend the class to observe.

## LATENESS POLICY

- Please advise if a student is expected to be late to class.
- Where a student is late to participate, a refund/partial refund or credit will not be provided.

## FEE POLICY

- All fees are inclusive of GST.
- Fees are advertised in the The Newry Studio information packs and on our website.
- Class fees are invoiced by the term via the DSP (Dance Studio Pro) portal. The full term invoice must be paid, regardless of the number of classes the Student wishes to attend (or actually attends). There will be no refunds, credits, or transfers if the full term isn't completed.
- Tuition fees are calculated as an annual fee, broken into 4 equal payments charged at the start of each school term.
- Class fees and all other charges are due two weeks after invoices are sent, unless otherwise stated or prior payment arrangements agreed to.
- A \$5 late fee will be applied to all invoices that are not paid within two weeks of issue, unless you are enrolled in Auto-Pay via the DSP (Dance Studio Pro) portal.
- Fees are not refundable nor transferable between students, family members, classes or terms.
- Family discounts are available and can be viewed in the Information packs, online and on invoices.
- All payments are to be made using the DSP (Dance Studio Pro) portal.

## CANCELLATION POLICY

- If WE (The Newry Studio) have to cancel a class, students will be notified in advance.
- If a student/ parent cancels a class, there will be no refund or credit given.

## WITHDRAWAL POLICY

- There will be no refunds or credits for withdrawal from classes. Classes are invoiced by the term.

## UNIFORM POLICY

- The uniform set out by The Newry Studio is compulsory for all students, excluding Adult classes.
- The set uniform must be worn to all classes.

...uniform policy cont.

- The Newry uniform consists of:
  - Any Newry Studio customised piece of clothing
  - Newry colours of lime green, white or plain black activewear
  - Clothing items purchased from dancing events (Such as Nationals, State Championships, AIO etc.)
  - Sneakers/Runners
  - Socks
  - Irish dancing shoes
- All pieces of clothing must cover underwear.
- Students who do not wear the correct uniform to class will be reminded to wear their uniform to the next class.
- Uniform items that have been cut, are ripped or torn, or damaged are not permitted in class.
- Parents are to be strongly encouraged to affix name tags to all items of uniform.
- All items of uniform are ordered through FLYHI sports 3-4 times per year, if customised items are not able to be purchased then other appropriate clothing must be worn that adheres to the Newry Studio Uniform policy.
- Second hand uniform items are available from the 'Newry Shop'
- Hair is to be worn in a secure style to all classes, including all hair off of the face.

#### CLASS VIEWING POLICY

- We ask that all parents remain outside of classes, except during Baby Jig classes, to avoid distraction and help teachers form strong relationships with students
- If a parent wishes to view a class, please organise this in advance
- For younger students wary of being without their parent, we invite parents to remain in the foyer or carpark. An assistant teacher will accompany students to see their parents when required eg. for assistance with toileting in Jump'n Jig classes.
- Parents are invited into the studio to view trial lessons.

#### MAKE UP CLASS POLICY

- Students may request a 'make up class' if they miss their weekly scheduled class only if extra classes are available (Please note some classes do not have replacements)
- Make up classes requests must be forwarded via email to [newrystudio@gmail.com](mailto:newrystudio@gmail.com)
- Make up classes are only available if taken within the same term as the missed class.
- Maximum of ONE make up class per student, per term
- Make up class times will be allocated by The Newry Studio, if places permit.

### **COMMUNICATION POLICIES**

#### PARENT/ GUARDIAN-STUDIO COMMUNICATION POLICY

- Parents/ Guardians must have a valid email address and contact phone number.
- Parents/ Guardians will be invited to join the private facebook group
- Important information, invoices and newsletters will be emailed to the parent, at the provided email address and posted to the facebook group.

...communication policy cont.

- It is the responsibility of at least one parent/ guardian to read newsletters and emails that are sent from The Newry Studio, to keep informed.
- Communication involving children will be directed to the parent/ guardian.
- Digital communication must not offend, intimidate, humiliate or bully another person.
- Digital communication must not be misleading, false or injure the reputation of another person.

