



Leah Moran Stage School

Enrolment Policy 2021/22



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www.leahmoranstageschool.ie

Registration

For insurance and safety purposes all students must be registered in advance of attending classes. The Leah Moran Stage School can only accept responsibility for enrolled students during class time.

Our Mission

The Leah Moran Stage Schools mission, is simple, straight-forward & successful. We believe in the following for every child who joins our school:

- All students are naturally talented
- Students will realise their talent in time, with the right guidance and encouragement.
- You will grow to believe in yourself and be the best 'YOU'.
- Whether the student is singing, dancing or acting they will be performing in a positive, friendly atmosphere.
- Each and every student will be encouraged and coached to reach their true potential, a potential often way beyond the student's own initial expectations.
- The student having fun and making friends is a priority in this stage school.
- A Leah Moran Stage School student is part of a family. From the moment they come through our door they will be nurtured as one of our own in our family run business.
- We believe in all our students and when it comes to their time to graduate, when they have achieved their highest possible standards in all aspects of stage that they have chosen to explore, they too will believe in themselves.
- The students' achievements won't be confined to the stage, our students attain valuable life skills that influence all aspects of their lives.

Aims & Objectives

The Leah Moran Stage School aims to create a high standard of training for each student so that we as teachers will be confident to achieve the following:

1. Progress in the performance and social skills of our students after a period of time.
2. Establish a standard of high quality as an agency so that casting directors throughout the country will recognise our students.

Health & Safety

- A lead teacher and floating administrator will supervise each class at all times.
- A first aid kit and first aid trained staff will be on site at all times.
- In the event of an emergency the student's parents/guardians will be contacted immediately.
- Students will be supervised on toilet breaks to ensure that proper hand hygiene is being followed.

Teachers Code of Behaviour 'The welfare of our students is of paramount importance'.

We endeavour to:

- Treat all students equally whilst encouraging, supporting and praising students.
- Give constructive criticism when necessary.
- Use appropriate language and behaviour.
- Have fun and create a positive atmosphere.
- Be aware of students limitations due to medical/educational conditions.
- Limited physical contact with each student may be needed within the teaching of the class(positioning of the feet etc.)

Code of conduct

Do's and Don'ts for our Students:

Do:

- Respect fellow students
- Respect the staff of the Leah Moran Stage School
- Try to participate fully in all aspects of classes

Don't:

- Isolate or bully other students
- Consume alcohol, drugs or smoke on the premises or at any event involving the stage school
- The use of mobile phones is not permitted during stage school, this includes social media of any type for example Facebook, Snapchat, and Instagram, TikTok etc.
- The posting of or sharing of any stage school or fellow students activity during class times is not permitted.

Expectation of Students

Students are also expected to behave in an orderly, civilised and well-mannered way and to have respect for their teacher when attending the school. Students are also expected to have respect for their fellow students in the school. The school has a zero-tolerance approach to any form of bullying, failure to comply with the regulations may result in withdrawal from the school.

Punctuality

It is vital that students arrive in good time for their classes. If students are late for class it will impede their learning, cause disruption to others and place themselves at risk of injury should they miss the warm up section of the class. We ask parents/guardians to note, the Leah Moran Stage School can not be held responsible for any students who are dropped off more than 10 minutes prior or collected 10 minutes after class times.

Attendance

Regular attendance is extremely important. If students do not attend on a regular basis the development of the class and the individual student might be affected. Exam students' attendance is of much importance and would need to be monitored in the lead up to examinations and assessments. Students who fail to attend classes may need to be withdrawn from exams. Entries for examinations are at the discretion of the school.

Uniform

It is extremely important that students come to classes dressed in The Leah Moran Stage School uniform and appropriate dance attire (clothing/shoes) in order to be able to work correctly and safely in class.

Failure to observe the Code of Conduct outlined above may result in students being asked to sit out of class. The Leah Moran Stage School reserves the right to terminate a student's tuition without a refund following a continued breach of the code of conduct.

Student Progress

The school will monitor the student's progress throughout each term and reserve the right to maintain the students place within the school. In relation to new students, there will be a 3 week trial period to ensure that stage school environment is suitable for them.

