



DPR Studio Handbook

*We Teach More Than Dance... We Strive to Create Good
Humans Both Inside & Outside of the Studio!*

POLICIES & PROCEDURES

We, here at DPR, are committed to providing a fun, safe and clean environment for all students, family and staff.

- We ask all who enter our studio follow and respect our values and ethics that we declare as fundamental guidelines below.

ALL staff have been trained and instructed to enforce these policies and procedures.

STUDIO RULES:

- There is to be no running or dancing in both the driveway or inside the community centre.
- Siblings must be supervised by their parent/guardian at all times.
- No jumping on the benches or chairs.
- Quiet in the studio area, toilet and corridors at all times – noise travels.
- Turn up early for class – Lateness disrupts the class
- Students to use toilet before class to eliminate disruptions during class.
- When students enter the class they are not to exit unless permitted.
- Drink bottles are required for class. No steel or glass bottles. A soft cover or plastic bottles are suitable.
- No sharing of drink bottles permitted.
- No chewing gum
- No swearing or screaming.
- Positive calm communication in all the waiting areas at all times.
- We are a smoke free environment so please don't smoke in or around the property
- All mobile phones MUST be switched off or on silent whilst in class.
- Students are responsible for their own property. We will not be responsible for lost or stolen items.
- All students must remain inside the studio until they are collected by their parents or responsible adult. This is for their safety and all students must abide by it.

POLICIES & PROCEDURES

BEHAVIOUR: Student Behaviour Code of Conduct

• At DPR School of Dance we aim to create a positive, inclusive, and supportive environment where every student feels safe, respected, and encouraged to grow. All students are expected to behave in a way that reflects kindness, respect, and professionalism both inside and outside the studio.

Respect for Others

Students must treat teachers, staff, and fellow students with respect at all times. This includes:

- Speaking kindly and respectfully to others
- Listening when teachers or staff are speaking
- Encouraging classmates rather than putting others down
- Respecting differences in ability, experience, and background
- Following instructions given by teachers and staff

Bullying, teasing, exclusion, or intimidation of any kind will not be tolerated.

Studio Environment

To maintain a positive learning space, students are expected to:

- Arrive on time and prepared for class
- Wear appropriate dance attire & class uniform
- Participate with a positive attitude
- Respect studio property and equipment
- Support a team environment where everyone feels welcome

Disruptive behaviour that interferes with the learning environment may result in disciplinary action.

POLICIES & PROCEDURES

Bullying and Disrespectful Behaviour

Bullying includes any behaviour that intentionally harms, embarrasses, intimidates, or isolates another person.

This may include:

- Name calling or insults
- Spreading rumours or gossip
- Intentionally excluding others
- Mocking someone's ability or appearance
- Threatening or intimidating behaviour

Any reports of bullying or ongoing conflict between students will be taken seriously and investigated appropriately.

Social Media and Online Behaviour

Students must remember that their behaviour online can impact others and the studio environment.

The following behaviours are not acceptable on social media, messaging apps, or online platforms involving DPR students:

- Speaking negatively about other students or teachers
- Sharing rumours, gossip, or private conversations
- Sending hurtful, disrespectful, or inappropriate messages
- Targeting or excluding individuals in group chats
- Sharing photos or videos of students or teachers without permission
- Posting content intended to embarrass, intimidate, or bully others

Online behaviour that negatively affects students, teachers, or the studio community will be treated with the same seriousness as behaviour that occurs in person.

POLICIES & PROCEDURES

Group Chats and Communication

- DPR School of Dance provides an official BAND group for each class where students can access routine videos, updates, and studio communication.

We strongly advise against students creating additional group chats relating to dance classes. These types of chats can often lead to misunderstandings, exclusion, or inappropriate conversations between students.

While we understand that we cannot control what students choose to do in their own time outside the studio, we ask for the support of parents in encouraging students to use the DPR BAND group as the primary platform for anything class or DPR related.

Reporting Concerns

Students are encouraged to speak to a teacher or the studio director if they feel uncomfortable, unsafe, or witness inappropriate behaviour.

All concerns will be handled respectfully and confidentially where possible.

Consequences

Failure to follow the Student Behaviour Code of Conduct may result in actions such as:

- A discussion or warning
- Communication with parents or guardians
- Temporary removal from class or activities
- Suspension from classes if behaviour continues
-

Our goal is always to support students in developing respectful behaviour and maintaining a safe and positive studio environment for everyone.

