

<Creative Academy>

<Student Learning Agreement>

Overview

A student learning agreement is a formal contract between a student and educational institution, outlining shared responsibilities for learning, behaviour, and academic success. It ensures that educational objectives, courses, or supporting interventions are clearly defined, approved by all parties, and geared toward recognised credit.

Key Aspects of a Student Learning Agreement:

- **Purpose:** Establishes a formal, transparent plan for education, ensuring student buy-in and accountability.
- **Content:** Contains personal details, signatures from the student and institution.
- **Support/Action Plans:** Used to set out support for students facing difficulties, setting specific behavioral or attendance goals during study.
- **Key Responsibilities:** Covers attendance, deadline management, academic honesty, and respectful behaviour.
- **Binding Nature:** Once signed, it serves as a legally relevant document for university exchanges and a firm behavioral contract.

Name:

Address:

Date of Birth:

Gender:

BA (Hons) Dance []
BA (Hons) Dance – Top Up []
BA (Hons) Musical Theatre Performance []

This Learning Agreement is made on _____, between the above-named Student and the Creative Academy/Slough Borough Council (SBC) of 73A Stoke Poges Lane, SLOUGH, SL1 3NY.

Our aim at the Creative Academy is to help you identify and achieve your educational and employment goals.

This agreement outlines the Academy's commitment to every Student and the Students' responsibilities, ensuring expectations are met by the student body & faculty. This agreement has been created in partnership between Slough Council, Creative Academy Faculty, student representatives and the student council.

SECTION 1: - LEARNING AGREEMENT

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

1. Arriving 15 minutes before the start of the day/registration.
2. Being punctual and prepared to work in all classes.
3. Not bringing their mobile phone(s) into classes unless directed by the tutor.
4. 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.
5. Respecting that everyone has a right to their own views and opinions.
6. Committing to participating in class discussions, respecting fellow students and teachers by listening whilst they are talking and not talking over them.
7. Entering the learning environment focused on learning and leaving any personal issues outside the learning environment.
8. Keeping any personal information obtained in the learning environment confidential and not disclosing it to any third party.
9. Treating fellow students and teachers with respect by referring to points 2 & 4 (above), raising their hands to speak, not insulting others, and not using offensive language when in the learning environment unless pertinent to the discussion.
10. Refraining from using profanities unless relevant to learning and discussion.
11. Not speaking over teachers or fellow students in the learning environment.
12. Attending all sessions. Inform your tutor if you are unable to attend a session by emailing info@creativeacademy.org **and** your tutor before the start of class; please note that text messages are not acceptable for informing the Creative 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 more than 1 minute after the class start time will be marked absent, and it is at the class tutor's discretion whether the student may participate.
15. Ensuring that you attend all classes prepared to learn with the necessary equipment, books, module study guides, homework and resources for each class (which includes costumes for shows and assessments).
16. Behaving in a professional manner and understanding that they are ambassadors for the Creative Academy, both on and off-site.
17. Not displaying any aggressive, violent or threatening behaviours towards Creative Academy/SBC/UWL staff, tutors, industry partners, visiting tutors, or 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 behaviours is considered gross misconduct, and Students will be removed from the Programme immediately if they display such behaviours
18. Only bring plastic bottles filled with water into the dance studio and leave all personal belongings (at your own risk) outside the classroom.
19. Ensuring that they take care of their body, as is expected of professional dancers.
20. Not wearing socks as footwear unless instructed to by the tutor. (Bare feet for all contemporary & Jazz classes).
21. Ensuring that they have read and understand the Creative Academy's complaints procedure.
22. Purchasing and reading all core readings as required by the module study guides.
23. Bring printed or electronic copies of the Module Study Guides to the relevant classes.
24. Following all guidelines set by class tutors.
25. Purchase all core reading, set uniform, costumes, and exam uniform as instructed.
26. Ensure that all fees are paid to The Creative Academy. If any outstanding monies remain unpaid by the end of the academic year, they acknowledge that they will be unable to graduate until the debt is settled in full.
27. Submit 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 notebook to feedback sessions to keep tutor verbal feedback for the duration of the course. Students who do not bring a notebook will not receive feedback.
28. Ensuring that absolutely **NO outdoor shoes** are worn in the Creative Academy's dance studios.
29. 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's reputation.
30. The vocational elements often encompass studio performances, choreography projects, concept videos and collaborative productions, fostering a dynamic learning environment. By committing to the learning contract, and at the staff's discretion, students not only gain technical proficiency but also cultivate essential skills in teamwork, creativity, and adaptability, preparing them comprehensively for the diverse challenges within the dance profession.