Parental Access

Parents/guardians are not permitted to enter class during class time or unannounced. This is to avoid disruption. If you wish to speak with a member of our team in detail about any aspect of the stage school we would appreciate some notice to allocate a time for a personal chat or call.

Personal Property

Students should make sure that they keep their valuable personal items safely within a bag at all times. The school regrets that we cannot be held responsible if items go missing. We will require all personal belongings to be labelled, including water bottles and bags. All students please bring their own drinks. Food is not permitted at class due to other students allergies. Where possible we ask parents/guardians to keep coats after drop off and bring them again for collection. We understand this may not be possible if a different person is collecting them. This is to try avoid items getting lost as we change rooms for classes.

Visual and Social Media

In accordance with the Data Protection Act 1998, The Leah Moran Stage School reserves permission to use any still and/or moving image being video footage, photographs and/or frames and/or audio footage depicting the children who have completed our registration form, whilst performing with/for The Leah Moran Stage School for any of the following uses: Advertisements, marketing, leaflets, or any other use such as for training, educational or publicity purposes or use on website.

By filling out our registration form you agree to The Leah Moran Stage School's use of such images.

Data Protection & GDPR Policies

Leah Moran Stage School staff members are not at liberty to enter into conversation with or disclose any information to parents relating to other students. Student's information is confidential and retained in accordance with the school's Data Protection Policy and Privacy Policy.

By filling out our registration form you confirm that you understand that The Leah Moran Stage School will store and process your personal details within GDPR guidelines. We have a legal duty to keep your information secure and we will only use your details to provide our services to you. We will not share your information with any third party without your permission. If we no longer require the information you provided we will dispose of it securely.

Fees

A non-refundable deposit must be paid to reserve your place. Flexible fee payment and payment plans are available at The Leah Moran Stage School. All fees must be paid in full by week 7 of each term. Fees are based on a 10 week term. Note: If paying via bank transfer, fees must be paid in full as once off payment, at the start of the term. Therefore if following the payment plan, you must pay at classes weekly.

Age 4-6 €140 for 3 Subjects (each subject is a 30 minute class)

Age7+ €180 for 3 Subjects (each subject is a 45 minute class)

Details of our Payment Plan

Age 4-6: €140 in full or €20 deposit & €20 per week, for 6 weeks. (No Payments weeks 8-10)

Age 7+: €180 in full or €30 deposit & €25 per week, for 6 weeks. (No Payments weeks 8-10)

Discounts*

Two siblings attending classes:	€10 discount on each student
Three siblings attending classes:	Youngest sibling attends free
Four siblings attending classes:	2 students at full tuition costs, 3 rd receives a €60 discount Youngest sibling attends free

* Terms & Conditions Apply

The information in this and any other printed or electronic brochure/notice was correct at the time of printing or publication on-line. The school reserves the right to alter the advertised schedule with reasonable notice.

Covid Safety Guidelines

We will implement a staggered drop off and collection. You must stick to your allocated drop off and collection times which will be confirmed to you via text/WhatsApp.

We will provide a hand sanitising station in each room which children/staff will have easy access to. We will request that everyone also bring their own supply of hygiene products including hand sanitiser for their own personal use. Children will be supervised on toilet breaks to ensure that proper hand hygiene is being followed. Toilets and other hot spots such as door handles etc will be cleaned and sanitised throughout the day.

All age 13+ will need to wear a mask while entering and exiting the building and also changing from class to class. Parents are also expected to wear masks when entering the building to drop the students off or if paying their fees.

Should classes be cancelled or curtailed due to Covid-19 restrictions, the remainder of classes will be delivered via zoom, regular fees are still applicable. We really hope this will not happen and is in place as a worst case scenario.

Please do not attend classes if you are experiencing any symptoms of Covid 19 or if you are deemed a close contact.

Waiver and Release Agreement

Leah Moran Stage School & Productions Limited hold Public & Employers Liability Insurance.

I acknowledge that participating in The Leah Moran Stage School classes involves certain risks and that injury and/or property damage may occur. In relation to such injuries/property damage, by filling out our registration form, you accept that classes are undertaken at your own risk, in relation to your child/children.