

## CODE OF CONDUCT

1. All students and parents must follow our Code of Conduct. Should you have a complaint or a concern we do have a separate policy. Our complaints procedure can be found on our website.
2. Good manners and respect must be shown towards others at all times.
3. All Sharpe Academy equipment and premises must be treated with extreme care.
4. Bullying (physical or verbal) will NOT be tolerated in or outside of lesson times (please see the Sharpe Academy Bullying Policy).
5. Suitable clothing must be worn to all classes (Jeans, Skirts, Boots, etc are not permitted).
6. No jewellery may be worn to lessons.
7. Alcohol and drugs (unless prescribed by a doctor) are strictly prohibited.
8. Mobile phones must be switched off at all times. The two exceptions to this rule are:
  - (a) Staff members may at times use their phone to play music for rehearsal purposes.
  - (b) Older students may at times use their phones (with staff permission) to record vocal harmonies.No other use is permitted.
9. Students must arrive promptly for their lessons.
10. Sharpe Uniform must be worn by all ACT 1, ACT 2, ACT 3 & NORTHWOOD COMPANY students for the duration of their lessons. Staff must also be well presented and are encouraged to wear Sharpe Academy uniform.
11. Due to the nature of performing arts, Academy staff may need to make physical contact with students to correct stance and movement in classes. No other physical contact is appropriate.
12. No communication between staff, parents and students should be made via social media private messaging. Appropriate methods of communication are:
  - a) Direct message to the official Sharpe Academy Facebook Page. This will be answered by one of our senior management team.
  - b) Email or Phone using the Sharpe Academy contact details below.
  - c) Text Message to the official Sharpe Academy mobiles (NW London – 07500 569024) (Bucks – 07555 216134). This will be answered by one of our Management team. These are not personal numbers and are used only for business.
  - d) Speaking to a member of staff before or after lessons. Please note it is policy that two members of staff are in attendance during any student meetings. Please see our confidentiality policy for more details on what information is passed to parents, teachers or social workers.
13. It is the responsibility of all students to inform a member of the Sharpe Academy team should they witness any other students breaking our code of conduct.
14. Parents/Guardians are not permitted to watch Sharpe Academy lessons or rehearsals without written permission; this will only be granted for special reasons such as trial lessons or medical reasons.
15. Parents/Guardians are not permitted to take any photographs or videos of any Sharpe Academy students in lessons or productions. All copyright for photos and videos taken during classes or productions remain the property of Sharpe Academy and may be used for publicity purposes.
16. Should Parents/Guardians wish to discuss their child's progress, Academy lessons or any worries they may have, they should contact Daniel Sharpe by:
  - a) E-mail – **Daniel@SharpeAcademy.co.uk**
  - b) Letter – **Sharpe Academy, Watersmeet, High Street, Rickmansworth, WD3 1EH**
  - c) Phone – **01923 354875**Daniel will reply to parents as soon as possible, but this may take up to 14 days.