#### PARENT-TEACHER COMMUNICATION POLICY

- Communication of concerns or queries must be directed to the Newry Studio teachers via email to newrystudio@gmail.com
- Emergency communication must be directed to the lead teacher of the respective class via mobile text message. Please check the schedules for lead teacher information.
- Teachers are not available during or in-between class time to discuss matters or answer queries.

#### STUDENT-TEACHER COMMUNICATION POLICY

- Students are encouraged to seek feedback from their teacher. Please understand that the teacher may not be able to dedicate class time to such conversations.
- Any communication between students and teachers through social media platforms or privately will be first approved by a parent/ guardian. Any concerning or essential information during these conversations will be passed on as per the Child Safe Policy

### **PHOTOGRAPHY AND FILMING POLICY**

#### PHOTOGRAPHY/ FILMING POLICY

- Students/Parents are not permitted to video or photograph classes, students or staff at anytime, unless given permission by the staff or individuals involved.
- Photos of children should not be posted on social media platforms without the permission of the parent/guardian.
- Annual concert, performance and/or competition videos are not to be posted on public websites, including but not limited to, YouTube or Facebook, without The Newry Studio's permission.
- The Newry Studio may use photographs/ videos of the students to promote the studio via flyers, website, social media and advertising but not without the permission of the parent/ guardian.

### **HEALTH AND SAFETY POLICIES**

#### HEALTH & SAFETY POLICY

- The Newry Studio have set up and will maintain safe dance environments for their students.
- The studio flooring and equipment used enable and ensure safe dance practices

*...health and safety policies cont.*

- Appropriate emergency procedures exist and staff understand the procedures relevant to their location.
- The Newry Studio staff have the responsibility and authority to ensure that health and safety objectives are achieved. They will identify and eliminate unsafe acts, procedures, conditions, equipment, and hazards of all kinds.
- Behaviour from students, parents or visitors that may cause an unsafe environment, will not be tolerated.
- It is the responsibility of the student or parent/guardian to inform The Newry Studio of any prior or current illnesses or injuries prior to enrolment or prior to class.
- In the event of an injury, The Newry Studio will administer First Aid treatment by a qualified first aider. If medical services are necessary and an ambulance required, the student/parent will incur the costs. Physical contact may be required.
- Parents/Guardians must be responsible for minors before and after class times. The Newry Studio will not provide supervision to minors outside of class time.
- The Newry Studio MUST be notified of any allergies that a student may have. The Newry Studio will not be held responsible for allergic reactions outside of class time, however first aid will be provided. Emergency evacuation maps are located around the premises.
- Fire extinguishers, fire hose reels and fire blankets are located within the premises.
- Any student who has been diagnosed by a Medical Practitioner as being at risk of anaphylaxis should bring an EpiPen to class and leave it with the teacher, labelled with their name. This EpiPen will be administered by a first aider if required, under the instruction of 000 staff if an emergency arises.

#### FOOD, DRINK, ALCOHOL AND DRUG POLICY

- Water must be brought to class in an appropriate drinking container with a lid and be available during class.
- Food must only be consumed in the allocated waiting areas or break rooms.
- The Newry Studio requests that nuts are not brought on the premises, however cannot ensure that the premises is 'nut free'.
- The possession or consumption of illicit or non-prescribed drugs or alcohol is not acceptable at any time.
- Parents, students, volunteers and/or employees must not arrive at The Newry Studio or any event representing The Newry Studio, impaired by the effects of illicit drugs or alcohol.

#### INJURY/ FIRST AID POLICY

- Where an injury occurs, the student will receive treatment from a qualified first aider. Physical contact may be required.
- In the situation where an ambulance is required, an ambulance will be called by Backstage. The parent will incur these costs.
- Where an injury occurs, the students parent/guardian will be contacted by The Newry Studio using the contact information given on the students registration form.
- It is the responsibility of the student/parents to notify The Newry Studio of any previous or current injuries.