SECTION 2: - ATTENDANCE

Students are registered at the beginning of the day during fitness/ballet/Pilates/yoga and through the Sign In App. If you miss or are late to registration, without a principal's exemption, you are unable to complete that day, on the grounds of health and safety, professionalism, and fairness. Therefore, cannot participate in classes that day. This is considered an unauthorised absence.

To maintain a safe and professional environment for all students, it is imperative that attendance is consistent and reliable. Failure to attend registration without prior authorisation will result in the inability to participate in dance classes on that particular day. This policy is enforced in accordance with health and safety protocols, to uphold professional working practices, and in response to student council requests.

Students are required to notify the Student Support and Wellbeing Manager (krissie.paul@slough.gov.uk) and any tutors whose classes they will miss of any anticipated absences in advance (where possible), providing valid reasons and/or evidence for their inability to attend registration, using an absence form. Authorisation for absences will be granted on a case-by-case basis by the Creative Academy Principal, taking into account the extenuating/mitigating circumstances.

Students who fail to adhere to this policy will be unable to participate on the day they are late or absent from registration and may face disciplinary actions (see disciplinary policy). This measure is implemented to ensure the well-being of all individuals involved and to uphold the standards of professionalism within our dance community.

We appreciate your cooperation and understanding in maintaining a safe and productive learning environment. If you have any questions or concerns regarding this policy, please feel free to contact me.

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** – meeting with Head of Year
- 6 absences, student will receive a **written warning** – meeting with Head of Year
- 9 absences: students will be able to **complete only modules and will be removed from all other aspects of the Programme.** - meeting with Principal

Students must send an absence form to krissie.paul@slough.gov.uk as soon as reasonably possible if they are unable to attend classes.

If a student requires time off for medical appointments, bereavement/funeral, audition or other the student must also send an absence form to krissie.paul@slough.gov.uk, providing as much notice as possible and including written evidence.

Only students with a medical certificate or authorisation from the Creative Academy Principal will be exempt from the absence(s) being recorded.

SECTION 3: - FEES

- Course Fees - £9,535.00 per annum (25/26), this may change each year (dependent on inflation, University of West London(UWL) contract and Student Loan Company (SLC)).
Please refer to the website for any annual updates.
- + £250* non-refundable deposit (Year of entry) – please note, this does not pay for **any** additional fees you may incur, it is part of the course fees*

Fees Breakdown

- Degree (modules only) **£9,535.00** – 9 hours per week. Our institution distinguishes itself by offering lower fees than other CDMT, conservatories and vocational schools.
- As part of our commitment to accessibility and support, we consider every student eligible for a bursary under this discounted approach to vocational elements (which is up to £5K per annum at some institutes on top of the course fees). This approach seeks to alleviate financial barriers, making quality creative industries education more accessible to a diverse range of individuals. By providing this financial support, we strive to ensure that talented and passionate students' commitment to accessibility and support is recognised, and we consider every student eligible for a bursary under this discount. This approach seeks to alleviate financial barriers, thereby making quality performing arts education more accessible to a diverse range of individuals. By providing this financial support, we strive to ensure that talented and passionate students can pursue their dance aspirations without being hindered by financial constraints.
 - No fees charged for withdrawal prior to initial Creative Academy enrolment or within 14 days of initial enrolment. Applicable for the first academic year of enrolment.
 - 50% of the fees will be charged if withdrawn before 31 October.
 - 70% of the fees will be charged if the withdrawal is made before 30 November.
 - 100% of fees will be charged if withdrawal is made on or after 1st December.
- **Payment of full course fees** will be collected from the individual student if the student leaves after 1st term (PER ACADEMIC YEAR) and SLC / UWL does not pay the final 2 terms*. Please note that the student is responsible for the course fees. *
- Fees are collected by the University of West London (from the Student Loans Company) and directed to Slough Borough Council/Creative Academy. If fees are not paid as stipulated, the student becomes personally responsible for settling all outstanding fees directly with Slough Borough Council/The Creative Academy. Additionally, should a student not complete the academic year for any reason, any & all bursaries awarded are to be returned. This financial structure ensures clarity and accountability, emphasising the importance of fulfilling financial obligations for both the benefit of the student and the administrative entities involved.
- Participation in the vocational elements (19 hours per week full timetable) enhancement The dance/musical theatre degree is subject to the discretion of the staff/faculty/Principal. While the learning contract outlines expectations, the faculty maintains the authority to assess individual readiness, skill development, and overall commitment. This discretionary approach permits personalised guidance, ensuring that students receive appropriate support and resources tailored to their unique strengths and areas for improvement. It also enables the staff to address individual needs, fostering an environment that maximises each student's potential in the pursuit of a comprehensive education. These vocational elements often encompass studio performances, choreography projects, concept videos, Move It, dance films and collaborative productions, fostering a dynamic learning environment. By committing to the

learning contract, students not only gain technical proficiency but also cultivate essential skills in teamwork, creativity, and adaptability, preparing them comprehensively for the diverse challenges within the dance profession.

