



# SMV STUDENT POLICY

## Learning Policy

At SMV, we believe in training students to be involved in some way in all our public performances (stage hand, making props, lighting, costume, make up, usher). It is not an interruption of the regular classes but an aspect of the learning process of the student. We appreciate your co-operation and support.

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## Attendance Policy

We would love to foster the value of commitment to the arts, as well as respect for your own time and your teacher's time. As such, we expect that:

- If you are running late for class, please advise your teacher prior to your class, via SMS or WhatsApp (detailed will be provided by your teacher).
- If you are unable to attend class, please let your teacher know why, as this will be marked in our attendance register.
- Regular and punctual attendance at classes and rehearsals, such that frequent absenteeism without notice for more than 3 classes may result in de-registration.

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## COVID SAFE Policy

Given we are now resuming physical (face to face) classes, as per our safety plan there are few changes required that we ask that you review and consider when coming into SMV (all venues).



These considerations are required in order for us to operate classes in a COVID-safe setting, whilst also respecting social distancing rules enforced by the federal government.

- Students and/or Parents/carers to drop off their child(ren) no more than 10 minutes prior to first class, and pick them up within 5 minutes of class ending. All Parents/Carers waiting must scan the SAFEWA QR code to check-in, or manually check-in via the log book, at reception.
- Please don't crowd the doorway – enter and exit safely.
- Drop-off and pick-up only – strictly no waiting within the premises for non-students
- Students should only be waiting within premises if they are in-between classes
- If students have long breaks, parents are encouraged to pick them up and drop them back in time for next class.
- Students need to bring their own water bottle (or more if required)
- There will be strictly NO kitchen access to students.
- Students to ensure that all belongings are taken back when they leave. Water bottles and other personal items left behind will be disposed of by cleaners.
- Maintain physical distance wherever possible
- If you / your child are feeling unwell, please stay at home. Staff may ask unwell students to leave.

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### **Student Conduct Policy**

Students are required to observe good conduct while at the premises at which dance classes are conducted and while representing SMV in any capacity. We do not tolerate any form of bullying.

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### **Public Performances/Property Rights Policy**

Students intending to give a public performance under the auspices of an organisation other than SMV should seek and obtain approval from the teacher concerned. All electronic recordings, photographs, scripts, costumes and props made by SMV remain the property of SMV.



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### **Uniform Policy**

It is compulsory for all dance students of SMV to be attired in the prescribed uniform during classes. Specific uniform / dress-code requirements vary by subject and details will be provided upon successful enrollment. Students, who fail to follow the dress code repeatedly without prior discussion with the teacher may not be allowed in class.

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### **Saturday Pooja (Prayer) Policy**

Every Saturday during the Semester, SMV staff and students perform a cultural activity, called Natarajah Pooja. Students, parents and/or their carers who are physically at SMV Beaufort Street between 12.30 and 1 pm and who are not attending class during this time, are encouraged to participate in the pooja. You may participate by helping organise / prepare for the pooja, sit quietly as a sign respect to the ceremony, or partake in the ceremony. We request that during this period that all students, parents and/or carers to sit in the main hall where the pooja occurs and remain quiet.

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### **Kitchen Usage Policy**

In light of COVID-19, the kitchen is now strictly for use by staff. However, if you need to refill your water bottle - please seek assistance from your teacher.

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### **Personal Belongings Policy**

- Please bring a water bottle and your journal/book as requested by your teacher.



- Any water bottles left behind by students will be binned.
- Please do not bring valuables.

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### **Noise Policy**

As there are multiple classes happening, please keep the noise down when moving from one class to another or while waiting for your next class.

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### **Fees Policy**

- Fees are payable in full and in advance on the 1st two weekends of the Semester, if paid via cash or credit card in-person.
- Debit debit customers pay fees on a monthly basis, over a 5 month period per semester.
- Fees once paid are non refundable and non transferable. No concession will be made for non-attendance of classes or for public holidays for the month.

