



## The National Ballet and Drama Part-Time Schools Policies

### Behaviour

*"We, the Students, Artists, Teachers, Staff and Community of the National Theatre Schools are a vibrant community of people who respect the history and culture of the performing arts.*

*We consider it a privilege to participate in the performing arts - exemplifying the values of integrity, character, leadership, responsibility and professionalism. The students of The National Theatre Schools are encouraged to foster a lifetime love of the arts, feel strength through our team spirit and experience the power of perseverance."*

#### **We demonstrate these values by:**

- Presenting the best version of ourselves we can.
- Treating each other with respect.
- Contributing to waiting areas that are calm, quiet spaces (no running), with children supervised at all times.
- Eating in designated areas and recycling our waste; water is allowed in the studios.
- Being prepared: correct uniform (ballet); having practised lines (drama).
- Ensuring mobile phones are off during class.
- Being responsible and looking after our possessions - checking lost property if items are misplaced. Please name all items of clothing, shoes, and water bottles.
- Ensuring that the studio is left clean and ready for the next class at the end of each session.
- Using social media as a celebration of achievement and community connection.
- All adults to be positive role models for students: demonstrated through positive communications and interactions.

**Any parent or student who does not follow the behaviours outlined, is involved in bullying or physical aggression towards another student or community member or acts in any way that creates a negative impact on any other student or staff member may be asked to leave the schools and refused future enrolment. If an incident occurs, we urge you to contact the administration team on [enquiries@nationaltheatre.org.au](mailto:enquiries@nationaltheatre.org.au) to discuss the matter.**

## Enrolment:

- Enrolment into a class is for a full year with fees payable at the beginning of each term. Students do not change classes if they have a birthday mid-year.
- Trial Classes: We offer one trial class per student for a class the student is not enrolled in via the website booking form. These are programmed for the first 2 weeks of the term.
- All *new student* enrolments for part-time adult and youth courses can be done online via the website 'enrol now' buttons.
- Online enrolments will be able to access automatic discounts such as 'sibling', and 'bulk discount' for those taking 3 or more classes.
- Payment must be made to confirm enrolment.
- No student is permitted to attend class until full payment for the term has been made.
- If a payment plan is required, it must be arranged *prior* to the beginning of term by contacting [enquiries@nationaltheatre.org.au](mailto:enquiries@nationaltheatre.org.au) and stating which student and classes the plan would be for.
- No student with outstanding fees or accessing a trial class will have online class links/access sent to them.
- Enrolment confirms you have read the refund, media and behaviour policies and are accepting their conditions.
- Enrolment is for an entire term and closely following the Victorian School Terms and fees are reflective of this.
- Students will be enrolled into suitable classes according to age and experience. The Artistic Director/Associate Director may ask a child to change class in order to facilitate a better learning experience for them.
- If directed by the government or health advice that in-person classes cannot take place, online classes may be offered. If online classes are provided there is no refund or credit available for students who do not access these classes or are unable to attend.

## Communication:

- Communication is primarily through email.
- Please ensure you have added [@nationaltheatre.org.au](mailto:@nationaltheatre.org.au) to your contacts to ensure you are receiving emails and online class links (where applicable).
- Please ensure you keep us updated of any changes in your email and emergency contact details.
- If you need to talk to your child's teacher, please be mindful of impacting other class starting times; if a longer discussion is required we can arrange a separate time.
- Regular e-newsletters will update you on the latest classes, important dates and productions. You can unsubscribe from these communications at any time.
- If you believe you are not receiving emails please contact us at [enquiries@nationaltheatre.org.au](mailto:enquiries@nationaltheatre.org.au).

## Absence

- If a student will be absent from class, please make contact via the parent portal; this is especially important if a student is in an RAD exam class
- There is no refund on lessons missed due to holidays, school camps etc.
- Online classes may be offered in the event of a lockdown; they may not be available when in-studio classes are being held.
- If a student is unable to attend class due to exceptional unforeseen circumstances (such as prolonged injury), a refund may be applied for.
- If a refund is allowed, it will be based on the number of lessons missed, less any discounts received, plus a 10% administration fee.