- Participation in 'After-Hours' classes (enrichment) is available at a rate of £50 per term, granting students access to as many classes as they desire, within this Programme. However, it's important to note that attendance for the entire term is a prerequisite for participation. Students who do not comply with this attendance requirement will not be permitted to continue participating in 'After-Hours' classes, and the fee is non-refundable. This policy is designed to ensure a consistent and committed learning environment for those engaging in additional dance classes beyond the regular curriculum.
- The 'Innovate' /'Innov8' Programme serves as the Creative Academy's gifted and talented initiative, limited to 12 participants per term. Entry into the programme involves auditions, which are open to both current students and graduates. Successful candidates will gain access to this exclusive programme for £500, which is suspended until successful completion of the programme and only payable if the student does not complete the course. The programme is intended to provide advanced training and opportunities for individuals with exceptional abilities and dedication to further enrich their dance education. This selective approach ensures a focused and supportive environment for participants to thrive in their artistic and technical pursuits.
- Exam and Membership fees (Imperial Society of Teachers of Dancing) – ISTD Website*
- Sports Rehab/Chiropractor/Physio fees – sports rehab £15 / Physio £30 (This is at a 50% reduced rate) *
- Active IQ – Pilates - £300*
- Hoodie replacement cost £30*
- Named branded hoodie £35*
- Theatre Trips (dependent on show and theatre) and travel (if required) *
- IF students miss organised trips/excursions, they are liable for the costs incurred. Students agree to pay all costs associated with trips and excursions, including travel (where provided). If, for any reason, you do not attend, you are still liable for these costs. *
- After-hours £50 per semester*
- Students are responsible for purchasing costumes for external and internal performances
- Any student-organised events' monies are paid directly to the 3rd years*
- Any Bursary or Scholarship is to be refunded to Slough Borough Council/Creative Academy if you leave the course before graduation – please see terms and conditions*
- Fees for retakes will be charged for all retake modules at a minimum of £1,000, or as a proportion of the applicable full-time tuition fee. Payment in full is normally required at enrolment. Undergraduate students who are taking more than 120 credits in any one academic year will not be charged more than the full-time tuition fee for that year. Re-sits will not be charged for. *

* *These fees are recoverable directly from the student to Slough Borough Council.*

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.
 - Arriving on time for registration.

- Dressing appropriately.
 - Demonstrating excellent timekeeping with a minimum of 90% attendance (regardless of the reason), I understand that if I have 9 absences, I will be on modules only and will not be able to access the vocational elements of the programme.
 - Adhering to professional working practices and attendance.
 - Following health and safety guidelines set by tutors and the Creative Academy, and
- Meeting the learning outcomes and completing assignments to deadline.
 - If I display any aggressive, violent, or threatening behaviour towards the Creative Academy/UWL/SBC staff, tutors, industry partners, visiting tutors, fellow students or members of the public accessing The CA facilities.
 - I will be unable to complete the programme I am attending (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 in which they were given to me by the loan end date.
 - I understand the Creative Academy/UWL policy on assignments and agree to comply with the set deadline.
 - I understand I must buy/purchase all costumes for performances and assessments
 - I agree to attend all performances/rehearsals for internal and external shows while maintaining motivation throughout the programme.
 - I understand that I must comply with all UWL and Creative Academy/SBC policies relating to my programme, and that it is my responsibility to understand these policies.
 - I understand I am liable for ISTD fees, and any fees associated with 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 (any outstanding monies from section 3) I will not be awarded my degree until this debt is cleared.
 - I understand that if I do not have 100% attendance at module lessons/rehearsals, I am unable to obtain a 1st/distinction grade or/over 70. If students have less than 90% attendance in module classes/rehearsals, I can only issue a pass/3rd/49 grade (without medical certification or a signed absence form from the principal).
 - I understand that, once I receive the exam certificates, they are my responsibility and I am liable for any 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, websites, theatre visits, auditions, performances, and property shared with current students.
 - I understand that if I do not follow the 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) I am unable to complete any assignments through injury I accept I will need to complete a mitigation form and will be offered an extension or have to either re-take/re-sit assignment or complete alternative

methods of assessment with agreement from the module tutor and the Creative Academy Principal/programme leader.

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

I am responsible for maintaining my health and well-being, as required of a dancer, during this programme.

No heat/cold packs will be provided from the Creative Academy office.

SECTION 6:- MEDIA CONSENT & DATA PROTECTION

Data Protection Statement

At Creative Academy, we are committed to protecting the privacy and security of your personal data. This Data Protection Statement outlines how we collect, use, and safeguard your information in accordance with the UK General Data Protection Regulation (UK GDPR).

