



RULES AND REGULATIONS

Premises

- Parents are not allowed in the classrooms except in case of auditions, open days, or end of year or end of training course performances.
- It is forbidden to eat in classrooms and wear shoes inside dance halls for hygiene reasons.
- Mobile phones must be turned off during class.
- The equipment (CD player, pianos, chairs, benches) must be put back in its place after use.
- Any defect must be reported in order to be fixed quickly.
- As a precaution, it is advised not to leave belongings in changing rooms while attending class. The clothes and items that are found are kept for 1 month.
- All students or their legal guardians are expected to comply with the teachers' demands regarding the dress code to follow during their class.

Attendance

- By enrolling at the Academy, students and parents acknowledge they commit themselves to an academic course. Regular weekly attendance is therefore essential.
- Any student who should skip class on a regular basis and without a valid reason nor without noticing the Academy could be required to leave class and lose their place, in which case no refund shall be granted.
- Parents are responsible for their children before and after classes.
- Children are required to arrive shortly before class in order to start on time. Minor students must also be picked up on time by their parents when the class is dismissed.
- Students are required to come with their lesson equipment (music sheets, workbooks, backing tracks, etc.), their gym shoes and a bottle of water (as well as a change of clothes for children below the age of 5).
- Parents or students must notify any late arrival and/or non-attendance by writing to academy@singing-tree.com.
- Teachers are not expected to allow in their class any student coming late and without a justification. No student shall be allowed in the classroom after being 15 minutes late.
- Students cannot be granted access to classrooms without the supervision of a teacher.

- Everyone must enter and exit classrooms at the exact time and in a orderly manner.
- Parents must make sure students, in particular those aged 9 and below, wait inside the Academy's premises until the arrival of the person appointed to pick them up.
- Should a student be sick, please keep them home to protect other students and teachers, and inform the Academy's board. No refund shall be made for missed sessions or for sickness reasons. It is unfortunately not possible to catch up days with other classes of the Academy.

Clothing and personal belongings

- Due to the nature of lessons, students are advised to come to every class with a bottle of water that clearly reads their name. No juices nor fizzy drinks will be allowed inside the studios.
- Chewing gums are not allowed within the Academy's premises.
- Long-haired students must come with their hair tied back and away from their face.
- Large jewellery must be avoided.
- It is strongly advised that clothes be labelled with the student's name.
- The personal belongings brought to the Academy are under the parent's or the participant's responsibility. The Singing Tree Vocal Academy disclaims any responsibility with regards to any loss or damage of personal belongings.

Respect & disciplinary measures

- All students are required to abide by the basic rules of community life. Any lack of respect, whether to a staff or a school member, a teacher, a student, a visitor or the premises (cleanliness, etc.) shall be faced with possible penalties.
- Any seriously disrespectful behaviour (insults, physical violence) with an impact on the safety of other students and of the teaching staff, shall be faced with the possible following measures: call to order, written warning from the head manager, or definitive termination from the course.
- Singing Tree Vocal Academy reserves the right to refuse admittance into a course or to remove a student from a course should his or her behaviour be detrimental to the well-being of other participants.

Fire alert:

- In case of a fire alert, students must cease all activities and calmly follow the teacher's instructions or of the emergency services.
- Any student or parent who witnesses a starting fire must immediately alert the teacher or a member of staff.

Parents or participants are required to read our regulations and general terms and conditions before signing the enrolment form. Please keep a copy of the rules and regulations as well as of general terms for your records.

The board reserves the right to modify these rules and regulations during the academic year.