



THE ROYAL BALLET SCHOOL

**Jebsen House Student Handbook
2011-12**

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A welcome from the Director

In welcoming you to the 2nd Year I would like to congratulate those of you new to Upper School on your successful audition; and to welcome back those who were with us last year.

The Royal Ballet School is a pleasant and civilised place in which to work and to learn. The atmosphere that is created is based on mutual trust and respect. Rules are kept to the minimum and students, having come this far in their dancing career, are assumed to have already acquired the highest levels of self-discipline and motivation.

This handbook aims to provide you with plenty of useful information and also seeks to clarify our policies and expectations in a number of aspects of School life. These policies are designed to ensure that you are fully aware of how to conduct yourselves so as to minimise the chances of experiencing problems, particularly in the field of health and safety.

We hope that this handbook gives you a taste of what life will be like at The Royal Ballet School. Please contact the School Secretary, the House staff or the Academic and Pastoral Head should you or your parents have any further questions. I can assure those of you staying at Jebson House that you will receive a warm welcome and greatly enjoy the atmosphere, friendship and pastoral care offered by the staff and fellow students alike.

These are wonderful times at The Royal Ballet School. I look forward to your joining the School and wish you a successful and happy time with us.

Yours sincerely

A handwritten signature in cursive script that reads "Gailene Stock". The signature is written in black ink and is positioned above a horizontal line that serves as a separator.

Gailene Stock AM

What you should expect of the School

The Royal Ballet School Mission statement

Our mission is to

- respect the past, herald the future but concentrate on the present.
- train and educate classical ballet dancers to the highest possible standards and to provide an accessible resource for students, teachers and the wider community.

The Aims of The Royal Ballet School

The Royal Ballet School aims to give all its students the best possible education to equip them for a career in the world of dance, through a carefully-structured dance course and a well-focused academic programme. Specifically, this means that we will

- a) provide a caring environment and artistic and academic training of the highest possible calibre, offering all students of the School a positive learning experience that is constantly monitored for potential improvement
- b) offer students as many opportunities to perform as possible
- c) ensure that the students have close practical and artistic access to The Royal Ballet companies
- d) maintain a high employment rate of graduating dancers, with many being recruited to The Royal Ballet or Birmingham Royal Ballet
- e) strive to expand the international exposure of the students of the School, by participating in international competitions and festivals
- f) help students learn to be thoughtful and to assess themselves and their work
- g) provide an excellent preparation for life for the students
- h) maintain facilities which will enhance the teaching and learning opportunities for all conduct an extensive audition and outreach programme

The School's commitment to its students

You have been selected for the School because of your excellence or potential for excellence in dance. We aim to provide the opportunity for you to flourish: in ballet; in your career; academically; creatively; and as a person. We also aim to protect your welfare and to provide a secure and supportive experience of learning and of being part of a community.

We will:

- a) respect you, treat you fairly and listen to you
- b) not discriminate against you because of your ethnic origin, gender, sex, religious belief or because of any family responsibilities you have
- c) work to create a community in which you feel safe and looked after, and in which bullying is unacceptable
- d) provide rules and guidelines that balance your individual needs and the needs of the whole community
- e) help you to develop as a person, make progress, work hard, and think for yourself

- f) help you to learn how to look after yourself and to lead an independent life
- g) help to prepare you for your career as a dancer and beyond, including giving you opportunities to perform
- h) not discriminate against you because you have made a complaint about the School

The School has a legal duty to look after you. This is set out in several policy documents that can be found on the website and that are available in the House. Specifically, these are: Safeguarding; Child protection; Anti-bullying; Supervision; Acceptable Use of ICT; Special Needs and Disabilities; Behaviour; Health and Safety; Health and Safety on Visits; Nutrition; Appropriate Contact in Dance. Do read them for yourself. They are fairly technical, but do explain what we are trying to do.

Bullying or maltreatment of a student at The Royal Ballet School is absolutely unacceptable.

What you should expect of yourselves

While you are here, you should want to do a number of things, including to:

- a) respect and support others
- b) take responsibility for yourself and your development and be self-disciplined
- c) work hard
- d) avoid aggressive or bullying behaviour
- e) put your point of view sensibly and sensitively
- f) accept School rules and constructive criticism or correction
- g) learn to deal with things when they go wrong
- h) work in partnership with teachers to make the most progress you can
- i) not compare yourself to others but develop your own abilities and ideas
- j) think and work creatively

You will achieve these things by being a member of the School community. A community provides support and a strong sense of purpose. It is important to remember, too, however, that community life includes, on occasion, putting others first. Any community can only operate in an atmosphere of mutual trust, respect and responsibility. All of those are fragile and, once broken, take time to repair.

Behave in a way that is civilised and civilising: do not act in a way that will embarrass you or others. Treat other people kindly, be sensitive to their needs and feelings and treat others as you would wish to be treated yourself.

Speak up (sooner rather than later). Talk to: House staff, the Academic and Pastoral Head, the Director or Assistant Director (or ask your friends or family to do so). You won't always get your own way, because we are a community and have to do what's best for everyone; but if we know what's on your mind we can respond.

If you want to complain about something, talk or write to the House staff or the Academic and Pastoral Head. More details about this are in the Complaints Policy which is on the website. You will never be criticized or treated differently if you have raised a complaint.

If people are being made unhappy in any way, that is bullying and that is unacceptable. If you are being made unhappy, you must tell someone about it: it can always be dealt with without things getting worse for you. If you know someone is being bullied, again tell someone about it: if you don't, then you are, to all practical intents and purposes, joining in.

Make friends. Talk to them if you are upset, unhappy or worried. There are people here who will remain close to you for the rest of your life.

Take responsibility for what you do, especially when things go wrong, as they occasionally will. Nobody minds when things go wrong, provided that you react in the right way when they do. Most importantly, when things go wrong, tell the truth. Relationships are based on trust, and trust on truth-telling; it's very hard for people to trust you if you have lied to them.

We are fortunate to live and work in such beautiful buildings and we should respect their first class condition. All students are expected to play their part in keeping communal areas such as the common room, kitchens, studios and changing rooms clean and tidy.

Never remove other people's property without the owner's permission.

Deliberate damage is hurtful but mercifully rare. Much more common is damage through carelessness. Do remember that every time you leave litter or washing-up lying around, someone – also a member of the School community – has to clear up after you.

Only have valuables here that you really need: make sure they are indelibly marked. Give any large sums of money to your House manager to look after. If you leave any valuables or money around the place and they go missing, especially in your House, it creates an unpleasant and suspicious atmosphere.

Even when you are away from the School during term time or holidays, you are representing the School and should behave accordingly. Look the part. Act the part. That really means do not act in a way that will draw adverse comment from anyone.