For more details on fees please refer to [www.smv.org.au/fees](http://www.smv.org.au/fees)

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### **Refund Policy**

Semester Fees are non-refundable unless prior arrangements have been discussed and agreed with SMV in writing. If a student is unable to attend or be present at classes for an extended period, the student/parent is responsible for notifying the teacher in the first instance. In most situations the teacher will try and accommodate the time lost for the student to catch up.



Students who are absent for more than 50% of the semester classes may not necessarily return to the same class unless 'catch-up class' arrangements have been made with the teacher. Catch-up classes will incur additional fees.

Refunds will be considered ONLY where the student is absent for more than 50% of the semester classes and will apply for the following situations:

- Injury/Medical Reason (Med Cert to be provided)
- Work Related
- Extenuating circumstances

Refund will be credited to future payments unless the student is leaving SMV permanently.

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### **Student Leave Policy**

Students are discouraged from taking frequent leave during the Semester, however if leave for more than 2 classes (2 weeks) is required, Students are expected to inform SMV by writing to [info@smv.org.au](mailto:info@smv.org.au), two weeks prior to the leave commencement date. Failure to do so will entail the payment of fees during the period of absence. Students will be re-graded upon return and extra classes given, if necessary, before re-joining their original class. All fees in arrears must be settled in full before leave is granted.

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### **Holiday Policy**

No classes will be held on Public Holidays and Holidays observed by SMV. Please refer to [www.smv.org.au/fees](http://www.smv.org.au/fees) for the most current holiday periods.

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### **Change of class policy**



Students are not allowed to change classes or courses without prior approval of the teachers concerned. The assignment of teachers to classes will remain the prerogative of SMV. SMV may transfer, combine, split or dissolve a class at any given time.

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### **Paper Free**

I understand that SMV endeavours to be paper free. Where possible, correspondence will be sent to you via the first (primary) email address on your registration. I will regularly check this email address to avoid missing important information.

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### **Assumption of Risk Policy**

I hereby give permission for I / my child to participate in classes at "Saraswati Mahavidhyalaya". I understand whilst all care will be taken, no responsibility for injury can be accepted by the school.

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### **Medical Emergencies Policy**

We will call the appropriate medical responders if someone gets hurt, then we will notify you.

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### **Photos and Video Policy**

I give permission for my child to be photographed and videoed at classes, rehearsals and at the concerts, and for these images to be used for advertising or promotion by "Saraswati Mahavidhyalaya". When using online platforms for classes (i.e. Zoom), I agree video can be used for future training purposes

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Saraswati Mahavidhyalaya  
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## Frequently Asked Questions

- *How do I inform SMV about taking leave - personal/medical?*

Please advise the teacher as soon as possible. Your teacher will advise SMV Admin and the agreed details will be entered into your enrolment details. You should receive an email to confirm from Admin

- *I'm going on holidays during the school break, but SMV's classes are still going on - what happens to my fees and lessons?*

We provide 20 classes per semester, although not fully aligned with the school term breaks, taking holiday leave during this time is considered an absence and no refunds will be given. Refer to Refund Policy

- *How do I inform SMV that I wish to discontinue classes?*

Please advise your teacher as soon as possible to discuss. Your teacher will advise SMV Admin and the agreed details will be entered into your enrolment details.

- *What happens when I fall sick and can't attend a class?*

You will be marked as absent and no refunds will be provided. Let the teacher know before the class.

- *What happens if my doctor has requested that I take medical leave?*

When a medical certificate is provided we will make a note of this and based on the teacher's discretion a catch up class will be arranged or credit made to your account for the subsequent semester.

If you are well enough to sit in the class and watch, we consider this part of attendance as you will continue to learn through observation, have access to all class videos/information via WhatsApp and will not be left behind.

- *What happens if I'm going on holidays during the semester and I'm unable to attend classes?*
  - Group classes - you will be marked absent unless you have discussed with your teacher for alternative arrangements
  - Individual classes - discuss with your teacher for alternative arrangements