



# **Rules and Regulations**

**Policy Owner:** Principal / Proprietor

**Applies to:** Students, parents/carers and families

**Effective Date:** September 2026

**Review Date:** September 2027

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## **1. PURPOSE**

Top Hat Theatre School aims to provide a **safe, welcoming, positive and professional environment** in which students can develop their skills, confidence and enjoyment of the performing arts.

Our Rules & Regulations exist to ensure that:

- classes can run safely and effectively;
- all students are treated fairly and respectfully;
- teachers can teach without unnecessary disruption;
- students can make the most of their training;
- parents and staff understand their responsibilities; and
- the school operates efficiently and consistently.

By accepting a place at Top Hat Theatre School, students and their parents/carers agree to abide by these Rules & Regulations and the school's other relevant policies.

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## **2. FEES & PAYMENTS**

### **2.1 Term Fees**

Unless otherwise agreed, term fees must be paid **in full before the start of each term** by card, BACS or cash.

Term fees are non-refundable except where Top Hat Theatre School agrees otherwise or where a refund is required by law.

### **2.2 Late Payments**

Payments received after the stated payment deadline may incur a **£5 late payment charge for each week that the payment remains overdue.**

Top Hat reserves the right to take reasonable steps to recover outstanding fees where necessary.

## 2.3 Payment Regardless of Attendance

With the exception of designated **pay-as-you-go classes** (currently including Adult Classes and Dynamite Minis), class fees are payable regardless of whether a student attends every scheduled class.

This is because places are reserved for students for the duration of the term.

## 2.4 Notice to Leave

As fees are paid in advance and places are reserved for students, a **full term's written notice** is required where a student wishes to leave Top Hat Theatre School.

Fees remain payable during the notice period.

Notice should be provided directly to the Principal or school office rather than to an individual teacher.

## 2.5 Workshops

Workshops must be paid for in full before the workshop takes place.

Where an **early-bird or other discounted rate** is offered, payment must be received by the stated deadline.

If payment is not received by that deadline, the discounted rate may be withdrawn and the standard fee will become payable.

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# 3. TRAINING AT OTHER PERFORMING ARTS SCHOOLS

Top Hat Theatre School provides comprehensive performing arts training and operates on the basis that students enrolled at Top Hat do not simultaneously receive regular training at another **dance, theatre or performing arts school**.

With the exception of workshops, masterclasses or other activities specifically approved by the Principal, students must obtain **express permission from the Principal before undertaking regular training at another performing arts school**.

This requirement is intended to avoid conflicts of interest, conflicting training requirements, timetable difficulties and circumstances where another organisation's policies or commitments conflict with those of Top Hat.

Parents/carers must disclose any relevant existing or proposed training arrangements when requested.

Where this rule is breached, Top Hat may review the student's place at the school and, depending on the circumstances, may withdraw further tuition.

**Any decision to withdraw a student's place will be made by the Principal and communicated to the parent/carer.**

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## 4. ATTENDANCE & PUNCTUALITY

Students are expected to attend their scheduled classes regularly and arrive on time.

Parents/carers should notify the school as soon as reasonably possible if a student is unable to attend.

Students should arrive with sufficient time to:

- enter the building safely;
- change if necessary;
- prepare for class; and
- be ready to start at the scheduled time.

Persistent lateness or absence may affect a student's progress and, where appropriate, may be discussed with parents/carers.

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## 5. UNIFORM

Once a student has completed their settling-in period, they are required to wear the **Top Hat Theatre School uniform** appropriate to their class.

Uniform requirements may include:

- the correct clothing for the relevant discipline;
- appropriate footwear;
- hair styled as required for the class; and
- any other items specified by Top Hat.

The current uniform requirements are available through the school's website.

Uniform must be clearly labelled with the student's name.

Students should arrive appropriately dressed and ready to participate in their class.

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## 6. JEWELLERY & PERSONAL ITEMS

Jewellery must **not be worn during classes** where it presents a health and safety risk.

Small plain studs in pierced ears may be worn where they do not present a risk.

Teachers may require additional jewellery or accessories to be removed where necessary for safety.

Students should not bring valuable or unnecessary personal possessions to school.

Top Hat Theatre School cannot accept responsibility for personal possessions that are lost, stolen or damaged on the premises unless the loss or damage results from negligence or another circumstance for which the school is legally responsible.

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## 7. FOOD & DRINK

- No food or drink may be taken into teaching studios, except water.
- Water bottles should be clearly labelled.
- Chewing gum is not permitted anywhere on the school premises.
- Students must follow any additional rules relating to food and drink in individual areas of the building.

Parents/carers should ensure that the school is made aware of relevant allergies, medical conditions or dietary requirements.

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## 8. BEHAVIOUR & RESPECT

Top Hat Theatre School expects students to behave respectfully towards:

- teachers;
- staff;
- fellow students;
- parents and carers;
- visitors; and
- members of the public when representing Top Hat.

Students must not:

- disrupt classes;
- deliberately prevent others from learning;
- bully, intimidate or harass another student;
- use threatening, abusive or discriminatory language;
- deliberately damage school property;
- behave aggressively towards staff or other students; or
- engage in behaviour that compromises the safety or wellbeing of others.

We expect students to listen to their teachers, follow reasonable instructions and contribute positively to the class.

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## 9. PARENT & CARER CONDUCT

Parents and carers are expected to support Top Hat's aim of maintaining a positive and respectful environment.

