

Code of Conduct 2026-27



Our Mission Statement

The Stage Factory is a friendly, fun and competitive dance school providing high quality tuition across a wide variety of dance styles. We provide a safe, nurturing environment where children can build their confidence, independence and lifelong friendships. Enjoyment is at the heart of everything we do and our disciplined and supportive teaching provides safe and effective progressions to promote a strong, healthy body and mind.

We want our Stage Factory family to be the best they can be!

Attendance & Punctuality

- If your child is to miss any future classes or rehearsals for holidays, school activities, etc, please let us know in advance by either using the Parent Portal app or sending us an email, WhatsApp or text message.
- If your child is missing class last minute due to illness, please use the Parent Portal app which can be updated up to the lesson start time. After the lesson has started, you must send us an email or text.
- Children who regularly miss class in the run up to exams, shows, competitions, events, etc may be removed from that event at the discretion of the teacher, regardless of the absence reasons.
- Children should be ready to dance in their uniform and relevant footwear at their class start times and be ready and waiting at the relevant hall door. Punctuality is very important and lateness can result in a child getting behind with their classwork or not being properly warmed-up.
- Children who are dropped off for their classes without parental supervision only become the responsibility of The Stage Factory when their class starts.
- When class has ended, children in year 6 and above will be allowed to leave the premises without an adult unless you have given us direct instructions in writing not to do so. For those in year 5 and below, a responsible adult must either be in the reception area or waiting outside the front door where a member of staff will handover your child.

Discipline

- Students are expected to behave in an orderly, civilised and well-mannered way and to show respect to their teachers and fellow students when attending Stage Factory classes and events.
- Encourage your child to learn the rules of the school and perform within them.
- Failure to comply with our Code of Conduct may result in withdrawal from the dance school.
- Parents should discourage challenging and inappropriate conduct towards teachers and other students by their child.
- Help your child to recognise good performance and progression both of themselves and others.
- Be realistic with regard to your child's ability and do not set expectations too high. It can be very damaging for children if they feel they are falling short of their parents' expectations.
- Promote inspiration rather than comparison against other dancers - each dancer is an individual with different goals and objectives and they must be praised for their own personal achievements.
- Parents must uphold decisions and recommendations as directed by the dance teacher or principal.
- Students and parents must not post messages on Facebook,, Instagram, TikTok or other social media of a derogative nature in regards to any student, teacher, classes or events relating to The Stage Factory.

- Unacceptable behaviour will not be tolerated from parents/guardians or other family members and could result in parents/guardians or family members being banned from the premises/ events/performances or the school itself. Unacceptable behaviour includes bullying, swearing, fighting, derogatory comments and challenging behaviour towards others.
- Whilst at performances and events, you are all ambassadors and representatives of The Stage Factory and we expect all parents/guardians and students to behave in a manner that is respectful and appropriate.
- Students and parents/guardians are encouraged to fully support your school and the dancers within it.
- Should any issues arise that are a cause for concern, please let the principal know and we will deal with the situation appropriately.

Uniform & Hair

- The correct uniform must be worn for all classes once you have been fully enrolled for 2 weeks (or it must be on order from Squad Dancewear). Please see our separate uniform list and ordering information.
- Jewellery and watches are not to be worn during classes. Small stud earrings are allowed.
- Hair must be neat and tied securely off the face and neck for all classes and must be in a neat bun, or similar classical style, for ballet, acro, jazz and lyrical classes. Red or black hairbands may be worn if required or Stage Factory hair accessories, available at the desk.
- Children should not travel to and from classes in their dance shoes for 2 reasons - 1. to protect the floor in both halls from damage due to stones, dirt, etc on the bottom of shoes; and 2. to preserve the longevity of their dance shoes.

Fees & Payment

- Class fees must be paid monthly in advance by Direct Debit on 1st of each month from September to June (10 months) using our Go Cardless facility. We cannot accept your own bank transfers or standing orders for monthly class fees.
- If your Direct Debit payment fails, a 5% charge (capped at £5) will be added to the amount due and if we do not receive the full payment by another method within 7 days, your child's place in the school may be lost.
- For any changes or cancellations to your Direct Debit, there is a 10 day notice period before the next payment is due. The amount will still be payable if less than 10 days notice is given.
- Refunds will not be given for missed classes, regardless of the reason.
- If classes are cancelled due to a global, national or local pandemic, refunds will not be given. However, alternatives will be offered such as online classes or credits for future classes.

The Premises - St Johns Centre

- Mobile phones and other personal devices must not be brought into class. They should be kept in bags or left at reception, and may only be used while waiting in the reception area between classes.
- No running is allowed inside the building for safety reasons.
- Children must not enter the Main Hall or Memorial Hall until a teacher or assistant has authorised them to do so.
- No chewing gum is allowed on the premises.
- Food is not to be taken into class and only water or still drinks are allowed in class.
- Please place all rubbish in the bins provided.
- Please park your cars on the large car park at the back of the centre or the 6 allocated parking spaces at the front of the church, not in front of nearby residents' houses or on the pavement.

- At quieter times during each evening, our front door will be locked by our receptionist and only opened up at class changeover times.

This policy was last updated on: 23rd July 2026