



## STUDENT COLLECTION POLICY

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September 2024

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### 1. Purpose of Policy

1.1 This policy has been written to protect the wellbeing of our students by ensuring that registration is taken for every class and that all pupils are collected safely by a parent or guardian.

### 2. Details

2.1 This policy applies to all lessons run by LXDance Academy at any venue.

2.2 This policy does not cover festivals or shows.

### 3. Application

3.1 Attendance registers will be taken accurately at the beginning of each class by the class teacher.

3.2 Students up to and including 11 years of age should be collected from the studio door by a parent/guardian unless previously agreed in writing with the Principal of the dance school.

3.3 Any uncollected students will wait in the studio with the teacher until an appropriate adult arrives to collect them.

3.4 Students age 12 and over will be allowed to leave the studio without a parent/guardian unless a parent/guardian has previously communicated otherwise, in writing to the Principal of the dance school.

### 4. Staff Responsibilities

4.1 All staff members are responsible for taking accurate registration at the beginning of every class.

4.2 All staff members must ensure that students up to and including 11 years of age are collected by a parent/guardian unless previously agreed as stated in 3.2

4.3 All staff members have a responsibility to notify the principal of LXDance Academy if a student or parent is repeatedly failing to meet the terms of this policy.

4.4 The Principal of LXDance Academy should contact any families whose children are repeatedly collected late.

4.5 All staff members are responsible for ensuring that this policy is complied with by parents and students.

## **5. Parents/Guardians Responsibilities**

5.1 Parents/guardians are responsible for ensuring that someone is present at the end of class to collect their child.

5.2 Parents/guardians are responsible for communicating with the Principal of the dance school if they are going to be late to collect their child.

5.3 Parents/guardians should inform the teacher of the class if an alternative pick up arrangement is in place.

5.4 Parents/guardians are responsible for the supervision of their child in the waiting areas and surrounding public areas before and after class. LXDance Academy and their teachers are only responsible for the students whilst they are in the studio.

5.5 It is the responsibility of all parents/guardians to ensure students have used the toilet before entering class. Pupils aged 10 years and above will be allowed to use the public toilets during class and will be sent in two's. For pupils under 10 years of age, there will need to be an appropriate adult in the waiting area to take them to the toilet, as LXDance Academy teachers are unable to leave the studio.

## **6. Students Responsibilities**

6.1 The students are encouraged to speak out if someone other than their parent/guardian is collecting them.

6.2 The students are encouraged to inform the teacher if the person collecting them is unknown to them.

Name: Alex Edwards

Position: Principal of LXDance Academy