### *...injury / first aid policy cont.*

- Any injury sustained whilst training or performing in a competition or promotion will be the responsibility of the student/ parent. No costs will be incurred by The Newry Studio.
- Students who do not participate in classes due to injury may be prohibited to perform at an event or attend an event.
- Championship students and/ or Team class students must attend and observe class when injured and unable to physically participate.

### BEHAVIOUR/ CONDUCT POLICY

- The Newry Studio does not tolerate indecent or disrespectful language, defamatory comments, or indecent or disrespectful conduct from students, parents/guardians, family members, or visitors.
- Any individual who demonstrates any of the above will be asked to withdraw from The Newry Studio immediately.
- This behaviour includes at the premises or outside of the premises, social media or on the internet, or at events representing The Newry Studio.
- Negative communications between parents and/or students will not be tolerated by The Newry Studio.
- Where negative communications take place, the parents and students involved may be asked to leave The Newry Studio.
- Any person who does not comply with The Newry Studio Terms and Conditions will forfeit their position at The Newry Studio and, to the extent permitted by law, will not be entitled to refund.

### BULLYING POLICY

- The following will not be tolerated in person, via email, via text messaging or via the internet;
- Verbal abuse or shouting,
- Physical Abuse,
- Excluding or isolating a person,
- Psychological harassment,
- Humiliating a person through sarcasm,
- Criticism or insults,
- Ignoring or belittling a person's contribution or opinion.

Concerns regarding bullying behaviour should be addressed with the co-principals of the studio, who will take the following action, according to the particular circumstances:

1. All concerned parties will be privately approached by a principal to discuss individual perspectives and circumstances leading to the behaviour of concern.
2. Teaching faculty will be notified and discuss an appropriate course of action taking into consideration the safety and well- being of both offender and victim.
3. If behaviour is deemed to be inappropriate, parents and teachers will work together to resolve any underlying issues with the offending party and if necessary schedule a conference between offender and victim.
4. An official warning will be given.

...bullying policy cont.

5. A second incident involving the same party will follow steps 1-3, but will require either suspension from classes for a short period or other suitable form of reprimand.
6. Second and final official warning will be given.
7. A third bullying incident involving same party will result in steps 1-3, but unless exceptional circumstances are identified, long-term suspension or expulsion from the studio will be implemented.

#### PHYSICAL CONTACT POLICY

- Physical contact between a teacher and student may be required to demonstrate, correct or assist with dance movements.
- Hugging behaviour is acceptable within the Newry culture with the understanding that if anyone is uncomfortable or concerned at any time, they can address this with the co-principals and reserve the right to withdraw their consent to greetings/ congratulations being conducted in such a way.
- In the event of an injury, physical contact may be required between a First Aider and injured student or visitor.
- Any inappropriate or indecent physical contact between staff, students or visitors of The Newry Studio must be reported immediately.

#### EMERGENCY EVACUATION PROCEDURE

- In case of an emergency Staff will direct and advise all persons to move safely to the nearest exit
- Staff will then direct all persons to the muster point at the front of the studio, or an alternative safe area.

#### GRIEVANCE POLICY GRIEVANCE POLICY

- A grievance is a real or perceived cause for complaint.
- The Newry Studio recognises that open communication and feedback are essential elements of a satisfying and productive environment. Every effort will be made to solve problems cooperatively and informally before presenting them in writing as a formal grievance.
- Students can be assured that they will not be disadvantaged by the use of such procedures whether decisions are found for or against their grievance.
- The first step to raising a complaint should be with the Co-Principal teachers
- All formal avenues for handling grievances will be fully documented. All complaints and questions will receive thoughtful consideration and will be discussed with the individual who raises them. Discussions held are confidential.
- At any time, the student or parent has the right to withdraw their grievance. It is requested this is dated and put in writing.

#### PARKING POLICY

For the safety of our students, staff, and visitors, we kindly ask that all those attending The Newry Studio adhere to the following:



...parking policy cont.

- Be mindful of the nature of The Newry Studio and that it involves a sizeable amount of children.
- Please allow extra care when in the car park.
- Please DO NOT park in the disabled car park unless you have A valid Disability parking permit
- Please DO NOT block the driveway at any time.

