

Policies

Absence & Injury Policy

Please notify the Principal and the Teacher as appropriate regarding any absence of the Student.

If the Student needs to miss a class due to illness, we must be notified by email 1 HOUR before the class is due to start. This is for EVERY DAY the Student is ill not just the first day.

If the Student needs to miss a class due to a pre-scheduled appointment, we must be notified by email AT LEAST 1 DAY IN ADVANCE (ideally as soon as the appointment is made) not the morning of the class/day you are missing.

The Student will be able to join the other classes during the day after a scheduled appointment. When the Student arrives, they must report to the office or find on the schedule where the Principal is teaching to mark in attendance. The Student is expected to warm themselves up efficiently.

In an emergency situation (e.g. hospital/family matter etc.) it is understood this cannot be pre-arranged and exceptions to the above rules are applicable.

A record of attendance will be held by the EFBS staff. If absence during a term exceeds 25%, a written note must be provided by the EFBS Health Consultant or a GP. Failure to comply with the “**Absence & Injury Policy**” will constitute a material breach of the [EFBS Terms & Conditions](#) and may result in the Student being excluded from classes on a temporary or permanent basis. For the avoidance of doubt the Student will be marked as attended in instances where they watch a class rather than actively participates. EFBS is committed to ensuring that no student is academically falling behind.

Should any Full Time student sustain an injury which requires 2 or more weeks absence from attending any classes on the EFBS Course, the Student or their guardian (when under 18 years of age) must submit a written/emailed report to Margaret Papoutsis and EFB Principal before returning to classes.

If the Student is to miss a class/day you **MUST** email the Principal AND the teacher of the class(es) they are missing.

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Punctuality Statement

Upon entry to the Premises the Student must sign in.

The Student must be ready inside the studio at the time stated on the schedule. Students could be dismissed if they fail to comply with punctuality.

Toilet visits must be finished, hair should be up in a tight bun and appropriate footwear should worn. Reoccurring lateness can jeopardise the learning for all students involved and must be taken seriously to ensure students are at the premises and in studio ready on time.

All students **MUST** attend their morning ballet class if they wish to continue with the remainder of the classes that day. This is their warm up to prepare their body for the day and will decrease risk of injury in your other classes.

Lateness Policy

We understand there may be certain circumstances beyond the Student's control that could result in a late arrival. If the student is aware that they will be delayed, they must notify the School Principal by email as soon as possible.

A student entering the studio up to 10 mins late may be able to join in the class at the teacher's discretion, although in some cases could be told not to.

Timetable and Scheduling

On a termly basis best efforts will be made to provide a schedule with dates and times in advance. The School Principal reserves the right to schedule and call last minute rehearsals. EFBS Schedule runs from Monday-Friday. On rare occasions students may be asked to attend show rehearsals or finish/complete missed or failed assessments during weekends, including bank holidays. This includes 3rd year Peter Schaufuss Diploma Course Exam and rehearsals, tours, performances with Edinburgh Festival Ballet/Peter Schaufuss Ballet.

The Student understands and agrees that EFBS is responsible for selecting the classes and course content available for the Student to undertake and such classes are compulsory. The Student is expected to commit to the EFBS Course in its entirety. The Student cannot tailor or select which classes or lessons to be undertaken, unless formally agreed with the School Principal.

The School Principal reserves the right to dismiss pupils should the occasion arise.

No refunds will be provided if the student is unable to attend due to illness and/or injury.

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Acceptable Behaviour Policy

The goal of this policy is to provide staff and students with a framework to create a safer, open and inclusive environment built upon mutual respect with the aim to nurture the growth of our students.

It's intended to serve as a guideline.

To get the most out of our EFBS Course, the Students is encouraged to be mindful, and embrace their individual responsibility for their improvement, as well as their contribution to the group/class/year.

EFBS staff will make every effort for each student to be seen and heard. Both EFBS staff & students are encouraged to listen to one another.