Go to watch as many as you can of the things that go on here. Others will feel great that you've supported them; and you'll feel great when they support you.

More importantly, look out for others. Everyone needs help from time to time; and you are the key person, either to get help or to do something yourself.

Boarding

Jebsen House

Jebsen House provides residential accommodation for 2nd Year students (Year 13) attending the Upper School. It is a 5 minute walk from Floral Street. The building is divided into a number of flats, ranging from two to six occupants. Some flats are used by girls and the others by boys. Each flat has shared bedrooms, and its own showers/lavatories, laundry and kitchen facilities. One flat provides a small student common room and this contains a computer facility, a large washing machine and dryer, and a TV. Shops, medical, travel and other services are all to be found nearby.

Most of you will have boarded before, although some will be new to it. We aim to provide a safe and happy experience of boarding and of being part of a community, but with even more independence than at Wolf House. It's different from living in a family, not least because there are more of you and because you are part of the School. We do need rules: we need to be safe and we need to balance the needs of each of you individually against the needs of all of you together. It's won't always go smoothly or exactly as you would choose: problems and compromises are just a part of life. We all want the same outcomes, however, and will all work to make things work well.

Residence policy

The policy of the School is that all 2nd Year students must live at Jebsen House unless they have been given specific permission by the Academic and Pastoral Head to live with their own family within reasonable travelling time of the School. If a student is living away from Jebsen House, we need to be sure that there will always be an adult member of the family present at the house or flat and looking after the student every day.

If there is room once the 2nd Years have been accommodated at Jebsen House, it may be possible for rooms to be made available to some 3rd Years. 2nd Years will have first choice of rooms and flats.

Holiday closing

We are required by the laws on boarding to close the House for a certain period each year: it is also good for everyone to get away now and again. Jebsen House is therefore not automatically open all through the year.

At Half Terms and in holidays, you should either go home or stay with your guardian, or see if you can arrange to stay with the families of friends. If you are unable to get away (for instance because you are dancing with a company over the holiday) please speak to the House staff.

Closing during the day

Unless students are ill at the House, Jebsen House is closed every day from 12 until 4.30 or so, to allow the staff to have some time to themselves and to do any work on the House that needs doing. Students should therefore organize themselves every morning to have everything they need for the day.

Before you come

Parents will have a chance to visit Jebesen House during the Open Day at the end of the Spring Term. Students will be introduced to the House after assessment in the Summer Term. Do come if you can.

Starting at Jebesen House

The Academic and Pastoral Head oversees the arrangements for sharing. You will be given the chance to nominate up to 5 students with whom you would be happy to share, but it is important that we create arrangements that allow everyone to be integrated.

Members of the House staff are there to advise you. They make sure everyone is registered with the local doctor, and that overseas students are properly signed in with, for example, the police.

At Floral Street the Academic and Pastoral Head organises introductory meetings and the School Secretary checks that everyone is set up as necessary with bank accounts and anything else they need.

For those who have been in Wolf House, the big change at Jebesen is that you need to do more for yourself. There is a cleaner, but they won't do things for you that you should do for yourselves. You need to think about how you will organize things in each flat so that bins, possessions and washing-up don't become a problem. As ever, the staff are there to help and remind.

A busy year

2nd Year is busier even than 1st. You will be dancing or choreographing in 'Collaborations' in October and the Ursula Morton in March, dancing Lyn Seymour solos in December, possibly entering the Adeline Genee or YBDY or dancing with companies, as well as continuing to expand your repertoire. You learn in May whether you have been invited to join 3rd Year. It's huge fun, but make sure you stay on top on things, and talk to people if things pile up.

Beginning of term, Half Term and holidays

Term begins at 9 a.m. on the Monday at the start of term and after Half Term, and boarders should have returned before then. Half Terms begin at 5.30 on the Friday; students are usually free from the end of classes on the Friday.

If for any reason you are going to arrive late or leave early, please ask your parents to arrange written permission from the Director and to let the House staff know. Do encourage them not to leave this too late! If you are unavoidably delayed while travelling and are going to be back late to the House, you must 'phone the House staff. Normal curfews apply on the day of your return unless you have specific permission from the House staff to be late back.

The School Year 2011-2012

Autumn term

Monday 12 September	Start of term
Saturday 22 October – Sunday 30 October	Half Term
Friday 16 December	Parents' Open Day; end of term

Spring term

Monday 9 January	Start of term
Saturday 11 February – Sunday 19 February	Half Term
Friday 30 March	Parents' Open Day; end of term

Summer term

Monday 23 April	Start of term
Saturday 2 June – Sunday 10 June	Half Term
Saturday 14 July	ROH performance; graduation; end of term

2012-13

Term	Begin	Half term		End
		Begin	End	
Autumn 2012	Monday 10th Sept 2012	Monday 29th Oct 2012	Friday 2nd Nov 2012	Friday 14th Dec 2012
Spring 2013	Monday 7th Jan 2013	Monday 18th Feb 2013	Friday 22nd Feb 2013	Thursday 28th March 2013
Summer 2013	Monday 22nd April 2013	Monday 27th May 2013	Friday 31st May 2013	Friday 12th July 2013

The outline of the School day

The details below will give you an idea of what a week in the Autumn Term looked like:

Monday

0900 1030 2ND YR BTEC
1100 1230 2ND YR GIRLS CLASSICAL
1100 1230 2ND YR BOYS CLASSICAL
1.30 2.45 2ND YR PAS DE DEUX
3.00 4.15 2ND YR GIRLS CONTEMPORARY
3.00 4.15 2ND YR BOYS UPPER BODY
4.30 6.30 2ND YRS CHOREOGRAPHICS

Tuesday

0900 1030 2ND YR GIRLS CLASSICAL
0900 1030 2ND YR BOYS CLASSICAL
1100 1230 2ND YR ACADEMICS
1.30 2.45 2ND YR GIRLS CONTEMPORARY
1.30 2.45 2ND YR BOYS SOLOS
3.00 4.00 2ND YR GIRLS SOLOS
3.00 4.15 2ND YR BOYS CONTEMPORARY
4.00 5.30 2ND YR GIRLS REPERTOIRE
4.30 5.30 2ND YR BOYS REPERTOIRE

Wednesday

0900 1030 2ND YR BTEC
1115 1245 2ND YR GIRLS CLASSICAL
1115 1245 2ND YR BOYS CLASSICAL
1.30 2.45 2ND YR PAS DE DEUX
3.00 4.15 2ND YR GIRLS CHARACTER
3.00 4.15 2ND YR BOYS UPPER BODY