POLICIES & PROCEDURES

• PAYMENT POLICIES

- DPR reserves the right to refuse entry to any student that is not up to date with their fees. We have a strict no pay, no class policy.
- By Enrolling your child, you agree to to the Policies outlined in this handbook (and any other conditions written on the form/online)
- Payment of fees are made in full, term or monthly.
- Term fees cover dance tuition at the studio only. It does not cover for rehearsals etc. All fees are calculated and divided into monthly payments with last payments due in OCT 2026.
- DPR accepts direct debit via our online portal. ALL online payments MUST be paid ON or PRIOR to the due date.
- All fees are non-refundable and non-transferable. No Credits given. NO EXCEPTIONS.
- It is the responsibility of the parent/student (if over 18yo) provided in the student/parent portal to pay fees and other payments on time.
- If you wish to withdraw from classes at DPR, notice must be given in writing 4 weeks before the withdrawal date. Where notice is given less than 4 weeks before new term commencement, you will be charged for the months tuition from the date of notice. Students may continue to attend classes after notice has been recieved up to your confirmed withdrawal date. Students who pay yearly tuition will not be entitled to a refund of fees.

POLICIES & PROCEDURES

REGISTRATION + FEES POLICIES



REGISTRATION

- All students must complete a registration form before participating in any class/es. This can be accessed at www.danceperformrepeat.com.au/classes
- Students may not undertake dance training at another dance school in any style offered at Dance Perform Repeat while enrolled at our studio unless discussed with the Director.
- To finalise enrolment, parents/guardians must read and agree to all DPR policies. By submitting your enrolment online, you agree to all terms and conditions set out in these policies by DPR. Failure to read or acknowledge the policies upon enrolment is the fault of the parent or guardian and no refunds will be given for misunderstanding or change of mind.

FEES

- Our fees structure is based on Terms. Full tuition will be posted to your account on the Parent Portal and a statement issued 14 days before fee due dates. Payment plans are set up for each family with payments DUE by the 30th of each month.
- We are unable to give credits or refunds for missed classes. In the event of an extended absence due to illness, lessons can be credited for the following month upon receipt of a doctors certificate. Missed classes due to other scheduled activities or holidays will not be credited or refunded.
- We do not offer refunds for change of mind once the season has commenced, regardless of the payment method chosen, including monthly, term, or full payment options. If a family chooses to withdraw part way through a term or season that has already been paid for, refunds will not be issued for any remaining classes or participation.

POLICIES & PROCEDURES

Parent Communication Policy.

- At DPR School of Dance we aim to maintain clear, respectful, and organised communication with all families. Clear communication helps us support our students while also ensuring we meet our responsibilities under child safety standards.

To ensure enquiries and concerns are handled efficiently and appropriately, we ask that all parents follow the communication guidelines outlined below.

Primary Method of Communication

All communication regarding the following matters must be made via email:

- Questions about classes or programs
- Student concerns or grievances
- Behaviour concerns
- Payment enquiries or account questions
- Timetable enquiries
- Costume or concert questions
- Any formal concerns or feedback

Email allows us to review information properly, respond thoughtfully, and keep an accurate record of communication where necessary.

Text Messages

Text messages should only be used for student absences or urgent matters whilst your child is in our care.

Examples include:

- Notifying us that a student will be absent from class
- Late arrival notifications
- Time sensitive matters relating to that day's class

Messages regarding grievances, concerns, payment enquiries, or other studio matters will be redirected to email so they can be addressed appropriately.

POLICIES & PROCEDURES

Parent Communication Policy.

- DPR Phone

Please note that the DPR phone is not always manned by Miss Bree. Our administration team also has access to the phone in order to assist with general studio management. For this reason, and to maintain privacy and appropriate record keeping, we ask that any detailed communication or sensitive matters are sent via email rather than text message.

Communication With Students

As part of our Child Safety Policy, staff and teachers are not permitted to communicate privately with students outside of appropriate supervised platforms – BAND.

All communication regarding students must be made through parents or guardians via email. This ensures transparency and helps us comply with child safety requirements.

Outside of these regulated groups, teachers will not engage in direct messaging or private communication with students.

Addressing Concerns

If a parent has a concern regarding a class, teacher, or another student, we ask that it is raised privately via email with the studio director rather than discussed with other parents or students.

This allows us to:

- Address concerns fairly
- Investigate situations appropriately
- Maintain a respectful and supportive studio environment for all families

POLICIES & PROCEDURES

Parent Communication Policy.

Studio Communication Platforms

Important studio information may also be shared through:

- Email
- DPR BAND groups
- Official studio announcements
-

Parents are encouraged to regularly check these platforms to stay informed about studio updates and class information.

Respectful Communication

We ask that all communication with staff and teachers remains respectful and constructive. Our team is committed to supporting every student and family, and respectful communication helps us resolve matters effectively while maintaining a positive community for everyone.