Communication

We recognize that two-way communication is a vital component for our students professional and personal growth. At EFBS we have an open-door policy for both staff and our students, we encourage all of EFBS staff & students to communicate openly with each other.

Students should feel welcome to come talk to staff at any time, and staff members will be mindful to always listen.

If the need occurs students can speak confidentially with any EFBS Staff.

In the instance of a dispute, we suggest the individual(s) in the first instance try to solve it amicably between one-another, if this is not possible, please contact the School Principal.

Bullying

At EFBS we have a zero tolerance for bullying of any kind. We will not accept any bullying towards students, staff or occupants of our Premises, this includes but is not limited to cyberbullying. If you witness anyone bullying you should report it to School Principal as soon as possible.

Severe and/or recurring offenses may result in the Student being excluded from classes on a temporary or permanent basis, at the sole discretion of the School Principal.

Hygiene Policy

Students are asked to maintain good personal hygiene at all times at the Premises; in class, and during performances. We ask students to use antiperspirant or deodorant, wash hands regularly and sanitise before and after class. Some students or teachers may be sensitive to scents; therefore, we kindly ask to limit the use of strong fragrance.

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EFBS Uniform List

Each year has a school uniform for their dance classes. Students are expected to wear the required uniform in all dance classes. No baggy pants or shirts are to be worn during the class unless formally agreed with the teacher.

Correct uniform and dance shoes must be worn in all classes on the EFBS Course. Ladies with long hair should have it neatly tied back for all classes and groomed in a classical ballet bun, unless otherwise advised. Body or hair oil should not be worn as it makes the floor slippery and dangerous. No jewellery to be worn by students in class except for stud earrings. For other dance classes/lectures hair must be away from the face and tidy. Please ensure ALL uniform items are labelled with the name of the Student.

Uniforms can be found easily at

<https://www.planetdance.com/Dance-School-College-Uniforms/Edinburgh-Festival-Ballet-School/>

Use the code 'EFBPLATINUM' for 20% off Wear Moi and Danse De Paris and 10% off all other brands.

Full Time:

BALLET

Ladies

- Pink/Skin tone ballet tights
- Pink/skin tone soft ballet shoes
- Pink/skin tone pointe shoes with matching ribbon
- Ballet Leotard **1st year: COLOUR- NAVY**

- Any of the following styles -Wear Moi Thalia V Back Camisole Leotard
- Wear Moi Faustine Ruched Tank Leotard
- Wear Moi Abbie Womens Ruched Camisole Leotard

- Skirt **COLOUR NAVY** -Wear Moi Daphne Elasticated Tulle Skirt
- Wear Moi Alegro Tulle Short Wrap Skirt

And for shows **COLOUR NAVY-** Lulli Dakini Pull On Asymmetrical Skirt

2nd year: As above but **COLOUR-BURGUNDY**

3rd year: As above but **COLOUR-BLACK**

Gentlemen

- Black ballet shoes
- Black socks
- Dance top **COLOUR BLACK OR WHITE**

- Any of the following style -Wear Moi Conrad Microfibre Top
- Wear Moi Mercury Racer Back Sleeveless Dance Top
- Wear Moi Alpin Mens and Boys Microfibre T-Shirt

- Dance tights **-COLOUR BLACK**

- Either of these styles -Wear Moi Alban Microfibre Footless Tights
- Wear Moi Hidalgo Mens Convertible Dance Tights

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Contemporary

Ladies

- Any Black Leotard
- Black footless/convertible tights
- Knee pads
- Dance trouser/joggers

Gentlemen

- Black dance top
- Black footless dance tights
- Knee pads
- Dance trousers/joggers

Body Conditioning

All

- Yoga/pilates mat
- Theraband
- Trainers

Recommended but Optional- EFBS hoodie, joggers, t-shirt

- Warm up booties
- Leg warmers
- Dance warm ups

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Updated: 02/05/23