Thursday

0900 1030 2ND YR GIRLS CLASSICAL
0900 1030 2ND YR BOYS CLASSICAL
1045 MEETING – ALL 2ND YEARS
1100 1230 2ND YR ACADEMICS
1.30 2.45 2ND YR BOYS SOLOS
1.30 2.45 2ND YR GIRLS SOLOS
3.00 4.15 2ND YR PAS DE DEUX
5.00 6.30 2ND YR GIRLS REPERTOIRE
4.30 5.30 2ND YR BOYS REPERTOIRE

Friday

0900 1030 BTec or 2ND YR GIRLS CLASSICAL
0900 1030 BTec or 2ND YR BOYS CLASSICAL
1100 1230 A levels/ESOL or 2ND YR BOYS CLASSICAL
1100 1230 A levels/ESOL or 2ND YR GIRLS CLASSICAL
1.30 2.45 2ND YR BOYS CHARACTER
3.00 4.15 2ND YR GIRLS COACHING/POINTE
3.00 4.15 2ND YR BOYS CONTEMPORARY

4.30 5.30 2ND YR GIRLS REPERTOIRE

Saturday

0915 1030 2ND YR GIRLS CLASSICAL

1045 1200 2ND YR BOYS CLASSICAL

Communication

General

Make sure you communicate. Tell others what they need to know about you. Check that you know what is going on.

Talking

If there is any issue that needs discussion, any problem that needs to be resolved or any e-mail communication that appears to be turning into a ping pong game, talk to someone. There is no problem that cannot be resolved by talking about it and none which can be resolved by thinking that nobody can help or by hoping it will go away.

There are obvious individuals to whom you may talk: Jebesen House staff, teachers, Academic and Pastoral Head, the Director, Assistant Director, any member of staff whom you find approachable and, of course, your friends.

There are other individuals, such as the Physiotherapist, Counsellor, Sports Psychologist or Nutritionist, who will be able to help with specific questions. The Independent Listener may be 'phoned at any time.

E-mail

Please read the School's Acceptable Use of ICT Policy. All e-mails should be expressed politely. When writing to adults write formally. E-mails should not contain anything bullying, abusive, humiliating, hostile or intimidating. To protect yourself, never send an e-mail in anger: one way or another, you will regret it!

The e-mail address for a member of the School staff is:
forename.first letter of surname@royalballetschool.co.uk

So, for example, the address for Cheryl Cole would be:
cherylc@royalballetschool.co.uk

The e-mail address for a student is: initial.surname@royalballetschool.co.uk

So, for example, the address for Justin Bieber would be:
jbieber@royalballetschool.co.uk

Addresses

The School

Address The Royal Ballet School , 46 Floral Street, Covent Garden, London WC2E 9DA
Telephone 020 7836 8899
Fax 020 7845 7082
Email: enquiries@royalballetschool.co.uk
Website. www.royalballetschool.co.uk

Jebsen House

Address 8 Mercer Street, Covent Garden, London WC2H 9QB
Telephone 020 7836 4401
Mobiles Alison: 07901 916157
Pauline: 07824 778378
Fax 020 7836 4410
Email: jebsenhouse@royalballetschool.co.uk

Useful contacts for parents and students

Problem	Name	Telephone	Email address
Absence	School Sec.	(0207) 845 7081	carriebm@royalballetschool.co.uk
Academic concerns	Charles Runacres	(0207) 845 7087	charlesr@royalballetschool.co.uk
Ballet/Dance concerns	Via Rachel Hollings	(0207) 845 7042	rachelh@royalballetschool.co.uk
Pastoral concerns	Charles Runacres	(0207) 845 7087	charlesr@royalballetschool.co.uk
Jebsen House	Alison Norsworthy Pauline Kennedy	(0207) 836 4401	alisonn@royalballetschool.co.uk paulinek@royalballetschool.co.uk jebsenhouse@royalballetschool.co.uk
Examinations	Stephanie Ritchie	(0208) 392 8481	stephanier@royalballetschool.co.uk
Finance	Pippa Adamson (maternity leave from March 2011)	845 7050	pippaa@royalballetschool.co.uk
	Anne Fleming (maternity cover)	845 7050	annef@royalballetschool.co.uk
PTA	Peg Hale		ptachair@royalballetschool.co.uk
Governors (Chair)	Lady Douro		c/o alanw@royalballetschool.co.uk
Child protection	Charles Runacres	(0207) 845 7087	charlesr@royalballetschool.co.uk
Counsellor	Rob Bor	(0207) 392 8440	
Independent listener	David Ireland	01372 378335	

Director

Miss G Stock A.M.
The Royal Ballet School, 46 Floral Street,
Covent Garden, London WC2E 9DA
e-mail: gailenes@royalballetschool.co.uk
Tel: 0207 836 8899
Fax: 0207 845 7080

Chair of Governors

The Marchioness of Douro CBE
The Royal Ballet School, 46 Floral Street,
Covent Garden, London WC2E 9DA
e-mail: c/o the Clerk to the Governors: alanw@royalballetschool.co.uk
Tel: c/o Alan Winter (Clerk to the Governors) 0207 836 8899
Fax: 0207 845 7080

Inspectorates

From January 2012, the Independent Schools' Inspectorate (ISI) will oversee independent school boarding in the UK and may be contacted by anyone with any concerns.

ISI,
CAP House, 9 - 12 Long Lane,
London EC1A 9HA
Telephone: 0207 600 0100
Fax: 0207 776 8849

Until January 2012 Ofsted (the Office for Standards in Education) oversees boarding in the UK and may be contacted by anyone with any concerns.

Ofsted,
Royal Exchange Buildings, St Ann's Square,
Manchester M2 7LA
Website: www.ofsted.gov.uk
Helpline: 0300123 4234

Ofsted hosts the office of the Children's Rights Director for England, which may be contacted with any query or concern at any time, even after January 2012.

Roger Morgan,
Office of the Children's Rights Director,
Ofsted, Aviation House, 125 Kingsway
London WC2B 6SE
Website: www.rights4me.org
Free Phone: 0800 528 0731

General Advice

If you are unsure about a situation or events, several organisations will speak in confidence to advise what would be the best thing to do:

NSPCC: 0808 800 5000

Childline: 0800 1111

Kidscape: 08451 295

Contacts for Westminster Social Services

If anyone is concerned that a child is being abused they can phone Social Services Duty & Assessment Team on 020 7641 7560 (outside of office hours phone the Emergency Duty team on 020 7461 6000). The local Police has a specialist team who deal with Child Protection: 020 8246 0830. In an emergency dial 999 and report the matter to the Police.

Who's who at The Royal Ballet School?