## Productions

- Most dance classes participate in at least one production throughout the year.
- Pre School - Pre Junior Classes \$100/performance; Junior and above Classes \$150/performance.
- Current students must register for productions via their customer portal before the cut-off date which will be the end of the term prior to a production Term (ie. End of Term 1 and End of Term 3).
- Full-Time Students do not need to complete this registration or payment.
- Students enrolled in a full term of classes preceding the production are eligible to participate.
- Students will only be able to participate in the production only if they have paid the production levy and their lesson fees in full.
- If a student commences a class mid-way through the term the teacher will assess and decide if they will be able to participate in the production; learning the choreography and attending rehearsals.
- If three production classes are missed without prior agreement with the Artistic Director, the student may not be allowed to perform.
- Rehearsals during Production Week are deemed compulsory as they are integral in bringing the production together. The National Theatre Ballet and Drama school will endeavour to provide dates and times as early as possible, however, extra items/rehearsals/times may be added last minute as needed.
- Students will be charged the full replacement cost, the cost of repair or any loss/damage to costumes and/or accessories if it is due to their negligence.
- Production costumes remain the property of The National Theatre Ballet and Drama Schools.
- Students at the National Theatre Ballet School are required to seek permission before participating in external performance opportunities. We support our students to access reputable, training enhancing programs and will only give approval if we believe it will benefit the student long term. [Please find the form to apply for approval here.](#)
- Please note that during Production Week (the week leading up to performances), the student's weekly class timetable will look slightly different. Ensure that you keep your

contact details up to date to avoid missing critical information around these times.

## Open Weeks/Classes

- To help students to focus and progress, lessons are closed to viewing
- Parents will be invited to view classes during Open Weeks
- Open Weeks are typically scheduled at the end of each term (unless there is a production) and will be announced in the newsletter
- To ensure enjoyment for everyone, please ensure any younger siblings/relatives attending Open Weeks are fully supervised
- Specific 'Bring A Friend' sessions will be scheduled and advertised throughout the year, where students can invite their friends to a class for free.
- No cameras or recorders are allowed in the Open Class.

## Injury

Dance and Drama are physical activities where injuries can occur.

- Existing injuries must be reported to the teacher or coach by the student before the commencement of a class to prevent further damage.
- If students have ongoing injury issues, please keep your teacher up to date with any restrictions or advice from the medical practitioner via a written note.
- If an injury occurs at The National Schools, we complete an injury report; a copy is given to the parent and a copy remains on an electronic file at the School.
- Depending on the severity of the injury, we expect the parent/guardian to exercise their judgement and take the student to an appropriate medical practitioner.
- In the event of an emergency, an ambulance will be called immediately for the student if it is felt that is the best course of action. The emergency contact of the student would then be contacted. Please ensure your children have appropriate ambulance cover as the National Theatre Schools will not cover the cost of an Ambulance transfer.
- The National Theatre Schools are not liable for personal injuries.
- In the case of a long term injury (ie. broken limb) a refund under medical grounds can be applied for with the submission of the medical certificate.

## Query and Complaints

We sometimes appreciate parents and guardian's need to talk to teachers about their children but this is not usually possible during class time. Please make a time outside class time when the teachers are free.

- If your query about your child is lengthy or of a private nature, please arrange to make an appointment with either one of the Artistic Directors or the Associate Director. Requests can be made by emailing [enquires@nationaltheatre.org.au](mailto:enquires@nationaltheatre.org.au) or phoning the National Theatre Schools. Please advise if you need a specific teacher at the meeting.

- If you wish to lodge a formal complaint please email [enquires@nationaltheatre.org.au](mailto:enquires@nationaltheatre.org.au) you will be made familiar with the complaint procedure.
- All complaints and queries will be dealt with promptly, seriously, with sensitivity and remain confidential.

## Media Policy

- Due to privacy and child protection concerns, no one is permitted to record or take photographs at our studios, in the corridors or in changing rooms without permission in writing from the Director or Teacher.
- The National Theatre often takes promotional photographs and social media pictures to keep our interested followers updated on our classes. If you do not wish for you/your child to be photographed, please inform the teacher and administration area via [enquiries@nationaltheatre.org.au](mailto:enquiries@nationaltheatre.org.au)
- Social media posts must be positive, respectful and inspiring to our community. All social media posts referring to and containing pictures of The National Theatre Ballet and Drama Schools must be factual, accurate and not damage or disrespect any staff, teachers, students or volunteers' reputations. Students who fail to conduct themselves appropriately in social media interactions may be asked to leave The National Theatre's Schools.
- Where permission has been given to record a choreography for rehearsal purposes, use of that recording has been authorised for that purpose only and under no circumstances must it be posted or allowed to be posted by others on social networking media of any kind. Images of students must not be posted by anyone on social media without the Artistic Director's permission.
- Choreography is owned by the teacher. No choreography is allowed to be posted on any social media without permission from the teacher. This includes solo and whole class choreography.
- The recording and airing/sharing/posting/distribution of teachers' classwork or choreography is a serious breach of copyright/confidentiality issue and may result in offenders being asked to withdraw from the school and in some circumstances, legal action could be considered
- Recording of any National theatre school's live performances/rehearsals is strictly not allowed for reasons of copyright. Professional DVD / Digital / Photographs are authorised for purchase by the performer for private use only.

