

<Creative Academy>

Learning Contract BA (Hons) Dance – with Foundation

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Slough Borough Council
Creative Academy, 73a Stoke Poges Lane
Slough, Berkshire, SL1 3NY



Name:

Address:

Date of Birth:

Gender:

BA (Hons) Dance with Foundation

This Learning Agreement is made on 21/09/2020, between the above named Student and the Creative Academy/Slough Borough Council of 73A Stoke Poges Lane, SLOUGH, SL1 3NY.

Our aim at the Creative Academy is to help you identify and achieve your educational goals. This Agreement outlines the Academy's commitment to every Student and the Students' responsibilities.

SECTION 1: - LEARNING AGREEMENT

Students are expected to support the Creative Academy ethos by: -

1. Arriving 15 minutes before the start of the day to warm up;
2. Not bringing their mobile phone(s) into classes;
3. Attending classes dressed appropriately. Failure to dress appropriately will result in a Health and Safety breach and Students may be asked to leave the learning environment and marked absent on the class register;
4. Being punctual and being ready to work at all classes;
5. Respecting that everyone has a right to their own views and opinions;
6. Committing to participate in class discussions, respecting fellow students and teachers by listening whilst they are talking and not talking over them;
7. Entering the learning environment focussed on learning and leaving any personal issues outside the learning environment;
8. Keeping any information, picked up in the learning environment, confidential and not discussing the same with a third party;
9. Treating fellow students and teachers with respect by referring to points 3 & 4 (above), raising their hands to speak, not insulting others and not using offensive language when in the learning environment.
10. Refraining from using profanities unless relevant to learning and discussion;
11. Not talking over teachers or fellow Students when in the learning environment;
12. Attending all sessions. Informing your tutor if you are unable to attend a session by telephoning the Creative Academy office before 9.30 am on 01753 875 400 or email info@creativeacademy.org ; please note that text messages are not acceptable for informing the Academy of your absence;
13. Providing a valid medical note/certificate if their absence is longer than 5 teaching days;
14. Ensuring that they attend all classes promptly. Students arriving later than 1 minute after class start time will be marked absent and it is at the class tutor discretion whether the Student can participate;
15. Signing the daily register and in not doing so the student will be marked absent;
16. Ensuring that they attend all classes prepared to learn with the necessary equipment, books, module study guides, homework and resources for each class;

17. Behaving in a professional manner and understanding they are ambassadors for the Creative Academy;
18. Not displaying any aggressive, violent or threatening behaviour towards Creative Academy/SBC/UWL staff, tutors, industry partners, visiting tutors, fellow students (This includes any contact with students/staff; whether via written, text, email, social networking or sharing accommodation (any means of communication)); or members of the public accessing facilities; such behaviour is considered gross misconduct and Students will be removed from the programme immediately if they display such behaviour
19. Only bringing in plastic bottles filled with water into the dance studio and leaving all personal belongings (at the owners own risk) outside the class room;
20. Ensuring that they take care of their body, as is expected of professional dancers;
21. Not wearing socks as footwear. (Bare feet for all contemporary & Jazz classes);
22. Ensuring that they have read and understand the Creative Academy's complaints procedure;
23. Purchasing and reading all core reading as required by module study guides;
24. Bringing printed or electronic copies of Module Study Guides to the relevant classes;
25. Following all guidelines set by class tutors;
26. Purchase all core reading, set uniform, costumes and exam uniform that they are instructed to purchase;
27. Ensure that all fees are paid to The Creative Academy and if any outstanding monies are not paid by the end of the academic year they acknowledge that they will be unable to graduate until the debt is settled in full;
28. Submitting electronic copies (unless specifically requested to provide 1/2 printed copies) of written/script assignments to the Creative Academy office by 9:30 am on the day of the deadline at the latest. Students will not be allowed to print or photocopy their assignments at the Creative Academy office; Assessments submitted electronically will be PDF format and emails will include a read receipt as evidence of delivery (Any script/written work submitted electronically which does not include read receipt will not include evidence of submission); and bringing a note book to feedback sessions to keep tutor verbal feedback for the duration of the course. Students not bringing notebook will not be able to receive feedback.
29. Ensuring that absolutely **NO** outdoor shoes are worn in the Creative Academy's dance studios.
30. Representing a professional attitude outside of the Creative Academy and not using personal or social networking sites in an inappropriate manner which could reflect negatively on the Creative Academy reputation.