Governors

The Marchioness of Douro OBE (Chair)

Ricki Gail Conway (Vice Chair)

Suneel Bakhshi

Jonathan Chenevix-Trench

Nicolas Chisholm

Richard Cunis

Clarissa Farr

David Fletcher

Tony Hall

Candida Hurst-Brown

Janet Lambert

Sir David Lees

Professor Margaret Maden

Dame Monica Mason

Madeleine Plaut

Dame Antoinette Sibley

Edmund Wallis

Governor Emeritus: The Lady Sainsbury CBE

Advisory Council

Darcey Bussell OBE

David Bintley CBE

Sir Anthony Dowell

Dame Antoinette Sibley

Sir Peter Wright

The Staff at Upper School

Gailene Stock

Jay Jolley

Alan Winter

Director

Assistant Director

Chief Operating Officer

Dr Charles Runacres	Academic and Pastoral Head
Mark Annear	Principal – Outreach Programme
Sarah Eliot-Cohen	Head of Development & Publicity
Pippa Adamson	Head of Finance (maternity leave until Jan 2012)
Anne Fleming	Head of Finance until Jan 2012

Ballet Staff

Katia Zvelebilova	Ballet Teacher: 1st Year girls
Meelis Pakri	Ballet Teacher: 1st Year boys
David Peden	Ballet Teacher: 2 nd Year boys
Anita Young	Ballet Teacher: 2 nd Year girls
Nicki Trannah	Ballet Teacher: 3 rd Year girls
Gary Norman	Senior Ballet Teacher: 3 rd Year boys
Chris Tudor	Contemporary
Amanda Maxwell	Character

Academic

Dominique Foxton	Head of Mathematics
Gail Graves	Head of Vocational Studies (BTec and Trinity)
Suzanne Gunton	Head of English
Sally Phoenix	Head of Expressive Arts, English
Catherine Pickston	Art
Clare Quamina	Head of Art
Stephanie Ritchie	Head of Modern Languages
Emmanuelle Whale	Upper School French
Suzanne Mellor	ESOL & Librarian

Choreographic Course

Kate Flatt	Choreographic Teacher
Jennifer Jackson	Choreographic Teacher

Administration

Marius Arnold-Clarke	ICT/Theatre Technical
Carrie Brooke-Mellor	School Secretary - Upper School
Jim Fletcher	Development Manager
Rukiya Gadid	Front of House: Receptionist
Rebecca Hallam	Front of House: Receptionist
Natalie Hodgson	Communication and Marketing Secretary
Rachel Hollings	Artistic Administrator
Fiona McNaught	Publications Manager
Jo Morgan	Front of House: Receptionist
Sue Oak	Administration Manager
Carla Smith	Finance office
Michael Zammit	Maintenance
Helen Zeederberg	Finance office

Estate staff

Ian Cordery
Mike Zammit

Estates Manager
House Services

Wardrobe Mistress

Suzie Holland

Wardrobe Mistress

House Staff

Sharon Werdmuller
Fiona Pattinson
Alison Norsworthy
Pauline Kennedy

House Manager Wolf House
Deputy House Manager Wolf House
House Manager Jebsen House
Deputy House Manager Jebsen House

Pianists

Alistair Bannerman
Domenica Cardullo
Derek Downes
Elvira Gavrilova
Tracey Renwick
Liz Sluman

Pianist
Pianist
Pianist
Pianist
Pianist
Pianist

Medical Support Staff

Professor Rob Bor
Jasmine Challis
Dr Nicholas Goddard
Dr Alison Joy
Luke Abnett

School Counsellor
Nutritionist
Orthopedic Consultant
Medical Officer
Physiotherapist

Outreach Programme

Shona Devine
Sylvia Hubbard
Laurajane Lavender
Sebastien Calabretto
Liz Thorrington
Herve Voisin

Summer School Coordinator
Associate Coordinator
Events Coordinator
Administrative assistant
Auditions Coordinator
Administrator – Outreach

Partnership & Access Programme

Ginny Brown
Pippa Cobbing
Anna Fineman
Alex Leonard
Bim Malcolmson
Carol Pakri
Dr Sabine Naghdi

Partnership and Access Programme
Manager
Primary Steps Coordinator
Museum/Archive Assistant
Partnership & Access Coordinator
Artist in Education
Assistant to Partnership & Access
Special Collections Assistant

Parent-Teacher Association

Chair
Secretary

Peg Hale
Janie Bennett

Treasurer

Suzanne Watt-Bertoni

Dance curriculum and assessment

Dance Curriculum

The Royal Ballet School has its own system of training which is fully documented and which is applied by the students throughout their time at the School.

A brief summary of the curriculum is as follows.

2nd Year	Classical dance Solos Repertoire Pas de deux Character dance Contemporary dance Choreography Body Conditioning/weight training
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Outside classes and performances

Students are not allowed to take classes outside The Royal Ballet School during term time. Outside classes can be taken during the holidays but only with the permission of the Director.

Students are not permitted to take part in performances other than those organised by The Royal Ballet School, or external Summer Schools unless permission has been granted by the Director.

Initial physical assessment

All new students will have a physical assessment at the start of the first term. This will enable medical staff and teachers to identify physical weaknesses and design their training accordingly. Students' height and weight are measured each term.

Dance assessments

Reports are sent home at the end of the Autumn and Summer Terms. Students meet teachers for discussion each term. Parents have a chance to speak to the ballet teachers on the Open Day at the end of the Spring Term. The report following the final appraisal will contain a full breakdown of marks allocated to each category of the dancers' training.

It is important to remember that students do not progress automatically from one year group to the next. **The Graduate class in the 3rd Year is by invitation only** and progression from the 1st to 2nd year is conditional on the student's performance in the end of year formal appraisal. However, having said this, we would still expect the vast majority of our students to progress though to the Graduate class without any problems or referrals. The Director and teaching staff will make the final decision as to whether or not a particular student progresses to the next stage of their training.

In the Summer Term the appraisal is before a panel of examiners and assessors. Students are appraised in classical technique, pas de deux, solos, contemporary and character. The mark for appraisal will be composed of 40% of the mark of the assessing panel and 60% of the mark given by the appropriate teacher. The year mark will be based upon progress and the work attitude shown throughout the year. Marks (out of 100) are awarded under each category with grade boundaries as follows:

85-100	Honours
80-84	Highly Commended
75-79	Commended
65-74	Credit
50-64	Pass
0-49	Not up to standard

Students who are unable to take part in the appraisal due to injury or illness will have an opportunity to be assessed at a later stage. An inability to be appraised will need to be supported by a doctor or physiotherapist's report. Under exceptional circumstances students will be allowed to progress on the strength of the work done earlier in the year.

The letters giving the results of final appraisal and offers of a place for the next year are sent out during or just after Half Term in the Summer Term.

