

## <Creative Academy>

# Learning Contract BA (Hons) Dance – Top Up

### VERSION HISTORY (KEEP 5 MOST RECENT CHANGES)

Date	Document Version	Document Revision History	Document Author/Reviser
<Insert version completion date>	<Insert version number>	<Briefly describe work completed to create the version>	<Name author or reviser>
17.09.2017	1.0	Initial draft	George Kirkham
03.04.2018	1.1	Amended draft	Jagdev Khatkar
10.10.2018	1.2	Final	George Kirkham

### APPROVALS (KEEP 5 MOST RECENT CHANGES)

Date	Document Version	Approver Name and Title	Approver Signature
<Insert approval date>	<Insert version approved>	<Provide name and title of approver>	
03.04.2018	1.1	George Kirkham	GAK
10.10.2018	1.2	Alan Sinclair (Chair)	

Name:

Document Version: <Version 1.2. (10.10.18)>

Address:

Date of Birth:

Gender:

BA (Hons) Dance (Top UP)

This Learning Agreement is made on 03/09/18, 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; 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 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 (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 AY2018/19 - £6,200
- £200 studio fees \*
- Exam and Membership fees (Imperial society of Teachers of Dancing and Active IQ)\*
- Chiropractor (Active Health care) fees\*
- Costume Hire/Library Loan Fines\*
- Council Tax without exemption
- Payment of full course fees will be collected from individual student if student leaves after 1<sup>st</sup> term and SLC does not pay final 2 terms. Please note the student is responsible for course fees.
- \* these fees are initially recoverable from studio fees with any outstanding monies to be paid by student (Any monies remaining will be returned to student).

### 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;
  - 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 West Wing facilities;
  - Following health and safety guidelines set by tutors and the Creative Academy; and
  - Meeting the learning outcomes and completing assignments
 I will be unable to complete the Foundation Degree in Dance/Bachelors Degree in Dance and therefore be removed from the programme;
- I understand that if I do not complete the City and Guilds 7303 (PTLLS) (all assignments and sessions) *where applicable* I will be liable for the qualification fees of £350.00;
- 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 1<sup>st</sup>/distinction or/over 70 grade. If students have less than 90% attendance in module classes/rehearsals I am only able to receive pass/3<sup>rd</sup>/49 grade maximum (without medical certification).
- I understand that once I receive exam certificates they are my responsibility and I am are 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 un-able 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 a 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 ones with Creative Academy agreed practices). No heat/cold packs will be provided from the Creative Academy office.

## SECTION 6:- 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 and 6 contained herein

Student Signature:

Creative Academy Manager:

Signed: \_\_\_\_\_

Signed: 

Name: \_\_\_\_\_

Name: George Kirkham

Date: \_\_\_\_\_

Date: 03/09/18