



Karen Margaret  
STUDIOS

**KAREN MARGARET STUDIOS**  
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## CODE OF CONDUCT Staff, Volunteers, Students and their Families

The Karen Margaret Studio Code of Conduct outlines the appropriate standards of behaviour which is expected of all adults involved at the Karen Margaret Studios towards all children. It reflects our commitment to child safety and our zero tolerance of child abuse. It also outlines appropriate behaviour that is expected from our students. A representative from each family is required to sign when they join us to indicate they will abide by the Code of Conduct.

In joining the Karen Margaret Studios, staff, volunteers, students and their families agree to:

- Welcome all students and their families and respect cultural, religious and political differences.
- Value diversity and not discriminate on the basis of age, race, colour, national extraction or social origin, political opinion, religion, family or carer's responsibilities, physical or mental disability, sexuality.
- Have zero tolerance towards child abuse.
- Protect all children from harm and not ignore any concerns or suspicions in relation to child abuse.
- Report any illness, injury or concern to the Child Safety Person as per the Child Safe Policy.
- Model appropriate adult behaviour and not indulge in inappropriate behaviour, the use of bad language or inappropriate conversations
- Be safety conscious and avoid running, unsafe activities and unnecessary physical contact.
- Respect at all time a child's physical boundaries and all adults must be aware of what constitutes appropriate physical contact.
- Not tolerate bullying.
- Treat everyone with respect, valuing and listening to ideas and opinions.
- Behave in a polite & courteous manner towards each other.
- Act positively and respectfully.
- Ensure that positive and appropriate relationships are developed with children without taking advantage of that trust.
- Treat everyone as an equal.
- Ensure that online communications and social media are professional and appropriate at all times.
- Ensure that no nuts or anything containing nuts are present at the Karen Margaret Studios.



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- Be respectful of staff decisions.
- Be respectful and supportive of other students especially at concert time.
- Respect the privacy of all Staff, Volunteers, Students and their families.
- Bring a positive attitude and a happy face

The breaking of these rules may result in suspension.

A copy of the Child Safe Policy, Code of Conduct and Terms & Conditions can be found on our website [www.karenmargaretstudios.com.au](http://www.karenmargaretstudios.com.au)

## TERMS & CONDITIONS Students and their families

The Terms & Conditions are a simple outline of various procedures and expectations of the Student and their Guardian. A representative from each family is required to sign when they join us to indicate they will abide by the Terms & Conditions.

- Karen Margaret Studios is a happy place where everyone is a star!
- A current and up to date enrolment form must be completed and signed.
- Students will be placed in a class in accordance to their age and experience.
- Please make sure you read all your newsletters and please follow us on Facebook to keep updated on events, dates and auditions.
- All fees must be paid by the due date or a late fee will apply. Unpaid fees will be placed in the hands of a debt collection agency.
- Students are charged per term with 4 terms in the year. There are no credits or refunds for missed classes or withdrawal from classes.
- Fees will be invoiced via email with the preferred method of payment being direct deposit.
- All students are expected to perform in our annual End of Year Concert.
- A nominal compulsory concert fee is due in third term which goes towards your child's costume accessories. If a student decides to leave during fourth term, this fee is not refundable and goes towards your withdrawal fee.
- All students must be appropriately attired. We encourage all students to wear the Karen Margaret Studios T-Shirt, Windcheater and black dance pants or shorts.



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- The correct footwear is compulsory. Pink ballet shoes for Tiny Tots, Tan jazz shoes for all other students and Black jazz shoes for boys. Senior Dancers may also require tan chorus shoes and toe thongs.
- It is compulsory to purchase the Karen Margaret Studios bag.
- Long Hair must be tied back.
- All Students must report to their teacher upon arrival.
- Water bottles only are permitted in class.
- Students with extreme allergies and require an epi pen must have a parent/guardian present with them at all times.
- No liability will be taken for a physical injury caused during a Karen Margaret Studio event. All classes can involve a small risk of personnel injury. Whilst all reasonable care is taken during classes, Karen Margaret Studios will not be responsible for injury incurred.
- Please make sure that you are physically and mentally fit and please be aware of your own personnel safety.
- Parents are not permitted to watch classes other than the first free trial class. We have plenty of waiting areas available and we feel that the children gain more from their class if only the teacher and other students are present. Parents will be invited to observe classes from time to time.
- Students and their families are expected to leave the premises clean and tidy.
- Students are expected to listen to their teacher and follow instructions to the best of their ability.
- Students must be supervised by parent or guardian until the commencement of class.
- Students must stay with the class group at all times and seek permission to leave.
- Students must go to the toilet before class.
- Children must wait inside the premises to be picked up, not in the car park.
- Items of value should not be brought or worn to class. Karen Margaret Studios will not be responsible for any items that go missing or break.

We hope all students enjoy and have fun.