Feedback and self assessment forms are completed by students as part of the Ballet unit in the BTEC in Performing Arts.

Academic curriculum and assessment

The Upper School curriculum is based on students taking:

- the BTEC Diploma in Dance (equivalent to two A levels)
- the Trinity Diploma or Certificate in Professional Dance
- one A level or a qualification in English Language (ESOL) or a qualification from another country

Please see the Academic Handbook for further details.

The timetable of study is:

1 st Years	First 6 units of BTec Diploma	AS studies or ESOL	Trinity
2 nd Years	Second 6 units of BTec Diploma	A2 studies or ESOL	Trinity

Academic lessons are taught for 90 minutes every morning from Monday to Friday. Each subject is taught for five 90-minute lessons a fortnight: BTec on Monday and Wednesday, and A level on Tuesday and Thursday; they alternate on Friday.

There is a choice of four A-level subjects: Art, English, Mathematics and French. A final decision about academic choices is made following discussions with the Academic and Pastoral Head. The Extended Project Qualification is worth half an A level, and is a suitable research-based qualification for some.

Students for whom English is not their first language

If English is not your first language you will be tested on arrival. You will follow the BTec courses, with support from the ESOL teacher: some of you will take the A levels. The Head of ESOL organizes English language lessons for anyone not taking A levels. These lessons prepare you for exams offered by the University of Cambridge Local Examinations Syndicate. Any new 3rd Years should talk to the Head of ESOL.

Overseas students

A number of you will follow courses (often on-line) leading to qualifications in your home country: for instance USA High School Diplomas. You enrol for these yourselves and study these during the AS/A2 lesson times, in the evenings and on week-ends. The Academic and Pastoral Head offers general supervision.

Students who need Learning Support

If you have had extra support at your last school or extra time in exams, please make sure that your parents or guardian have filled in the appropriate part of the Information and Consent Form sent before the start of the year. Many students who have had extra help through GCSE are keen to go it alone at Upper School; if as time goes on you feel that you would like more help, please talk to your teachers and to the Academic and Pastoral Head (who acts as SENCO).

Homework

There is no formal 'prep' time in the evening in the Houses. If you want good grades (universities will want these and it would be a great shame not to get the best you can) you will need to find the time to do the writing, reading, research, learning or drawing that you have been asked to do.

Academic assessment

Each subject will have external assessment (exams, tests, projects, presentations) in some form. Your subject teachers will let you know at the start of the year what is required.

Reports and progress

Formal academic reports will be issued at the end of the first and third term. Your parents have the chance to discuss your academic progress with your teachers at the end of the second term. Your academic and dance teachers and the pastoral staff meet every half term to discuss your progress.

Working at your best

All your work should be done and presented as well as can be. Take pride in what you do; make the effort, then enjoy the rewards.

Leave enough time to get your work done well. Don't just rush through your work before the deadline.

Use the time you have allocated for work to work: get all the necessary chatting, coffee-making, eating or whatever over and done with beforehand. Work somewhere quiet and not too messy.

It should go without saying that you should never cheat or plagiarise (see the policy below). Plagiarism involves knowingly using another person's work and claiming it, directly or indirectly, as your own. It is, of course, all too easy to download material from the web and other electronic sources, but it is a form of cheating. If cheating occurs during the production of School work, whether the cheating is electronic or more traditional, it is treated as a major disciplinary matter. If it occurs during the production of work to be assessed for BTec or A level, it can result in you being disqualified from all exams. Just as it is easy to download material, so it is amazingly easy to check whether material has been downloaded.

Everyone finds work hard at some point. Talk to people if you're struggling. Teachers will always help, however grumpy they seem; they'll never think badly of you for asking for help, provided you do it in advance.

You have to do the academic work set. It's much more satisfying, though, if you get stuck in for yourself, and read or research to find out more, or to look at other ideas or topics. Use the Library and the internet; talk to teachers.

Exams

There are those who love exams and are really good at them; most people do not and are not. Exams, however, happen, so make the most of yourself in them.

Revise

Leave enough time, and make sure that you have planned how to use the time.

Make sure you work when you say you are working.

Split revision into small sections; little and often is better than taking on too much.

Be active: make notes, test a friend, use colours, pictures and diagrams; repeat things to yourself (most people won't think you're mad); test yourself.

Be prepared

Check with teachers what's in the exam and about revising.

Get a see-through pencil case. Buy a calculator. Know your timetable. Have a spare pen and some pencils. Take the label off your water bottle. Go to the loo before the exam. Simple stuff, but it makes for a much better result.

Skills

Exams are a game. Make sure you know how to play it. Give the right kind of answer: is it a one-worder for one mark or a paragraph or an essay? By the time you get to GCSE you will have had lots of practice; but really focus on the skills. If you know how the paper works and what the examiners are looking for, you'll do well.

Don't panic

Exams are about stress. Talk to people beforehand if you don't enjoy exams or if you don't feel on top of things. Get help. There are lots of ways in which people can help; but they need to know you need it.

What you need to know about...

Emergency

Please make sure that you are aware of the position of fire exits and evacuation procedures. Regular fire drills will be held once you join the School.

In the event of an accident that requires the use of first aid let the House staff know immediately, or one of the staff if you are the School.

Safety at Jebson House

The School has done everything possible to provide safe and healthy places for you to work. Be sensible, respect any rules, report any problems.

Everyone is issued with a key for the front door and for their flat. Please do not allow strangers into the House. Shut the door firmly behind you. Any suspicious people loitering about the House must be reported to the House staff.

You must always inform staff of your whereabouts, carry a fully charged mobile phone with you and inform staff of changes to your plans if necessary.

All electrical good brought into the House will be PAT tested. Any that fail must not be used.

Be aware of and adhere to fire procedures at all times. Fire alarms must not be tampered with; any problems should be reported immediately to House staff. In the event of a fire alarm sounding everyone must make their way quickly and quietly to the assembly point.

Use cookers, toasters and microwaves sensibly and always turn them off after use.

You must never climb out of windows or onto the roof or balconies. If you fail to comply with this regulation you will be sent home and miss valuable dance and academic training.

Food must be stored hygienically in the receptacles provided (if you need more please ask the staff)

Safety in Covent Garden

The Police tell us that in general Covent Garden is very safe, so don't be too nervous. Equally, London is a big and busy city. If anything happens that you don't like (someone following you, for instance) get help: go back to the School; go into the Opera House and ask for Security (they do ours too); or go into a shop and ask for the manager or Security. Going about in pairs and groups solves many problems.

General safety advice from the Police

Please be aware that the chances of you becoming a victim of crime whilst in London are very low and when compared with the number of people it becomes very rare. However a few simple steps will prevent any likelihood of you becoming a victim.

