

Evolve Academy



Parents & Students **Policies**

Last Reviewed: July 2026

Next Review: July 2027

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All policies are reviewed annually by the Director of Evolve Academy. Please contact admin for any queries or concerns.

Parent & Student Policies

The following policies provide important information for students and parents/guardians about how Evolve Academy operates. They are designed to help ensure a safe, inclusive and positive environment where every child can learn, grow and enjoy performing arts.

We kindly ask all students and parents/guardians to read and follow these policies at all times.

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Evolve Academy

Terms & Conditions

Last Reviewed: July 2026

Next Review: July 2027



Purpose

Evolve Academy is committed to providing a professional, safe and high-quality experience for all students. These Terms & Conditions exist to:

- Set clear expectations for students, parents and guardians
- Ensure the smooth running of the academy
- Protect the rights and responsibilities of all parties
- Provide a clear agreement for participation

Scope

These Terms & Conditions apply to:

- All students attending Evolve Academy
- All parents and guardians
- All classes, rehearsals, performances and activities

All parents and guardians are expected to read, understand and agree to these Terms & Conditions

Agreement

- By enrolling a student at Evolve Academy, parents and guardians agree to follow all academy policies and procedures
- This includes payment, attendance, behaviour, safeguarding and all other relevant policies

Payments

- All fees must be paid in accordance with the Evolve Academy Payment Policy
- Failure to do so may result in loss of place or suspension from classes

Attendance and Behaviour

- Students are expected to attend regularly and behave appropriately at all times
- All students must follow the Evolve Academy Attendance and Behaviour policies

Cancellation by Evolve Academy

- In the event that Evolve Academy cancels a class, every effort will be made to provide a replacement class at the end of the term
- If a replacement class cannot be provided, a refund will be issued

Cancellation by Parents/Guardians

- A minimum of one month's notice is required if a student wishes to leave
- Fees must still be paid during the notice period

Liability

- Participation in classes is at the student's own risk

- Evolve Academy will take all reasonable steps to ensure safety but cannot accept responsibility for injuries sustained during participation unless due to negligence

Changes to Services

- Evolve Academy reserves the right to make changes to classes, timetables, pricing and policies where necessary
- A minimum of one month's notice will be given for any significant changes

Communication

- Parents and guardians are responsible for ensuring Evolve Academy has up-to-date contact information.
- Official communication will be made via email, WhatsApp and other approved academy platforms.

Failure to Follow Terms & Conditions

- Failure to follow these Terms & Conditions may result in appropriate action, including removal from the academy

Signed

Principal – Evolve Academy

Signed: 

(Harry Janes)

Evolve Academy

Attendance Policy

Last Reviewed: July 2026

Next Review: July 2027



Purpose

Evolve Academy is committed to providing consistent, high-quality training in a professional and structured environment.

This Attendance Policy exists to:

- Promote regular attendance and commitment
- Support student progress and development
- Ensure fairness in performance opportunities
- Maintain the smooth running of all classes and activities

Scope

This policy applies to:

- All students enrolled at Evolve Academy
- Parents and guardians responsible for communication and attendance

All parents and guardians are expected to read, understand, and follow this policy.

Attendance Expectations

- Students are expected to attend all classes regularly and arrive on time
- Consistent attendance is important for both individual progress and group work, particularly when preparing for performances

Absences

- If a student is unable to attend a class, parents/guardians must inform the Evolve Academy Principals in advance where possible
- Absences should be communicated via the academy's official contact method

Repeated Absences

- Repeated or unexplained absences will be monitored
- Parents/guardians may be contacted to discuss attendance
- Continued poor attendance may result in a warning and, if necessary, the loss of the student's place

Performances and Rehearsals

- Participation in performances is dependent on attendance and commitment
- Students who miss a significant number of rehearsals may not be able to take part in performances
- Each situation will be considered individually by the Evolve Academy Principals

Lateness

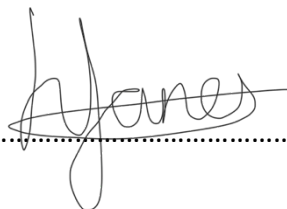
- Students who arrive late may still join the class where appropriate
- However, consistent lateness is not acceptable and may be addressed with parents/guardians

Missed Classes

- Missed classes are non-refundable and cannot be carried over or replaced

Signed

Principal – Evolve Academy

Signed: 

(Harry Janes)

Evolve Academy

Behaviour & Discipline Policy

Last Reviewed: July 2026

Next Review: July 2027



Purpose

Evolve Academy is committed to creating a safe, positive, and focused environment where all students can learn, grow, and enjoy performing arts.

This Behaviour & Discipline Policy exists to:

- Promote respectful and appropriate behaviour
- Ensure a safe and supportive learning environment
- Protect all students and staff
- Maintain high standards of conduct within the academy

Scope

This policy applies to:

- All students attending Evolve Academy
- Parents and guardians
- All classes, rehearsals, and performances

All students and parents/guardians are expected to read, understand, and follow this policy.