## **CHAMPIONSHIP STUDENT POLICIES**

### CHAMPIONSHIP ELIGIBILITY POLICY

- Eligibility for Championship classes will be determined by the teachers of The Newry Studio
- Students must have completed one year in Level 3 Soft shoe and Level 3 hard shoe classes in order to become eligible
- All Eligible students 12 years and under will participate in the Junior Championship class
- New Championship students 13 years of age and over will be required to complete 12 months in junior championship before moving to senior championship
- Senior championship students must be 13 years and over and have completed a minimum of 12 months in Junior championship

### CHAMPIONSHIP STUDENT ATTENDANCE POLICY

- Championship students are expected to attend all classes. When notifying of an absence, please give a reason.
- Where a student is injured, they are expected to attend the class to observe.
- Students who do not attend regularly may be withdrawn from classes. If the class is preparing for a performance, absent students may be withdrawn from sections of routines, or routines entirely.
- Championship students who wish to compete are required to attend a minimum of 2 classes per week.
- Please note competing is NOT compulsory.
- Competing students should not engage in external activities that may affect their ability to attend their The Newry Studio classes, unless they schedule replacement private lessons.
- Championship students are required to practice outside of class times
- Attendance at compulsory rehearsals and workshops IS COMPULSORY. Where a student does not attend, they will risk being withdrawn from the class, team or routine entirely.

### NEW CHOREOGRAPHY WORKSHOP POLICY

- Attending the initial workshop of the year to learn new dances and choreography is compulsory for all students intending to enrol in championship classes
- Each student must attend all lessons in the workshop, any lessons missed must be replaced by a private lesson

*...new choreography workshop policy cont.*

- Students will not be allowed to attend classes until their workshop lessons/ catchup lessons have been attended

#### CHAMPIONSHIP LATENESS POLICY

- Please advise if a student is expected to be late to class.
- Championship students who are late to class are not able to participate in class until a full warm up is completed. This must be done without disrupting the class in progress.
- Where a student is late to participate, a refund/partial refund or credit will not be provided.

### **ANNUAL CONCERT POLICIES**

#### ANNUAL CONCERT POLICY

- The Annual concert is optional for all students.
- All students must attend a compulsory Dress rehearsal, in order to participate in the Annual Concert.
- To participate in the Annual Concert the 'Concert participation form' must be completed.
- To view the performance, a ticket must be purchased. Audience members may only enter the auditorium with a purchased ticket.

#### ANNUAL CONCERT COSTUME POLICY

*see "Costume Policies" as below*

### **TEAM DANCING POLICIES**

#### TEAM CLASS ENROLMENT POLICY

- All students in Beginner level and above are invited to enrol in team classes
- Students can elect to be a competing or non competing team dancer

#### COMPETING TEAM DANCER WORKSHOP POLICY

- All students allocated to competing positions in teams must attend every day of the workshop in the July School holidays prior to the State Championships competition in term 3.
- Participation in the workshop is compulsory, students who are unable to attend this workshop are unable to be a competing team dancer.

#### COMPETING TEAM DANCER ATTENDANCE POLICY

- Competing team dancers are permitted to miss a total of 2 classes.

...competing team dancer attendance policy cont.

- If a competing team dancer misses more than 2 classes then they will be withdrawn from their teams.
- Makeup team classes are not available

#### TEAM COSTUME POLICY (TEAM COSTUME POOL)

see "Costume Policies" as below

### **COSTUME POLICIES**

#### ANNUAL CONCERT COSTUME POLICY

- Concert Costumes for the showcase will be measured, fitted and provided by The Newry Studio unless otherwise organised.
- Concert Costumes are designed/ chosen by The Newry Studio.
- The costume fee per student is \$75
- For some routines, students may be asked to provide their own costume.
- Each class (in most cases) requires one costume.
- Classes that do not perform in the Concert, do not require a costume.
- To the extent permitted by law, costume costs are non refundable.
- Once intention to participate in the Concert has been established, costume costs will be invoiced to the parent. Costumes will then be ordered by The Newry Studio. Costumes may take several weeks to arrive.
- Concert costume costs will be invoiced in term 3 and are to be paid within 2 weeks .

