

# Pat Steel

## School of Dance

### BCA RULES AND GUIDELINES

- We have 4 areas- the **Mansion House**, which consists of the following studio spaces: The Cherub Studio, The Griffin Studio, The Panelled Room and the Blue Room
- The **Conference Centre** which consists of The Loft (above Café Society).
- **The Sports Hall** for Adult Ballet
- **Top Farm 1** for Acro & **Top Farm 3** for children's classes
  
- Toilets on the Mansion side are easily accessible. Toilets in the Conference Centre are within the Café Society. Children in Top Farm classes will need to use the facilities in the Café Society below The Loft in the Conference Centre
- Pupils do not need to sign in as they will be marked present in the teacher's register.
- Children 8 and under must be collected from their classes unless an escort has been organised or their classes follow straight on from teacher to teacher. Parents of children 8 and under should remain on the grounds of BCA unless a special arrangement has been arranged for us to monitor them between breaks. If your child has back to back classes and no breaks we understand you may want to pop to the shop or need to collect a sibling from another activity. If this is the case, we would ask for you to make sure that you put arrangements in place for another parent to be in charge of your child should a problem arise. Please let the staff on the desk know that this is the case. If your child has a break between classes we cannot be responsible for them during this time.
- Children aged 9 to 11 may be left unaccompanied, but must not be left unaccompanied during breaks for longer than an hour. If you are leaving them with us, this must be noted on the sign in sheet at the reception in the Mansion House. If they wish to go the café or use the back lawn during breaks, they should be accompanied by an adult.
- Children aged 12 and over may use the Salter Chalker room for quiet study time during breaks or the café, or the back lawn, but should not leave the grounds without a parent unless written permission is handed in. e.g. for any older pupils cycling home and not being collected by car.
- In case of a fire please head to the back lawn and line up with the front of house staff

Please note section 10 of our Terms and Conditions:

10. Hired facilities

- a) Respect of facility - There is to be no littering, inconsiderate behaviour or accidental or deliberate damage to the grounds or studios of any of our hired facilities.
- b) Children, teachers and parents/guardians are not permitted in any area other than the rooms hired out by the Pat Steel School of Dance.
- c) In the event of any damages to hired facilities, the relevant parent will be billed.

BCA is a listed building and must be treated with the utmost respect. No one may walk on the grass in front of the Mansion house, but we may all use the back lawn for picnics and free time under the condition that no mess or damage is left behind.

Please park considerately in the Sports Hall car park and walk your children into the Mansion House/ The Loft/Top Farm to start their classes.

We are lucky enough to have the café facilities open for us on Saturday mornings. Please leave tables clean and tidy, ready for the next user.

Candy Cox  
Principal: Pat Steel School of Dance

Sept 23