Personal Safety

- Don't accept drinks from strangers and look after your drink
- Let House, staff, friends and family know your plans and if you change them
- Think of using a buddy system where you look out for each other
- Don't become confrontational with drunk groups

Property Security

- Keep all possessions of value within your control
- Use expensive phones discreetly
- Don't put Blackberrys or laptops down out of your sight
- Keep handbags attached to you, preferably with the strap across your chest
- Be aware of distraction thefts at ATMs
- Use only those ATMs that are in well lit and busy areas or in bank foyers.
- Look out for attachments to ATMs that retain your card.

Travel Safe

- Plan your route home with the same care as your route out.
- Sit near driver or guard when travelling on public transport
- Use only licensed & pre booked Taxis
- Text CAB to 60835 for details of nearest cab companies
- Use only well lit and well used routes
- Use well lit & Security rated car parks

Looking the part

There are lots of visitors to The Royal Ballet School, some of whom may be crucial later in your career. Looking smart is vital.

You may travel to and from Jebesen House in your own clothes: be sensible about what you wear.

Once you are the School you must wear School uniform. This means your leotard, or a School T shirt, or the School tracksuit. PTA T shirts are acceptable; Royal Ballet ones are not.

You should wear School uniform to academic lessons, when you go over to the Opera House, and around the School. It is up to you to make sure that your uniform is kept clean and in good repair. You must wear something on your feet when you are not in class. Make sure your hair is clean and neat.

Please remember the following rules:

- No jewellery to be worn in class with the exception of ear studs, for females only
- Only bags containing money and valuables to be taken into the studio; these to be placed into wall mounted lockers.
- Track suits and shoes to be worn between lessons
- No plastic trousers or loose non regulation t-shirts at any time
- Please remove legwarmers, T shirts and track suits once class commences, unless you are injured or the class teacher has given you permission to keep them on.

Uniform List

Tutus, practice skirts, RBS track suits and boys' unitards are available through The Royal Ballet School wardrobe department.

Other items of uniform are available from:

Freed of London
94 St Martin's Lane
London WC2N 4AT
020 7240 0432

Classical	<ul style="list-style-type: none"> • 3 or 4 Unitards, Royal Ballet School colour and style (wardrobe) • Jock straps (white/beige) • White ballet shoes • 4 pairs of white socks • Black leg warmers (optional) • Royal Ballet School track suit (wardrobe) 	<ul style="list-style-type: none"> • 3 or 4 leotards in Royal Ballet School colour and style • 3 Pairs of pink nylon ballet tights • Pink leg warmers (optional) • Pink pointe shoes • 1 Tutu (wardrobe) • Practice skirt (wardrobe) • Royal Ballet School track suit (wardrobe)
Character	As above with black character shoes	Black character skirt (Wardrobe) 1 pair of black character shoes (Frees)
Contemporary	1 Unitard in appropriate Royal Ballet School style and colour (wardrobe)	1 Unitard in appropriate RBS style and colour
Choreography	Royal Ballet School track suit (wardrobe)	Royal Ballet School track suit (wardrobe)
Repertoire	1 Unitard in appropriate Royal Ballet School style and colour (wardrobe)	1 Chiffon skirt in year group colour (Wardrobe)
Academic	Royal Ballet School track suit (wardrobe)	Royal Ballet School track suit (wardrobe)

Labelling

Clothes are inevitably piled up in studios, common rooms and the laundry: it is vital that clothes are clearly labelled with your name, at least with sewn-in name tags. It is possible and permissible to have the student's initials professionally embroidered on tracksuit tops and bottoms.

Timings

House

Everyone is expected to be in Jebesen House from 10.00 pm until 7 am (Saturday night 11.00). The School does not open until 8 a.m. and you will need about 10 minutes to get there.

If you are going to be late in the evening because you are watching or in a performance, you must let the House staff know well in advance.

The School

You are expected to be punctual for all timetabled academic and dance classes. The School is open between 08.00 am and 6.30 pm on Monday to Friday (5 pm on Saturdays).

Where are you?

We need to know where you are. Please sign the register each time you go in and out of Jebesen House and the School. Registers are taken in each class. If you are missing we need to spend time finding you.

The School Secretary (Carrie) and the House staff need to know of any problems or illness or other reasons for lateness or absence. Please let House staff know immediately, and they can tell the School. If you are unwell for more than 3 days you will need a note from a doctor.

You are responsible for keeping the School Secretary and the House staff up to date with changes in your home address and telephone numbers.

Being away overnight

It is very important to build the feeling of community in the House, and for everyone to feel settled there. These can't happen if people are regularly staying away. It is fine to go home occasionally: but you should basically live at Jebesen House.

If you are hoping to be away, your parents must 'phone or e-mail a request to the House staff, and you must talk to the House staff.

You are only allowed to stay away overnight with your family or at the home of family friends or the home of families of other students at the school. There must be an adult present all the time. Your parents will need to confirm this for us when they get in touch. You will not be given permission to stay overnight just with other students.

Being ill

If you feel ill in the morning, tell the House staff. If you are very unwell, they will send you back to bed or to the doctor; otherwise they will send you to watch class at School.

If you feel ill during the daytime, you should talk to your class teacher, who will decide what to do. If you are too ill to watch class, you must go to the School Secretary so that she knows what is happening. She may put you in the Medical Room or arrange for you to return to Wolf House, usually accompanied by another student. In emergency you will be taken to hospital. The House staff will decide if you should be isolated from other students, sent home for a period of time or remain in Jebson House. All House staff are qualified in first aid. All accidents must be reported and recorded in the appropriate accident book.

Do not under any circumstances simply go back to Jebson House.

If you arrive at the House with any pills or medicines, you must tell the House staff, who will decide how best to store them.

Doctors

You must all register with a doctor in the local area by the end of your first week. You have the right to choose your GP but it helps if they are close at hand. You remain registered with your own local GP near your own home as a 'temporary resident'. The House staff will be happy to advise you about local medical and dental services.

The School has a doctor who is available to attend at Floral Street on a regular basis; Carrie Brooke-Mellor should be informed if an appointment is needed. A similar arrangement exists with the School Counsellor who attends the School if required to discuss in complete confidence any problems that Upper School students may be experiencing.

You can meet the School Orthopaedic Consultant or other outside specialists. Please keep the physiotherapist and the School Secretary informed of appointments, treatment and feedback. Appointments should not normally be made with the physiotherapist to coincide with academic lessons. Outside appointments should be made so as not to avoid classes or other school commitments.

Being injured

You must report all injuries as soon as possible to your teacher and to the physiotherapist. If you are injured you should still attend class as an observer. In some cases a rehabilitation programme will have been designed for you to work on during class time. If this is the case you must ensure that the class teacher has been informed. Notes from the physiotherapist or body conditioning staff should be given to teachers at the beginning of class if you are to be excused from certain aspects of the class.