Parents/carers must:

- communicate respectfully with staff;
- raise concerns through the appropriate channels;
- avoid confronting teachers, students or other parents about disputes;
- not discuss confidential matters involving other children;
- support the school's behaviour and safeguarding procedures; and
- ensure that children understand and follow the school's Rules & Regulations.

Aggressive, threatening, abusive or intimidating behaviour towards staff will not be accepted.

Concerns and complaints should be raised in accordance with the **Customer Complaints Policy**.

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## 10. SAFEGUARDING

The welfare and safety of our students is paramount.

All students and parents/carers must comply with Top Hat Theatre School's safeguarding procedures.

Any safeguarding concern should be reported to the school's **Designated Safeguarding Lead**.

Safeguarding concerns will be dealt with in accordance with the **Safeguarding & Child Protection Policy** and will not necessarily be dealt with through the normal complaints or behaviour procedures.

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## 11. BULLYING & DISCRIMINATION

Bullying, harassment, discrimination or victimisation will not be tolerated.

Students are expected to treat one another with respect, regardless of their age, disability, race, religion or belief, sex, sexual orientation, gender reassignment or other personal circumstances.

Concerns about bullying should be reported to a teacher or member of management.

Top Hat will deal with concerns in accordance with its **Anti-Bullying Policy**.

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## 12. HEALTH & SAFETY

Students must follow reasonable health and safety instructions given by teachers and staff.

Students must:

- use equipment appropriately;
- follow instructions during dance, acrobatics and other physical activities;
- report accidents or injuries to a teacher;
- not deliberately create hazards;
- follow fire and emergency procedures; and
- inform the school of relevant medical conditions or changes to health that may affect participation.

Parents/carers must ensure that the school has accurate and up-to-date emergency contact and relevant medical information.

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## 13. REPRESENTING TOP HAT

Students attending:

- performances;
- competitions;
- festivals;
- examinations;
- trips;
- workshops;
- external events; or
- other activities as representatives of Top Hat

are expected to behave appropriately and respectfully.

The same standards of behaviour apply whether students are at the Top Hat premises or representing the school elsewhere.

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## 14. PHOTOGRAPHY, FILMING & SOCIAL MEDIA

Top Hat regularly photographs and films students for legitimate school purposes, including performances, promotional material and social media, subject to the appropriate permissions and procedures.

Students and parents/carers must respect the privacy of other students and must not:

- photograph or film another child without appropriate permission;
  - share private school information online;
  - post inappropriate or harmful material involving other students;
  - publicly identify children involved in complaints, safeguarding matters or disputes; or
  - use social media to harass, threaten or intimidate students, parents or staff.
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## 15. SCHOOL PROPERTY & FACILITIES

Students must take reasonable care of Top Hat Theatre School's buildings, studios, equipment, costumes and other property.

Damage caused deliberately or through unreasonable behaviour may result in the matter being addressed with the student and parent/carer and, where appropriate, the cost of repair or replacement may be sought.

Students must not enter restricted areas or use equipment without permission.

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## **16. LOST PROPERTY**

Students should ensure that personal belongings, uniform, shoes and other items are clearly labelled.

Lost property should be handed to a member of staff.

Top Hat will take reasonable steps to reunite lost property with its owner but cannot guarantee that lost items will be recovered.

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## **17. CHANGES TO CLASSES & SCHOOL ARRANGEMENTS**

Top Hat Theatre School reserves the right to make reasonable changes to:

- class times;
- teachers;
- rooms;
- timetables;
- performance arrangements;
- workshops;
- school activities; and
- other operational arrangements

where necessary.

Parents/carers will be informed of significant changes wherever reasonably practicable.

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## 18. BREACHES OF THE RULES

Where a student breaches these Rules & Regulations, Top Hat may take appropriate action depending on the circumstances.

This may include:

- speaking to the student;
- speaking to the parent/carer;
- setting behaviour expectations;
- implementing additional support;
- restricting participation in a particular activity;
- suspension from classes or activities; or
- withdrawal of the student's place in serious or persistent cases.

Any action will be proportionate to the circumstances and will take account of the student's age and welfare.

Serious safeguarding concerns will be dealt with under the school's safeguarding procedures.

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## 19. FEEDBACK & COMPLAINTS

Top Hat welcomes constructive feedback and aims to resolve concerns promptly.

Parents/carers should raise concerns through the appropriate channels rather than discussing individual students, teachers or disputes publicly.

Formal complaints should be made in accordance with the **Customer Complaints Policy**.

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## 20. ACCEPTANCE OF THESE RULES

By accepting a place at Top Hat Theatre School, parents/carers and students agree to comply with these Rules & Regulations and the school's relevant policies.

Top Hat Theatre School reserves the right to update these Rules & Regulations when necessary. Parents/carers will be informed of significant changes.

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## RELATED POLICIES

These Rules & Regulations should be read alongside:

- **Teacher & Staff Code of Conduct**
  - **Safeguarding & Child Protection Policy**
  - **Anti-Bullying Policy**
  - **Equality, Diversity & Equal Opportunities Policy**
  - **Health & Safety Policy**
  - **Customer Complaints Policy**
  - **Data Protection & Privacy Policy**
  - **Social Media Policy**
  - **Fire Safety Procedures**
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## REVIEW

This document will be reviewed annually, or sooner if required due to changes in legislation, guidance, school activities or operating arrangements.

**Policy Owner:** Julie McKenna, Principal / Proprietor

**Effective Date:** September 2026

**Review Date:** September 2027

**Signature:** 

**Name/Role:** Julie McKenna    Company Director

**Date:** 15.9.2026