



INTRODUCTION TO POLICIES AND HANDBOOKS AT THE ROYAL BALLET SCHOOL

Introduction

The Royal Ballet School produces policies and handbooks to meet its regulatory requirements, to outline its procedures and to enable Governors, staff, students, parents, inspectors and others to understand the ways in which the School aims to operate.

Publication

A selection of policies and handbooks is published on the School website: <http://www.royal-ballet-school.org.uk/>. The policies can be found on the 'School' page, under the heading 'Documentation'.

Other policies are kept on the School's 'U' drive for use by School staff.

The School will provide reasonable assistance to those parents who have difficulty accessing the policies and handbooks. The School is very happy to supply a hard copy of any policy; please contact the Administration Manager at Floral Street.

When a student begins at The Royal Ballet School, their parents are required to fill in and return a School contract and an Information and Consent pack. These supply the School with much of the information that support the policies. Parents of new students are also sent copies of the relevant handbooks.

All parents are alerted to any changes to policies, and all parents are sent copies of the Anti-bullying, Behaviour, Child Protection, and Complaints in September each year, or if there have been changes.

Students are introduced to the policies and shown how to access them if they need to.

Responsibilities

The Governors of The Royal Ballet School have general responsibility for the ethos of the School and all of the School's policies. The main welfare and safeguarding policies are reviewed annually by the Academic and Pastoral Committee, whose Chair reports on the policies to the main Board of Governors.

The Director of The Royal Ballet School is responsible for ensuring that:

- a) all members of the School staff are aware of the School's policies and handbooks
- b) communication is effective
- c) the policies and handbooks are put into practice
- d) detailed procedures are developed

The day-to-day responsibility for ensuring that policies and handbooks are understood and adhered to, and for implementing and developing procedures, is normally delegated to the Academic and Pastoral Head and the Head of Lower School. The Academic and Pastoral Head has overall responsibility for ensuring that policies and handbooks are kept up-to-date and that they are effectively published.

All members of staff working at The Royal Ballet School are expected to understand the policies and handbooks and to know how to react in particular circumstances. Any visitors working at the School should receive a brief induction into procedures from the person at the School responsible for the visitor's work.

Students are expected to meet any requirements, rules or regulations set out in any of the policies or handbooks, and to support the overall aims and ethos of the School. Parents are expected to support the School in working with the student. Parents are required to supply the School with any information needed to ensure their child's welfare, education and safety.

Definition

Any reference to 'a parent' or to 'parents' in the policies includes any person who is not a parent of a child but has parental responsibility for or care of a child, including guardians, foster parents or carers. The phrase 'care of the child' excludes baby sitters, child minders, nannies and school staff.

Reference

All policies apply to boarders and day students at The Royal Ballet School. All operation of The Royal Ballet school (for example PrimarySteps, associates, teachers' course, Summer Schools) have their own procedures, especially for safeguarding: but all comply with the principles set out in the main School policies.

Review

All policies are reviewed each summer and at that time are the most accurate statement of the School's understanding of its regulatory requirements and of its procedures. The School notes any changes to guidance or legislation in the course of the year and reviews their impact on policy, but does not necessarily immediately change the published policies if the changes are relatively minor. The School also reserves the right to make changes to its procedures in the light of individual circumstances.