As a common courtesy you are expected to inform the physiotherapist if you will be unable to make a particular appointment. If appointments are missed on a regular basis you might find that you will no longer be treated by the Physiotherapist.

Visitor policy

Your parents, guardians and other family members are welcome to visit Jebson House. They should contact the House staff before or on arrival. At all times visitors are requested to observe the rules and routines of Jebson House and to recognize and respect the feelings and privacy of other residents. This is particularly important when a student occupies a shared room. If you want to have friends from other schools or from home visit, please talk to the House staff before inviting them.

At the end of the Autumn and Spring Terms, parents are invited to Open Days at the School to watch classes and meet teachers. Visitors are welcome at the School at other times provided that they have been given permission to do so by the Director or Assistant Director. Visitors will be collected in Reception by the School Secretary and taken to the appropriate class where they will be introduced to the teacher and the rest of the class. At the end of the class the visitor returns to Reception.

Parking and cars

As you might imagine, there is very little parking in the vicinity of Covent Garden. NCP car parks do have a car park in St Martin's Lane. Much the best thing is to stop briefly in Mercer Street to drop off belongings, and to park further out of the centre, returning to Covent Garden by tube.

Students are not permitted to have cars at The Royal Ballet School. If they do borrow one at any point in term time and wish to transport other students, the parents of the driver and of the passengers must e-mail the Academic and Pastoral Head to seek his permission.

Rooms

Be aware that space, especially in the kitchens, can be even more limited than at Wolf House.

You need to bring your own bedding and towels, as well as books, clothes or ornaments. In the six-person flats there is one larger double, one standard double and one smaller room. The two-metre-high stuffed giraffe will now be occupying the space you need to live.

You will be given a flat key: please take this with you whenever you are out of your room. All valuables should be locked in your lockable unit, or handed to the House staff for safe-keeping.

Staff need to come into your rooms from time to time, for instance to check windows and general health and safety, to collect laundry baskets or to clean. Please answer audibly if you are in the room when a member of staff knocks.

Food

Your body is your instrument and you will need to maintain it superbly. You will be doing your own planning, shopping, cooking, storing food, clearing up and washing up. Make sure that you get things right. There is a School policy on nutrition (on the website), which explains what we will do if we are concerned about your eating or weight.

You can eat well and cheaply in the Opera House canteen throughout the day or expensively in Covent Garden. There is a Tesco within easy reach of Jebson House.

You should get into the habit of cooking really well for yourself, and of pacing your food and drink through the day. When cooking, please make sure you being safe. Please also clear up and wash up: other people in your flat share the kitchen with you, and don't want to find your mess everywhere. The cleaners do not tidy or wash up for you.

We provide all pots, pans, knives, forks, plates, cups, and everything you need to cook, including a starter pack of a few basics. Some students bring their own specialist equipment, like rice cookers.

It's not mine...

You are responsible for keeping your bedroom, and the bathroom, kitchen and hall of your flat, clean and tidy. Floors should remain free of clothes and debris to allow the cleaners to vacuum the floor. Dishes must be washed up after use and cookers and surfaces cleaned; please don't allow kitchens to become disaster areas. The cleaners work very hard, but they do not do work that you should have done; and they do not do tidying up, laundry or dishes. We provide some cleaning basics at the start of the year.

Laundry

The use of the washing machines and dryers is free, in the flats and the Common Room. You will need to provide washing powder/liquid, and to plan ahead to have clean and dry kit.

Common room

Flat 1 in the basement has a private 'phone, a large washing machine and dryer, a computer terminal, a Wii and a TV, and may be used by anyone. Please make sure you leave it reasonably clean and tidy.

Noise

Please remember that some of you will go to bed much earlier than others. It has been known for people to fall asleep at 7 p.m. Keep the noise within reason.

House meetings

Please attend the House meetings when they are held.

Financial crisis

The School Secretary organises for everyone to open a bank account.

You pay a rent to the School for the accommodation in three termly installments. The rent covers all energy costs (heat, light and power). You must pay for your own food. If you have any problems please talk to the House staff or to someone in Finance.

TV Licenses

We provide licences for the building.

Insurance

Insurance of all personal property is the responsibility of each of you individually. Please check that you have insured everything you bring: clothes, ornaments, and especially any personal computing or other electronic equipment (mp3 players, 'phones, etc). The School cannot accept any liability for loss or damage in communal areas. Valuables, including passports, flight tickets etc. may be left with the staff for safe keeping by arrangement.

Internet

There is a computer for student use in the Common Room and the wi-fi signal can be accessed in all rooms. A number of you bring your own laptops and make use of the wi-fi. There is a computer room at the School.

All students are issued with an account name and password to enable them to use the School internet facilities and e-mail. Do not let other people know your passwords.

All use of the School network can be monitored. Filters prevent you from accessing certain types of material.

Mobile 'phones

Please: hang on to them; keep them charged and paid up; put them away when you're at School.

Photography and videos

Neither students nor visitors are allowed to film videos or take photographs on School property or at School events. Videos of performances and assessments are for use within the School and are not to be copied for any other purpose.

You are strictly forbidden from downloading any images of yourself or other students onto such web sites as Facebook or YouTube. You should also remember that comments and pictures downloaded onto these sites can be seen by everyone. Be very aware that your future employers may look at your profile on the web when you apply to them. Do you really want The Royal Ballet to see that picture?

The School is likely to be informed of anything which harms the good name of the School and will take appropriate action against the student involved.

Occasionally requests are made for students to be photographed, interviewed or videoed by outside organisations such as television companies, newspapers or magazines. This will only take place should parents have signed the appropriate media consent form.

Please note that if parents or students be contacted directly by media or photographers, the enquiry must immediately be referred to the Head of Development and Publicity (jimf@royalballetschool.co.uk).

Cyber-bullying

Bullying by electronic means (e-mail, text, Facebook, etc) is plain bullying and is wholly unacceptable. It will be treated like any other kind of bullying. Please see the Anti-bullying policy for more detail.

Overseas Students

We are fortunate that each year a number of students join us from around the world. A number of specific things apply to overseas students:

English Language classes

Once at School, Ms Mellor, our specialist teacher in English for Speakers of Other Languages (ESOL), will provide further support and information. She will assess the level of spoken English of all students and devise individual programmes of learning. It is always amazing how quickly you become fluent in English.

Police

Overseas students from certain non EU countries have to register with the police once in London. This can be arranged by the House staff.

Guardians

If your parents live overseas, you must have a guardian who lives in the UK. The guardian must be able and willing to have you to stay if necessary.