SECTION 2: - ATTENDANCE

Students missing 1 session/day counts as 1 absence (this includes students being asked to leave a class by tutor or another member of Creative Academy/Slough Borough Council staff).

- 3 absences, student will receive a verbal warning
- 6 absences, student will receive a written warning
- 9 absences, students will only be able to complete modules and removed from all other aspects of the programme.

Only students with a medical certificate or authorisation from the Creative Academy manager (this does not include GP/Dentist appointments) or with written agreement from the course leader will be exempt from the absence being recorded

SECTION 3:- FEES

- Course Fees AY2020/21- £6,200
- £200 non-refundable deposit/Studio*
- Exam and Membership fees (Imperial society of Teachers of Dancing)*
- Chiropractor (Active Health care) fees*
- Costume Hire/Library Loan Fines*
- Council Tax without exemption
- Active IQ – Pilates - £200
- Payment of full course fees will be collected from individual student if student leaves after 1st term and SLC does not pay final 2 terms. Please note the student is responsible for course fees.
- DVD's*
- One hoodie & T-Shirt* additional replacement cost £30
- * these fees are initially recoverable from studio fees/deposit with any outstanding monies to be paid by student (Any monies remaining will be returned to student).
- IF students miss organised trips/excursions they are liable for the costs incurred

SECTION 4: - CONTRACT

- I understand that if I do not commit to the Learning Agreement (as detailed in Section 1, 2 and 3 above) in particular:
 - Following tutor guidelines;
 - Dressing appropriately;
 - Demonstrating excellent time keeping with a minimum of 90% attendance (whatever the reason), I understand that if I have 9 absences I will be on modules only.
 - Adhering to professional working practices and attendance;
 - Displaying any aggressive, violent or threatening behaviour towards the Creative Academy/UWL staff, tutors, industry partners, visiting tutors, fellow students or members of the public accessing The CA facilities;
 - Following health and safety guidelines set by tutors and the Creative Academy; and
 - Meeting the learning outcomes and completing assignmentsI will be unable to complete the programme I attend (BA) and therefore be removed from the programme;
- Any Creative Academy resources I hire/borrow I agree that I am liable for those resources and will reimburse the total cost to the Creative Academy if they are not returned in the manner/state which they had been given to me by the loan end date;
- I understand the Creative Academy/UWL policy on assignments and agree to follow deadline set;
- I agree to attend all performances/rehearsals for internal and external shows while motivating myself through the programme;
- I understand I am liable for ISTD fees and any fees associated for exams;
- I understand that it is at the Creative Academy's discretion if I am entered into ISTD exams regardless of the fees paid to ISTD/Creative Academy;
- I understand that if I owe any outstanding money for books, uniform, ISTD exams, and/or costume I will not be awarded my degree/foundation degree until this debt is cleared.
- I understand that if I do not have 100% attendance in module lessons/rehearsals I am unable to gain a 1st/distinction or/over 70 grade. If students have less than 90%

attendance in module classes/rehearsals I am only able to receive pass/3rd/49 grade maximum (without medical certification).

- I understand that once I receive exam certificates they are my responsibility and I am liable for replacement fees.
- I understand that I am a representative of The Creative Academy and will conduct myself in a professional manner. I understand this includes the use of social networking, web sites, theatre visits, auditions, performances and property shared with current students.
- I understand that if I do not follow guidance set by Creative Academy and its staff I will be unable to complete the course and can be removed from the programme.

SECTION 5:- INJURY POLICY

If throughout my programme at the Creative Academy/University of West London BA (Hons) Dance – top Up I am unable to complete any assignments through injury I accept I will have to either re-take/re-sit assignment or find alternative methods of assessment with agreement from the module tutor and the Creative Academy Manager.

If the Injury lasts longer than 2 weeks I will need to complete a mitigation form, enter into the mitigation process with University of West London/Creative Academy and provide medical evidence to the mitigation board/Creative Academy.

I am responsible for taking care of my health and well being as required of a dancer during this programme.

Creative Academy offers an injury rehab scheme it is the student's responsibility to contact the Creative Academy and sign up (this is a discounted Physiotherapist/Chiropractor/Pilates one to one with Creative Academy agreed practices). No heat/cold packs will be provided from the Creative Academy office.