#### TEAM COSTUME POLICY (TEAM COSTUME POOL)

- Families buy into the team costume pool once in their lifetime per student with a payment total of half the costume cost. The Newry Studio pays the other half.
- The cost of each girls costume is \$350 per student and includes:
  - 1x Newry team dress
  - 1x dance bloomers/ underwear
  - 1x Newry Head piece
- The cost of each boys costume is \$145 per student and includes:
  - 1x Newry team vest,
  - 1x black shirt
  - 1x Newry green tie
- These payments can be made via a payment plan when organised in advance.
- A place in the costume pool is per student and cannot be transferred to other students or family members.
- Costumes will be measured, fitted and provided by The Newry Studio.
- Each time a team costume is required, every student who has 'bought into' the pool will receive a costume that fits. If there is no costume that fits then the Newry studio is responsible to pay for the alteration of an existing costume or ordering a new one.
- Families are responsible for returning the costume in a timely manner to the Newry Studio. Lost costumes/ costumes not returned will result in a family having to pay a replacement fee (\$350 for a girls costume, \$145 for a boys).

...team costume policy cont.

- Families are responsible for returning a costume in an acceptable state. Costumes returned that are unable to be repaired will result in a family having to pay a replacement fee (\$350 for a girls costume, \$145 for a boys).

#### PERFORMANCE COSTUME POLICY (PERFORMANCE COSTUME POOL)

- Families buy into the performance costume pool once in their lifetime per student with a payment total of half the costume cost. The Newry Studio pays the other half.
- The cost of each girls costume is \$50 per student and includes:
  - 1x Newry Performance black sequin dress
- The boys costume consists of items already provided in the Team and Competition costumes, with additions provided by The Newry Studio at no additional cost to students.
- A place in the costume pool is per student and cannot be transferred to other students or family members.
- Costumes will be measured, fitted and provided by The Newry Studio.
- Each time a team costume is required, every student who has 'bought into' the pool will receive a costume that fits. If there is no costume that fits then the Newry studio is responsible to pay for the alteration of an existing costume or ordering a new one.
- Families are responsible for returning the costume in a timely manner to the Newry Studio. Lost costumes/ costumes not returned will result in a family having to pay a replacement fee (\$50)
- Families are responsible for returning a costume in an acceptable state. Costumes returned that are unable to be repaired will result in a family having to pay a replacement fee (\$50)

#### COMPETITION COSTUME POLICY: FOR NON CHAMPIONSHIP DANCERS

- Families buy into the performance costume pool once in their lifetime per student with a payment total of half the costume cost. The Newry Studio pays the other half.
- The cost of each girls costume is \$75 per student and includes:
  - 1x Newry team dress
  - 1x Newry Head piece
- The cost of each boys costume is \$50 per student and includes:
  - 1x black shirt
  - 1x Newry green tie
  - 1x vest (if available)
- \*\*Please note it does not include dance pants
- A place in the costume pool is per student and cannot be transferred to other students or family members.
- Costumes will be measured, fitted and provided) by The Newry Studio.
- Each time a team costume is required, every student who has 'bought into' the pool will receive a costume that fits. If there is no costume that fits then the Newry studio is responsible to pay for the alteration of an existing costume or ordering a new one.
- Families are responsible for returning the costume in a timely manner to the Newry Studio. Lost costumes/ costumes not returned will result in a family having to pay a replacement fee (\$75 for a girls costume, \$50 for a boys costume)

*...competition costume policy cont.*

- Families are responsible for returning a costume in an acceptable state. Costumes returned that are unable to be repaired will result in a family having to pay a replacement fee (\$75 for a girls costume, \$50 for a boys costume)

#### COSTUME CLEANING POLICY

- A yearly costume cleaning and handling fee of \$50 per student will be charged to any student who is part of a costume pool
- This fee is only charged once per student regardless of how many costume pools they are part of
- This fee covers the cost of staff members cleaning, repairing, fitting, measuring and ordering costumes for students