You should stay with your guardian at Half Terms and in the holidays if you are not going home. The School cannot be responsible for finding alternative accommodation.

International Student Visas – for any student from a non EEA country.

As soon as you have been offered and accepted a place at the School, you **must** apply for entry clearance as a **student**. If you arrive in the UK as a visitor, you will not be allowed to switch status and will have to return home to apply in your own country.

The School Secretary deals with all matters to do with visas. Please contact her if you are at all unsure.

Please note that you must hold a current passport and are responsible for ensuring your passport is renewed when applicable.

Rules and behaviour

We need rules to protect you, to help everyone live and work together, and to protect the School. School rules apply while you are a student at the School, whatever your age. You may be old enough to smoke, drink, drive or whatever, but we are allowed to have rules that prevent you from doing these. Please make life easy for everyone by following the rules, and by doing what you're asked to do. Equally, do please get into sensible discussions with staff, especially the Academic and Pastoral Head: it may be that a rule isn't quite right, or that it needs explaining.

Everyone must feel comfortable with the way others behave in the House. There is, for instance, a line to be drawn between a hug and an embrace. Please be thoughtful.

Pastoral responsibility

Although the school provides duty staff at Jebesen House to cope with any emergencies that might occur we must remind you and your parents that there are times when you are unsupervised e.g. traveling to and from school, visiting the ballet in the evenings, or enjoying free time in London during the weekend. You must keep contact details of Jebesen House and the School with them at all times, always travel with at least one other student and inform the staff immediately (at any time of day or night) if you are experiencing problems.

Alcohol, Tobacco and Drugs

Your health and fitness are vital, and we strongly discourage alcohol, tobacco and drugs. Many of you are prevented by the law from buying or drinking alcohol or smoking; and illegal drugs are just that. You must never bring yourself or the School into disrepute through behaviour connected with any of the three.

Smoking and alcohol are not allowed on School premises or at Jebesen House or when you are representing or linked with the School. Should you be found to be in possession of alcohol you are likely to be suspended from the School.

The School will take a very serious view on anyone found in possession or under the influence of illegal drugs or other substances. It is most likely that offenders will be excluded from the School and the authorities informed. As an indication of the School's zero tolerance of the use of illegal substances the School has adopted a programme of random drug testing.

Please make sure that you have read the School's policies on these matters; they can be found on the website.

When things go wrong

If you meet the basic expectations, there is no reason why the things here should be of any interest to you. But, just in case, you should know what they are:

- Serious offences will result in temporary or permanent exclusion
- If you commit a less major offence you will be required to remain at Jebson House between 7.30 p.m. and 7 a.m. either Monday to Friday inclusive, or for 7 days. You will not be allowed out after 7.30 p.m.
- You may be required to miss dance classes to catch up academic work

For further details see the Behaviour policy on the website.

Do always talk to someone if you are in trouble or you think you are.

Policies

The following School policies are on the School's website. Go to the 'School' section, and look under 'Documentation'. Hard copies of policies are available on request: please contact Sue Oak, Administration Manager.

Admissions
Aims and Ethos
Alcohol, Controlled Drugs and Smoking
Anti-bullying
Assessment
Behaviour
Child Protection
Complaints Procedure
Curriculum
English for students for whom it is not a native language (EAL)
Expectations of Students
Guardianship
Health and Safety
Nutrition
Physical Contact in Dance
Safeguarding
Special Educational Needs and Disability
Supervision
Use of ICT
Welfare, Health & Safety on School Trips

It is enormously helpful if you keep yourself up to date with the details of these policies. Some may seem utterly irrelevant to you, but they all underline those things which we as a School think important. They address important areas and answer crucial questions.

Finally

This book has a huge amount of detail in it and there is, perhaps inevitably, a large number of 'Thou shalt's' and even more 'Thou shalt not's'. So let us end on a positive and simple note. The following was written by a colleague at a previous school:

It really comes down to four values.

Trust

Trust is the bedrock of any open society – and the School is an open society, however it may seem to you. Yes, it has its rules, like any organisation, but it depends at heart on people being trusted to do what they are meant to do, to keep their word and to be frank and open with those around them: it involves giving and taking responsibilities and it involves being honest, especially when being honest is difficult. It might not seem so, but actually nobody minds when things go wrong: what is much more important is how you react when you have done something wrong, as you will. If you have done it, admit it, if you need to apologise, then do. There is nothing that breaks trust down more than the suspicion that you are not going to be honest and open when it really matters.

Fairness

It would be an odd student who did not get upset at the thought that he or she was not being treated fairly. It is important, however, to be clear precisely what fairness is. Being treated with fairness means being treated appropriately and equitably: it does not always mean being treated in exactly the same way as others. There might be a number of considerations and circumstances which might affect the way in which different people are treated for the same thing. The crucial point is that you should expect at all times to be treated in an equitable and appropriate fashion. This, of course, cuts both ways. You should treat others fairly, regardless of whether you like them or not.

Respect

Putting it simply, treating others with respect means recognising them as individuals with feelings, needs and sensibilities and doing nothing willingly to hurt those. Again, for those with responsibilities within the School, it means letting people know exactly what is expected of and for them and being consistent in the way those standards are applied.

Forgiveness

All of us at some stage or other get things wrong and sometimes, in so doing, we hurt or cause offence to others. It is the mark of a properly confident person that when something does go wrong, he or she is ready to apologise. It is an even stronger mark that, whenever someone is offered an apology, he or she unquestioningly accepts it. Without that, grudges fester and barriers are put up. There are few things more corrosive than that in any community.

In conclusion

If you learn to treat others with trust, fairness, respect and forgiveness, that will be the most important lesson you will learn here. You will not get all things right all the time, but don't be put off by that. Recognising how you are getting things wrong is the first step to getting them right in the future. It should, of course, be noted that you should expect to be treated with trust, fairness, respect and forgiveness by others.

And if things have really gone wrong we hope that any student will find someone from within the School to whom they can talk. Very occasionally it happens that someone feels that there is nobody here to whom they can talk or who they think will listen. For them, there is a person who is independent of the School who have said they are happy to be approached by students. His name is David Ireland and his number is 01372 378335.

If you feel you have been treated unfairly

We try to deal with everyone here openly and fairly: if, however, you for any reason feel that you have not been treated properly or that you have not been listened to, the School does have its own Complaints Procedure and it is important that you should feel that you can use it, including your right to contact Ofsted or other statutory bodies. Details are on the website.

And finally....

This handbook has been produced to help you, so if there are any additions, subtractions or alterations of any kind that you think would improve it, please let me know.

Charles Runacres
Academic and Pastoral Head
charlesr@royalballetschool.co.uk