

At Central we are proud of the high standards we maintain. Below some key areas of the schools 'code of behaviour' are highlighted and these should be exercised by staff and students to ensure our reputation and training remains at a high level.

- Show respect for others and their work
- Always be on time
- Care for people and their property
- Wear the correct school uniform
- Be ready to work
- Take pride in your work
- Look after your surroundings and tidy up after class
- Attend all classes even if you're injured
- Adhere to all safety practices (including no bare feet outside studio)
- Demonstrate tolerance toward other's personal beliefs and respecting differences including but not limited to: religion, race and sexual orientation. For more information please see below and also refer to Appendix 1, "Equal Opportunities Policy".

Remember at all times that we are representatives and ambassadors of Central School of Ballet.

Below outlines our code of behaviour in more detail.

Code of behaviour: Classes

Attendance – Students are required to attend all their classes unless they have requested permission from their tutor and have completed an absence form (which are kept at the reception desk). Students that are injured should always watch their classes, unless they have a RFI programme which they have permission to do instead.

Clothing – All students are given a complete clothing list at the beginning of each academic year. Only the correct clothing should be worn for class. This discipline is viewed as necessary preparation for the profession. Students attending class wearing the incorrect clothing may not be allowed to participate in that class unless they have previously been given permission to wear alternative clothing. At the discretion of the teacher, students will be asked to remove/replace items of clothing that are not appropriate to the class, such as T-shirts and tracksuit bottoms. Please note that students seeking amendments to the clothing code due to concerns in relation to their cultural background or religious beliefs should apply in writing to the Director.

Footwear – In class students are expected to wear clean and appropriate footwear as outlined in the clothing list. For safety, when walking around the building, students are required to wear outdoor, ballet or jazz shoes; bare feet are not permitted.

Communication – When unable to attend due to ill health, students are required to personally telephone the School before 8:30am on each day they are absent. Passing a message to the School through a fellow student, friend, parent, or guardian is not

acceptable. A sickness certificate must be completed on return to the School after an absence of more than 5 days.

To attend an appointment that can only be arranged during class time, students must request permission from the School administration and from the teacher of the class they will be missing. A Leave of Absence request form must be completed and signed by staff **before** the absence.

Permission for a parent/guardian/friend to come in to school to watch a class must be requested in advance from the Senior School Admissions & Administration Manager and the class teacher. If permission has not been granted for a guest to attend, they will not be permitted to watch class.

Accident - In case of accident during class time, students should follow the teacher's instructions. In case of an accident during student rehearsal or private practice students should seek out the nearest member of staff before taking any other action.

Code of behaviour: Environment

Changing rooms – It is the students' responsibility to keep the changing rooms tidy in order for them to be cleaned. At the end of each term students are required to empty the changing rooms – any items left will be thrown away immediately.

Food – All food is to be consumed in the student Green Room. Eating is not permitted anywhere else in the building, particularly the reception area. For reasons of safety and cleanliness, chewing-gum is not allowed in the building.

Litter – All litter should be placed in the bins provided.

Noise – Students should bear in mind that classes take place throughout the day and that the administrative staff work in an open plan office. Noise around the building should be kept to a minimum, so as not to disturb other students and staff.

Smoking – The School is a non-smoking building. Smoking is therefore not permitted anywhere within the building. Anyone found smoking may be immediately excluded from classes that day and will be subject to the School's disciplinary procedure.

Code of behaviour: Learning Resources

Computers - The computers must be kept clean and no food or drink may be brought near to them. Students must ensure any storage devices (e.g. memory sticks) they bring in to save their work on must be virus free. Documents should not be stored on the desktop, or they will be deleted. Please refer to the School's IT Policy for further information.

CODE OF BEHAVIOUR: SOCIAL MEDIA

Social media content must not bring the Conservatoire or the school into disrepute and only publicly available information may be disclosed. Social Media are web based technologies that enable social interaction. These include, but are not limited to:

- Social networking sites (Facebook, MySpace, Foursquare)
- Video and photosharing websites (Flickr, YouTube, Instagram, Pinterest)
- Micro-blogging sites (Twitter)
- Blogs
- Forums and discussion boards
- Online encyclopaedias (Wikipedia, Sidewiki)

Where students participate in social networking on websites such as Facebook, Twitter, MySpace, etc, they should be aware of the following advice:

- Your online presence reflects the school and the Conservatoire. Be aware that your actions captured via images, posts or comments can reflect that of the school.
- Be aware that social networking websites can act as public forums and that 'confidential' areas of sites may not have reliable security controls.
- If you identify yourself as studying at Central School of Ballet or Ballet Central in social networks, you should ensure that content associated with you does not compromise the reputation of the company.
- Remember you may be visible to students, staff and others associated with the Conservatoire, the school and awarding institutions. Be careful to manage the information you are sharing and with whom.
- Personal blogs if in any way associable with the school should have clear disclaimers that the views expressed by the author of the blog are the author's alone.
- Respect copyright laws, and always reference or cite sources appropriately. School logos may not be used without consent.
- You may not upload footage of classes, rehearsals or performances to YouTube or any other site, without the prior permission of Central School of Ballet.

What Constitutes Inappropriate Use of Social Media?

Inappropriate use of social media such as making insulting or defamatory statements on social networking sites about Central School of Ballet, its staff, students or other people or organisations associated with it such as members of the Conservatoire for Dance and Drama, boards or validating institutions.

Specific examples of bullying behaviour and/or harassment include:

- Derogatory remarks
- Insensitive jokes or pranks
- Insulting or aggressive behaviour
- Ignoring or excluding an individual

- Public criticism
- Constantly undermining or undervaluing effort
- Lewd comments about appearance
- Unnecessary body contact
- Displays of sexually offensive material – e.g. pin ups, emails with offensive attachments
- Requests for sexual favours
- Speculation about a person's private life and sexual activities
- Threatened or actual sexual violence

Breaches of this policy may lead to disciplinary action.

FITNESS TO TRAIN POLICY AND STUDENT MISCONDUCT & PROFESSIONAL CONDUCT POLICY AND PROCEDURES

Any breach of the school's codes of behaviour is a form of misconduct. Isolated incidents, which do not immediately affect the safety of the student, of others, or of property or resources will normally be addressed informally in the first instance.

Where an issue continues to cause concern, members of the Senior Management Team will undertake a formal approach to resolving the matter and where appropriate, implement Central's Fitness to Train policy.

In rare cases it may be necessary to follow the Student Misconduct & Professional Conduct Policy and Procedures.