

SHARLEEN COLLINS

- ACADEMY -

HOUSE RULES FOR STUDENTS

ALL STUDENTS OF SHARLEEN COLLINS ACADEMY ARE EXPECTED TO CONDUCT THEMSELVES AS RESPONSIBLE INDIVIDUALS AND TO EXERCISE RESPECT AND PROPER CONSIDERATION TOWARDS ALL MEMBERS OF STAFF AND FELLOW STUDENTS ALIKE.

ALL STUDENTS MUST ADHERE TO THE FOLLOWING RULES:

- THERE IS STRICTLY NO EATING OR DRINKING HOT DRINKS IN THE ACADEMY.
- MOBILE PHONES MUST BE SWITCHED ON FLIGHT MODE AND SILENT MODE BEFORE ENTERING THE ACADEMY.
- THE ACADEMY AND THE STREET SURROUNDING THE ACADEMY IS A NON-SMOKING AREA.
- STUDENTS ARE NOT PERMITTED TO SMOKE ON THE STREET OF SHARLEEN COLLINS ACADEMY IN UNIFORM.
- WHEN YOUR CLASS FINISHES THE FIRST THING YOU MUST DO IS TIDY UP. YOU ARE RESPONSIBLE FOR YOUR OWN DEMO AREA, YOU WILL BE DESIGNATED A SPECIFIC JOB TO DO THROUGHOUT YOUR COURSE. ONCE YOU HAVE CLEANED THE RELEVANT AREAS YOUR TRAINER WILL INSPECT IT. IF THE TRAINER SIGNS IT OFF THEN YOU MAY LEAVE THE CLASS.
- THE STUDIO WILL OPEN 10 MINS BEFORE CLASS IS DUE TO BEGIN. STUDENTS WHO ARE LATE WILL NOT BE ACCEPTED. THIS IS UNPROFESSIONAL AND DISRUPTIVE FOR THE TUTOR AND FELLOW CLASSMATES. IF THE STUDENT IS MORE THAN 15 MINS LATE THEY WILL DEFINITELY NOT BE PERMITTED INTO CLASS AS THIS IS DEEMED DISRUPTIVE TO THE DEMONSTRATION.
- ALL CLASS POLICIES APPLY AND PROCEDURES TO ALL CLASS FIELD TRIPS.
- LOST AND FOUND - ANY ITEM FOUND BY THE CLEANERS WILL BE PLACED IN THE LOST AND FOUND IN THE OFFICE. LOST AND FOUND ITEMS ARE DISPOSED OF AT THE END OF EVERY WEEK.
- QUIETNESS AT ALL TIMES WALKING THROUGH THE BUILDING AS WE LIKE TO KEEP A PROFESSIONAL MANNER AT ALL TIMES.
- IF LATE OR ABSENT FROM CLASS YOU MUST EMAIL TO NOTIFY THE ACADEMY.
- HOMEWORK IS GIVEN EACH WEEK MUST BE COMPLETED AND GIVEN TO TUTOR AT THE START OF FOLLOWING WEEK.
- STUDENTS MUST ARRIVE LOOKING CLEAN AND PROFESSIONAL AT ALL TIMES WEARING ALL BLACK AND SHARLEEN COLLINS JUMPER. NO TRACKSUIT BOTTOMS.
- STUDENTS MUST HAVE A POSITIVE ATTITUDE AND WILLINGNESS TO PARTICIPATE. PROFESSIONALISM IS KEY AT SHARLEEN COLLINS ACADEMY.

SIGNATURE: _____

DATE: _____