

RULES, REGULATIONS AND SPECIFICATIONS

OBLIGATIONS TO THE SCHOOL AND STUDENTS

These regulations outline the obligations and commitments expected of students and their parents/guardians towards the Mary Jane Bellia Ballet School as well as the school's obligations towards the students. These guidelines are designed to maintain a positive and productive learning environment for everyone. Your adherence to these obligations is greatly appreciated.

Attendance and Punctuality:

Regular attendance is crucial for progress. Promptness is vital. Students should arrive on time for classes and performances.

PLEASE REFER TO THE ATTACHED DOCUMENT 'QUALIFICATION HOURS FOR EXAMS'.

Dress Code:

Students must adhere to the prescribed dress code for each class. Proper dance attire and footwear are essential. Hair should be tied back neatly and secured.

Uniforms may be purchased from DANCE STUDY, KAPPARA HILL, SAN GWANN.

Respect and Behaviour:

Students must treat instructors, fellow students, and staff with respect and courtesy at all times.

Disruptive behaviour, offensive language, or any form of bullying will not be tolerated.

Health and Well-being:

The M.J.Bellia Ballet School has a responsibility to ensure the Health and Safety of its members and students and therefore has a duty to provide a working environment that is safe and with minimum risk, promoting safe working procedures, good working conditions and training/ instruction suitable for the age and level of the students.

Students should be in good health to participate in classes. Illnesses or injuries should be communicated to the school. Adequate hydration and nutrition are important for sustained energy during classes.

Parents/guardians should promptly inform the school of extended absences or health-related concerns. Maintaining open communication helps instructors make necessary adjustments and accommodations.

Communication:

Parents/guardians should provide accurate contact information. Changes in contact details must be promptly communicated particularly in case we need to contact you in case of emergency.

The school will in turn, communicate important information through official channels such as emails and individual class chats for daily matters. Parents/students should stay informed.

Fees and Payments:

Tuition fees should be paid on time as outlined in the school's payment schedule. Fees are payable in advance ideally prior to the commencement of the term but not later than the second week from the start of the term. Fees may be paid by cheque, in cash, via Revolut or BOV mobile to mobile transfer on 99208393. Siblings are entitled to a 10% discount.

Participation:

Students are encouraged to actively participate in school events, performances, and workshops.

Commitment to rehearsals and performances is essential for the success of group projects.

STUDENT OBLIGATIONS (SENIORS)**Commitment to Learning:**

Attend all scheduled classes regularly and punctually. Consistent practice is essential for progress.

Engage attentively during classes and rehearsals, demonstrating a willingness to learn and improve.

PLEASE REFER TO THE ATTACHED DOCUMENT 'QUALIFICATION HOURS FOR EXAMS'.

Respect and Courtesy:

Treat instructors, fellow students, and staff with respect, kindness, and professionalism.

Cultivate a positive and inclusive atmosphere by avoiding any form of discrimination, bullying, or harassment.

Dress Code and Appearance:

Adhere to the prescribed dress code for each class. Keep hair securely tied back and follow guidelines for appropriate dance attire.

Hygiene and Grooming:

Maintain proper personal hygiene, including clean attire and minimal jewellery.

Use deodorant to ensure a pleasant atmosphere in the studio.

Health and Well-being:

Prioritize your health and well-being. Communicate any health concerns or injuries to instructors.

Stay hydrated and maintain balanced nutrition to support your physical activity.

Personal Growth:

Embrace corrections and feedback from instructors. Strive to overcome challenges and push personal boundaries to reach new levels of skill.

Practice and Preparation:

Practice outside of class to reinforce techniques and routines learned in sessions.

Arrive prepared for class with necessary attire, footwear, and a positive attitude.

Participation and Engagement:

Actively participate in school events, performances, and workshops.

Dedicate time to rehearsals, showcasing commitment to group projects and performances.

Safe Studio Environment:

Help maintain a clean and organized studio space.

Adhere to safety guidelines and report any hazards or concerns to instructors promptly.

Technology:

Keep mobile phones and other electronic devices off or on silent during class.

Use of devices for recording or photography is allowed only with instructor permission.