1. Data Collection and Purpose:

We collect personal data for specific, explicit, and legitimate purposes. This may include information such as your name, email address, contact details, and any other information necessary to fulfill our contractual obligations or provide requested services.

2. Lawful Basis for Processing:

We process personal data based on one or more lawful bases as defined in the UK GDPR, including consent, contract performance, legal obligations, vital interests, public task, and legitimate interests. We ensure that the processing is fair, transparent, and proportionate to the purpose for which the data was collected.

3. Data Minimisation and Accuracy:

We only collect and retain personal data that is necessary for the intended purpose. We take reasonable steps to ensure that the information we hold is accurate, up-to-date, and relevant. You have the right to request access to, correction of, or deletion of your personal data held by us.

4. Data Security and Confidentiality:

We implement appropriate technical and organizational measures to protect your personal data against unauthorized access, disclosure, alteration, or destruction. We regularly review and update our security measures to ensure they remain effective and aligned with industry standards.

5. Third-Party Processing:

We may engage third-party service providers to assist with data processing activities, such as cloud storage or IT support. We ensure that any third parties processing personal data on our behalf comply with data protection regulations and provide sufficient guarantees regarding the security and confidentiality of your information.

6. Data Transfers:

If personal data is transferred to countries outside the European Economic Area (EEA), we ensure adequate safeguards are in place to protect your rights and freedoms in accordance with the UK GDPR.

7. Data Subject Rights:

You have certain rights regarding your personal data, including the right to access, rectification, erasure, restriction of processing, data portability, and objection to processing. We respect these rights and will respond to any requests in a timely and lawful manner.

8. Data Breach Notification:

In the event of a personal data breach that is likely to result in a risk to your rights and freedoms, we will notify the relevant supervisory authority and affected individuals without undue delay, in accordance with our legal obligations.

9. Contact Information:

If you have any questions, concerns, or requests regarding our data protection practices or this statement, please contact the Data Protection Officer at Slough Borough Council.

10. Updates to this Statement:

We may update this Data Protection Statement from time to time to reflect changes in our practices or legal requirements. Any updates (to this document) will be published on our website, and we encourage you to review this statement periodically for the latest information.

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 on a Slough Borough Council internal system, Instagram, Facebook, Tik Tok and WeTransfer or various social media platforms. 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, social media 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**).

Initial



Data Protection on 'We-transfer'**Data Protection Impact Assessment (DPIA)**

1. Overview:

This DPIA assesses the data protection risks associated with the storage of videos and images using WeTransfer under the UK General Data Protection Regulation (UK GDPR). The purpose is to identify potential risks, evaluate their impact, and propose mitigating measures to ensure compliance with data protection regulations.

2. Data Processing Activities:

- Collection, storage, and transfer of videos and images via WeTransfer.
- Processing personal data such as names, email addresses, and potentially sensitive information depicted in the videos and images.

3. Data Protection Risks:

1. ****Data Breach:**** Unauthorised access or disclosure of videos and images during transfer or storage could lead to data breaches.
2. **Data Loss:** Inadequate security measures may result in the loss of data, compromising its integrity and availability.
3. **Third-Party Risks:** WeTransfer is a third-party service, and its security measures and compliance with GDPR may not be fully transparent or under our control.
4. **Sensitive Data Exposure:** Videos and images may contain sensitive personal information (however unlikely), risking exposure if not adequately protected.

4. Impact Assessment:

- Likelihood: The likelihood of data breaches and loss is low, considering the security measures in place and the nature of the data being transferred.
- Severity: The severity of potential breaches is high, as they could result in significant harm to individuals and damage to the organisation's reputation.

5. Mitigation Measures:

1. Encryption: All videos and images should be encrypted both in transit and at rest to prevent unauthorised access.
2. Access Controls: Implement strict access controls and authentication mechanisms to limit access to authorised personnel only.
3. Data Minimisation: Collect and store only data necessary for the intended purpose, thereby reducing the risk associated with sensitive information.
4. Vendor Due Diligence: Conduct regular assessments of WeTransfer's security measures and compliance with GDPR to ensure alignment with data protection requirements.
5. Data Retention Policy: Establish a clear data retention policy to minimise the storage of unnecessary data and reduce the risk of exposure.

6. Conclusion:

This DPIA highlights the potential risks associated with the storage of videos and images using WeTransfer under the UK GDPR. By implementing the proposed mitigation measures, the organisation can minimise these risks and ensure compliance with data protection regulations. Regular reviews and updates to security measures are essential to adapt to evolving threats and maintain the integrity and confidentiality of personal data.

7. Approval:

This DPIA has been reviewed Initial



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: _____