SECTION 6: COVID

Covid-19 Pandemic addition to Learning Contract 2020/21

The Creative Academy is working to follow the current Government guidelines (and will be reviewed as guidance is renewed) which are set out to ensure the safety of all The Creative Academy students. To comply with the Government guidelines on social distancing, The Creative Academy will be operating our first semester as below –

- Each year group will be separated into pods of no more than 10 in a group. These will be made up of students who are in the same household to ensure that cross contamination remains as low as possible.
- Each pod will have separate start times and days to reduce the number of bodies in the building at one time.
- Anyone who develops symptoms during the day they must isolate immediately in the isolation area and inform the Creative Academy administration team, they must report any people they have been in close contact with and apply for a test, if they are negative they may return when they feel well.
- The Undergraduate programme will be delivered over a 7 day week.

During this time, it is mandatory that students do not socialise with members of other pods in order to reduce the risk of contamination.

If a student experiences any symptoms of Covid-19, they must isolate for **7 days** and attend the testing centre, if they are positive the household and POD must isolate for **14 days**. If they live with others, the household must isolate for **14 days** to ensure that the infection is contained. If guidelines regarding this change in the future, students will be advised of this and will be expected to follow the regulations that are set out in order to ensure the safety of all staff and students and contain the virus. Before returning students must receive a negative test from the testing centre.

Catch it, Bin it, Kill it

While studying at Creative Academy, students will need to follow the new rules set out below –

- You must sanitise your hands when arriving building and after each class, wash them thoroughly before and after using the toilet or eating
- Students are in small pods and student numbers in buildings will be significantly reduced so please ensure you follow social distancing rules at all times
- Students **ONLY** move around their specific zone of the building
- Do not turn on air conditioning, extractor fans and opening doors/windows is important please ensure where possible windows and doors are open
- Any student displaying symptoms please inform the Creative Academy Office immediately
- Car should not be shared unless with members of your own household
- Students will arrive at staged start times and only move around their specific Zone
- 37.8 degrees or above will be denied access to the building - random selecting of temperature will be taken on arrival each day
- Please adhere to the 1 metre rule when waiting for entry and always walk on the right when moving around communal areas – signage is on the floor and doors
- Wash your hands thoroughly before and after entry to classes, after using the toilet and before and after eating
- Signing in and out will be in a new system
- Students will not share equipment where possible, where not possible it must disinfected before and after use
- Every student must book a test if they display symptoms
- Students must wear a face mask during all classes and in public areas
- Students must ensure that they wear fresh clothes daily and only have one outfit a day. (During this time, the uniform list will be suspended)
- Hair must be tied back or in a bun all day
- Studios must be disinfected after each class (all places students touch) – cleaning equipment will be provided
- Students can only bring in one small bag with their personal items (24 litre max)
- Lunch must be cold and kept in a packed lunch box. Use of microwaves, water dispersers and fridges are not permitted during term 1.
- Students can only use their pod entrance and rest area (their daily zone) details of these will be provided in induction week and displayed on the website.
- Please also read UWL Flex for emergency regulations on modules and assessments

Hands, Face, Space

SECTION 7:- MEDIA CONSENT

The Creative Academy welcomes publicity for the town, the course, University of West London, The Council for Dance, Drama & Musical Theatre and Slough Borough Council, which sometimes involves the media filming or taking photographs of the students.

These photographs/films will be stored in a photo library held by Creative Academy. During this time they may be used by the Creative Academy and its partners for media and marketing purposes, such as films, magazines, newspapers, brochures, leaflets, posters, social networking and electronic forms of communication. I give my permission for the photographs/film to be used for a minimum of ten years, (from the date of graduation) for the purposes of representing the Creative Academy and its partners.

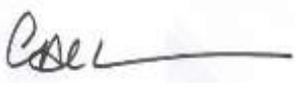
After which this consent will continue until I write to Creative Academy to withdraw it (recorded delivery).

I certify that the information contained on this form is correct; I confirm that I have read and understand the Creative Academy Learning Agreement and am prepared to abide by Sections 1, 2, 3, 4, 5, 6 and 7 contained herein

Student Signature:

Creative Academy Manager:

Signed: _____

Signed: 

Name: _____

Name: George Kirkham

Date: _____

Date: 02/09/19