Respect for Peers:

Treat fellow students with kindness and respect.

Avoid interrupting or disturbing others during class.

Feedback and Questions:

If you have questions or need clarification do not hesitate to ask a teacher/ instructor for assistance.

Rules and Regulations Adherence:

Familiarize yourself with and adhere to the school's rules and regulations, as outlined in the provided documentation.

Display professionalism and responsibility in all interactions within the school community.

By embracing these student obligations, you contribute to a thriving dance community that nurtures talent, discipline, and artistic expression. We appreciate your dedication and commitment to the Mary Jane Bellia Ballet School.

CLASS REPLACEMENTS AND CANCELLATIONS (PARENTS AND STUDENTS)

In the event of an instructor's absence, every effort will be made to provide a qualified substitute. Class cancellations due to unforeseen circumstances, such as inclement weather or unexpected facility issues, may occur. If a class cancellation is necessary, the school will notify students and parents/guardians as soon as possible and advance notice of a class replacement will be communicated via email, class group chats, text messages or other official channels.

ABSENTEEISM POLICY**Missed Classes:**

Missed classes due to personal reasons or illness cannot be replaced and will not result in fee adjustments or refunds. However, if an alternative day happens to be available, the student may attend the said extra class. If a student cannot attend a class due to illness or unforeseen circumstances, parents/guardians/students must notify the school in advance. In case of sudden illness, notification should be given as soon as possible.

REGISTRATION & DATA COLLECTION (PARENTS AND STUDENTS)

This section outlines the procedures for registration and data collection at the Mary Jane Bellia Ballet School. We value your privacy and aim to streamline the registration process while ensuring the accuracy and security of your information.

Registration Process:

All students, new and returning, must complete the registration process before the commencement of the scholastic year. Review the provided Application/Renewal Form and complete it with accurate information.

Provide up-to-date contact details, including address, mobile number, and email address. Promptly inform the school of any changes to your contact information to maintain effective communication.

Consent Forms:

Complete and sign all necessary consent forms including declaration of any medical conditions and permission for students to be photographed or filmed for promotional or advertising purposes, prior to the commencement of the scholastic year.

These forms grant permission for various activities and ensure the safety and well-being of students.

Data Accuracy:

Ensure the accuracy of information provided on all forms to prevent any discrepancies. The school relies on accurate data for effective communication and proper record-keeping.

Data Collection & Privacy and Security

The data collected during registration is used for administrative and communication purposes.

We are committed to safeguarding your personal information and maintaining its confidentiality. Rest assured that your personal data will be used solely for school-related purposes and will be protected according to privacy laws.

Your cooperation in the registration and data collection process is greatly appreciated. By following these procedures, we can collectively ensure a seamless start to the academic year and maintain a strong and supportive dance community.

Rules and Regulations Acknowledgment:

Students and parents/guardians are required to read and acknowledge these regulations by signing and submitting the provided form.

The Mary Jane Bellia Ballet School values the commitment of its students and parents/guardians in upholding these guidelines for a successful learning experience.

By enrolling in our school, you agree to abide by these obligations and contribute positively to the dance community.

----- KINDLY PRINT, SIGN & RETURN THIS PAGE ONLY-----

SCHOOL RULES & REGULATIONS CONSENT FORM

I, _____ parent/legal guardian of _____
hereby declare that I fully understand and agree to the above rules and regulations.

Signature: _____ Date: _____

PHOTOGRAPHY AND VIDEOGRAPHY CONSENT FORM

I, _____ parent/legal guardian of _____
grant/do not grant The Mary Jane Bellia Ballet School my permission to take photographs
and/or videos of my child/ren for any legal use (inc. social media publicity, external
marketing/web content related to the School).

Signature: _____ Date: _____

PERMISSION FOR FIRST AID

**Kindly inform us of any medical conditions or allergies your child may suffer from so we
can take the necessary precautions.**

I, _____ parent/guardian of _____ grant/
do not grant permission to The M. J. Bellia Ballet School and its staff to administer necessary
first aid in case of an emergency. I understand that every effort will be made to contact me
or the emergency contact listed above.

Parent/Guardian Signature: _____

Date: _____