Behaviour Expectations

Students are expected to:

- Show respect to teachers and other students at all times
- Follow instructions promptly and appropriately
- Remain focused and engaged during classes
- Contribute positively to the learning environment
- Avoid any disruptive or inappropriate behaviour

Behaviour Management System

Evolve Academy operates a clear **three-strike system**:

- **Strike 1:** Verbal warning and reminder of expected behaviour
- **Strike 2:** Further warning and parent/guardian may be informed
- **Strike 3:** Removal from the class

This system is in place to ensure fairness, consistency, and clear expectations.

Consequences of Behaviour

- Students may be asked to sit out of activities following a warning
- Continued disruption will result in escalation through the three-strike system
- Parents/guardians will be contacted if behaviour becomes a concern

Serious Behaviour

The following behaviours will not be tolerated:

- Bullying or harassment

- Aggressive or threatening behaviour
- Disrespect towards staff or other students

In cases of serious behaviour:

- The student may be **removed from the class immediately**
- Parents/guardians will be contacted

Ongoing Behaviour Issues

- Continued poor behaviour may result in further action
- This may include a **final warning** or **removal from the academy**

Parent/Guardian Involvement

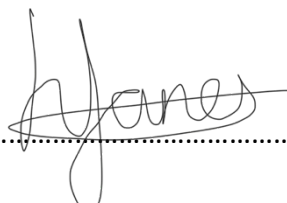
- Parents/guardians will be informed of behavioural concerns where necessary
- Evolve Academy expects full support from parents/guardians in addressing behaviour

Mobile Phones

- Students may bring mobile phones to class
- However, phones must not be used during sessions unless instructed
- Unauthorised phone use may be treated as disruptive behaviour

Signed

Principal – Evolve Academy

Signed:

(Harry Janes)

Evolve Academy

Anti-Bullying Policy

Last Reviewed: July 2026

Next Review: July 2027



Purpose

Evolve Academy is committed to providing a safe, inclusive and respectful environment for all students
This policy exists to:

- Prevent bullying of any kind
- Promote respect, kindness and positive behaviour
- Ensure all students feel safe
- Provide clear procedures for dealing with bullying

Scope

This policy applies to:

- All students attending Evolve Academy
- All staff and instructors
- All classes, rehearsals and performances

All students and parents/guardians are expected to read, understand and follow this policy

Statement on Bullying

- Evolve Academy has zero tolerance for bullying
- Bullying of any kind will not be accepted under any circumstances

Types of Bullying

Bullying may include, but is not limited to:

- Physical bullying (hitting, pushing, or harming)
- Verbal bullying (name-calling, insults, threats)
- Social bullying (excluding others, spreading rumours)
- Online bullying (messages, social media, or digital communication)

Reporting Bullying

- Any incidents of bullying must be reported immediately to the Evolve Academy Principals
- Students and parents/guardians are encouraged to raise concerns as soon as possible
- All reports will be taken seriously and handled appropriately

Consequences of Bullying

- Behaviour will be addressed depending on the severity of the situation
- This may include warnings, discussions with the student, and contacting parents/guardians
- Students may be removed from a class where necessary

Serious or Repeated Bullying

- Serious or repeated bullying will not be tolerated
- Continued behaviour may result in removal from Evolve Academy

Failure to Follow This Policy

- Failure to follow this policy may result in disciplinary action
- The safety and wellbeing of all students is the priority at all times

Signed

Principal – Evolve Academy

Signed: 

(Harry Janes)

Evolve Academy

Parent & Guardian Responsibilities

Policy



Last Reviewed: July 2026

Next Review: July 2027

Purpose

Evolve Academy is committed to maintaining a professional, safe and supportive environment for all students

This policy exists to:

- Set clear expectations for parents and guardians
- Support the smooth running of the academy
- Promote effective communication
- Ensure the wellbeing and development of all students

Scope

This policy applies to:

- All parents and guardians of students attending Evolve Academy
- All classes, rehearsals and performances

All parents and guardians are expected to read, understand and follow this policy

Communication

- Parents and guardians must communicate with Evolve Academy via email for all official matters
- A WhatsApp group may be used for academy updates and general communication only
- The WhatsApp group must not be used for complaints or sensitive matters
- Notify the academy of any changes to medical or emergency contact information.
- Ensure children arrive with appropriate clothing, footwear and refreshments.

