

## Rules of the College

- The Directors have the sole right to accept students for classes with the Montfort College of Performing Arts. The Directors have the absolute right to turn down any applicant at their discretion.
- Appropriate conduct and behaviour is requested from all students. Respect for teachers, staff and fellow students is compulsory at all times. Bullying of any description is not tolerated and any student who engages in any such activity will be immediately expelled from the school.
- All teachers must be addressed as 'Miss' followed by their first name i.e. Miss Karen.
- Appropriate respect must be shown at all times to the Class Assistants.
- Appropriate dance attire and the correct footwear is compulsory for all dance and musical theatre classes and must be worn at all times. Without the uniform students will not be allowed participate in class. Please refer to the 'Dance Attire' [here](#)
- In all dance classes jewellery is not permitted with the exception of stud earrings.
- Please remove all outdoor footwear before stepping inside the dance studios. Please do not wear dance shoes outdoors. (they bring dirt & grit into the studio & damage the dance floor.)
- All studios are smoke free, chewing gum free, illegal substance free and while in class all mobile phones must be turned off. Students are strictly prohibited from taking photos in class / rehearsals.
- No food or drink, except bottled water is allowed in class. Make sure your child has eaten a light snack and had a drink before you arrive at the studio, especially if coming straight from school.
- Please ensure you take your child to the toilet before class. This is a helpful habit for the children to get into as it helps to avoid the disruption of preventable toilet breaks during classes.
- Please ensure that all Mini Montfort students can take off their own leotard in order to go to the toilet. Practise at home for toilet breaks.
- The college will not accept responsibility for any loss or damage to belongings left on the premises. In addition the college will not accept any responsibility for any loss or damage to belongings while using an outside venue for a production. All valuables should be left at home i.e. jewellery, phones, tablets etc.
- The College shall only allow applicants to participate in a class which he/she is registered for.
- At the Montfort College of Performing Arts attendance is important in order to receive the best arts education possible. We take great pride in the professional standards of our classes and public performances. Our class programme is a 15 week commitment and it is essential that all students attend all classes. Registering for a class at the Montfort College is a commitment to our teachers and fellow students to attend class promptly and consistently. As a matter of courtesy you should notify the office by email [info@montfortcollege.com](mailto:info@montfortcollege.com) in case of absence. Do not drop your child off more than 10 minutes before the start of class. Students arriving ten minutes after class begins may be asked to observe the class. Proper warm-up exercises, as in any physical activity, are critical to building a solid technical foundation and for injury prevention. Only under

extreme cases of illness can it be acceptable for a child to miss a performance as all performance work is GROUP BASED. Having one person missing creates huge problems for their fellow class members. Dates for performances are always given well in advance and any aware absenteeism has to be notified to the teacher immediately. During the rehearsal process for a show or exams, no more than 2 absences will be allowed (unless for severe medical reasons) per term or you may be asked to withdraw from the show. In addition any student who is availing of the 'Multiple class special offer' and who misses two classes or more per term will forfeit their place in the class/es outside of the four paid classes. This rule will be very strictly adhered to for the remainder of term 2 and going forward.

- Please inform instructor of any previous dance injuries and take class at your own risk.
- Any requests from parents in terms of appearance dates in Applause, group allocation for any of our shows, Feis Maitiu rehearsals etc. must be put in writing to the office – [info@montfortcollege.com](mailto:info@montfortcollege.com) Teachers are not in a position to accept or honour requests. No verbal requests will be accepted. We accept no responsibility should a request not be submitted in writing.
- The kitchen area of the South Ring studio is out of bounds for all students. Cutlery, cups, plates etc. are for staff use only. Please ensure that your son / daughter brings sufficient quantities of water to class.
- Students preparing for examinations are required to prepare their work thoroughly and to the highest possible standard. If this standard is not achieved the student will not be allowed to sit the exam and will forfeit the exam fee. If a student is preparing for an exam and misses three or more classes they will forfeit the exam and all associated costs.
- Any student who is availing of the multi class offer and misses three classes per term in a particular subject will forfeit the remainder of classes for that particular term. No refunds will be offered.
- Whilst the college will make every effort to ensure that each class is taken by the nominated teacher for that subject, the college must retain the right to appoint substitute teachers for particular classes if the need arises.
- Please note the onus of responsibility is on parents / guardians to ensure that their child is safely inside the doors of the relevant studio before they leave the premises.
- All junior and primary drama students must have a plastic folder with poly pockets, a copy book and pencil.
- Senior students are permitted to leave the premises during their break. All other students are required to stay on school premises until the end of class or rehearsal.
- Parents/Guardians are very welcome to contact our office to make an appointment to speak with the Director, or one of the teachers, to discuss any aspect of the college. We regret that college personnel are not available to speak to parents/guardians before, during or after any class without a prior appointment.
- If a student wishes to audition for a film / show outside of the college permission must be granted in advance from the Director's.
- A €10 charge will be levied for overdue submission of music accompaniment fees / LAMDA fees / dance exams fees.
- If fees are not paid within 3 weeks of term all discounts will no longer apply.
- **Please note that participation in Applause 2023, Drama Showcase, Spring Sing counts as one lesson in term 2.**