## Uniform - Drama

- A uniform is not required for drama classes; students are encouraged to wear clothing that allows physical movement and sitting on the floor.
- We advise no jewellery, thongs or clothing that inhibits movement.
- A water bottle with your name is recommended.

## Uniform - Ballet

Ballet Uniforms are required for classes and can be purchased from the Schools Administration Office. We do not sell ballet shoes as they need to be fitted by a trained salesperson. Our supplier of choice is Capezio, the nearest store to The National Theatre is 296 - 298 Glen Huntly Road, Elsternwick.

- The correct uniform must be worn to all dance exam classes; the specified colour leotard with matching skirt.
- Tights must be worn by all students. On extremely hot days the teachers will approve no tights for students.
- Correct footwear must always be worn; only dance shoes are to be worn in the studios.
- Hair must be worn in a classical ballet bun and cleanly slicked for all dance classes with no wispy hair on the face. Please see the teacher for further instructions.
- No jewellery is to be worn in classes. Small ear studs are allowed.
- All ribbons and shoestrings need to be tucked away neatly.
- Students are reminded that they should not be leaving the School in just their leotards; please wear the Ballet School jacket and bring outdoor clothing to put on prior to leaving the building.

## Getting changed

The National Theatre provides changing rooms to ensure privacy for students. Please refrain from changing students in the corridors as this is a public area. No person over 4yrs is allowed in the opposite sex changing room. We acknowledge that caregivers often need to help their child with uniform changes and we provide a unisex change room for this purpose; please talk to the administration team if you need to access this area.

## Privacy Policy

This policy is available on our [website](#)

## Child Protection Policy

The National Theatre Ballet and Drama Schools are committed to ensuring that children are safe at all times while they are on our premises. All our teachers, staff and volunteers are required to have a current [Working with Children Check \(WWC\)](#).

The full policy can be viewed on our [website](#).

## Refund Policy for Part-Time Schools

- The Part-Time School calendar aligns closely with the Victorian School schedule.
- Fees are set based on a price per lesson x weeks/lessons basis and
- A refund may be given if the student withdraws within the first week of the term and clearly states in writing that they do not wish to continue. A full refund minus a trial fee will be reimbursed.
- No refunds are given for 'change of mind' from week two of the term
- No refunds are offered for 'inability to attend' unless there are exceptional circumstances which may be approved by the administration staff (please see section: Injury)
- If a student is unable to attend class due to exceptional unforeseen circumstances (such as prolonged injury), a refund may be applied for.
- If a refund is allowed, it will be based on the number of lessons missed, less any discounts received, plus an administration fee of up to 10%, depending on the complexity of the request.
- If The National Theatre is unable for any reason to provide a paid-for class, you will be either credited that class or refunded the appropriate cost without an administration fee.
- Please note that during Production Week (the week leading up to a performance), timetables will look different. However, all students will receive the same amount of class time, if not more. As we do not charge separately for rehearsal time, it is absorbed into the student's weekly fees.

## Private Lessons

- Private lessons may be available on request for students currently enrolled in classes and have paid in full for the current term.
- Lessons are booked and paid for via a link from the administration team.
- Bookings are not finalised until payment has been made.
- Cancellations and rescheduling can be made up to 12pm on the day of a private without incurring a penalty.
- Cancellations made after 12pm on the day of a private lesson will be charged at the full rate, or, if you are on a pre-paid package such as the Elite Program, the lesson will be deducted from your pre-paid lessons.

## Other Information:

- Any items left behind will be placed in Lost Property and disposed of at the end of each term if not claimed.
- We are a smoke-free environment, please don't smoke in or around the property, especially the student entrance.
- Unfortunately, no pets/dogs are to be brought into the building.
- There is to be no gum or foods requiring boiling water at our school. Drinks must be in sealed containers only.
- Do not park in the staff car parks or disabled car park areas at the rear of the National Theatre, this is a tow-away zone.
- All students are advised to remain inside the National Theatre School building until they are collected by their parents or a responsible adult. Students cannot always be monitored in this respect, so if you are running late, please call administration on 03 9534 0221 and we can ensure your child knows you will be late.
- Parents are welcome to wait in the reception lounge while their children are in classes. This may need to be temporarily withdrawn due to COVID-19 social distancing restrictions, see posters in the doorway for the latest information on waiting room use.