Drop-off and Collection

- Parents and guardians are responsible for dropping off and collecting their child on time
- Evolve Academy is only responsible for students once they are inside the studio during class times
- Students must not be left unattended outside of scheduled class times

Behaviour Support

- Parents and guardians are expected to support the academy's behaviour expectations
- Any behavioural concerns raised by the academy should be addressed appropriately

Payments

- Parents and guardians are responsible for ensuring all fees are paid on time in line with the Payment Policy

Medical Information

- Parents and guardians must provide accurate and up-to-date medical information
- Any changes to a child's medical needs must be communicated promptly

Respect and Conduct

- Parents and guardians must behave respectfully towards staff, students and other families
- Aggressive, abusive or inappropriate behaviour will not be tolerated

Attendance

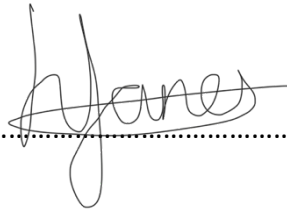
- Parents and guardians must inform the academy if their child is unable to attend a class
- Regular attendance is expected to support student progress

Failure to Follow This Policy

- Failure to follow this policy may result in appropriate action
- Continued issues may result in further steps, including removal from the academy

Signed

Principal – Evolve Academy

Signed: 

(Harry Janes)

Evolve Academy

Uniform Policy

Last Reviewed: July 2026

Next Review: July 2027



Purpose

Evolve Academy is committed to maintaining a professional, safe and inclusive environment for all students.

This policy exists to:

- Promote a professional and appropriate appearance for all students
- Ensure students are dressed safely for physical activity and movement
- Support comfort and confidence during classes and rehearsals
- Maintain clear expectations for students and parents/guardians

Scope

This policy applies to:

- All students attending Evolve Academy
- All classes, rehearsals and performances

All students and parents/guardians are expected to read, understand and follow this policy.

Uniform Expectations

Students may attend classes in suitable black activewear or official Evolve Academy uniform.

Suitable activewear may include:

- Black tops
- Black joggers
- Black leggings
- Black shorts

Official Evolve Academy uniform is available to purchase via the academy website. Students should wear clothing that is appropriate for movement, performance activities and physical exercise.

Footwear

- Black socks and black jazz shoes are required for all classes
- Jazz shoes must be purchased by parents/guardians
- No participation in socks only

Hair and Appearance

- Hair should be tied back where necessary for safety and visibility
- Students should present themselves in a neat and appropriate manner at all times

Jewellery

- Jewellery should not be worn during classes for safety reasons
- Any necessary items must be minimal and safe

Affordability and Support

- Evolve Academy aims to keep uniform costs, where possible, affordable for parents/guardians
- We understand that circumstances may vary and are committed to supporting families where needed
- Parents/guardians are encouraged to contact the academy confidentially if support is required

Non-Compliance

- Students may be unable to participate in certain activities if clothing or footwear is considered unsafe
- Repeated failure to follow appropriate clothing or footwear expectations may be discussed with parents/guardians

Implementation

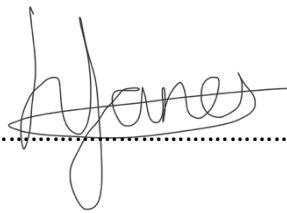
- Parents/guardians will be informed of clothing expectations upon registration
- Any future updates to uniform expectations will be communicated in advance

Failure to Follow This Policy

- Failure to follow this policy may result in limited participation where safety is affected
- The safety and wellbeing of all students remains the priority at all times

Signed

Principal – Evolve Academy

Signed: 

(Harry Janes)

Evolve Academy

Private Lesson Policy

Last Reviewed: July 2026

Next Review: July 2027



Purpose

Evolve Academy offers private lessons to provide additional training and support for students
This policy exists to:

- Set clear expectations for private lesson bookings
- Ensure fairness in payments and cancellations
- Maintain a safe and professional environment
- Support effective delivery of one-to-one training

Scope

This policy applies to:

- All students booking private lessons
- All parents and guardians
- All one-to-one sessions delivered by Evolve Academy

All parents and guardians are expected to read, understand and follow this policy

Booking

- Private lessons must be booked via the Evolve Academy WhatsApp communication
- Bookings are subject to availability

Payment

- All private lessons must be paid in advance
- Bookings are not confirmed until payment has been received

Cancellation by Parent/Guardian

- A minimum of one week's notice is required to cancel or reschedule a private lesson
- Cancellations made with less than one week's notice are non-refundable

Cancellation by Evolve Academy

- If a private lesson is cancelled by Evolve Academy, a rescheduled session or refund will be offered depending on the situation

Location

- All private lessons will take place at the Evolve Academy studio

Supervision

- Private lessons are delivered on a one-to-one basis. Private lessons will only take place where appropriate safeguarding arrangements are in place. At least one member of staff holding a valid Enhanced DBS certificate will always be present within the venue during the lesson.
- Parents and guardians are responsible for drop-off and collection
- Evolve Academy is responsible for the student only during the lesson time inside the studio

Lateness

- If a student arrives late, the lesson will still end at the scheduled time
- Full lesson fees will still apply

Conduct and Expectations

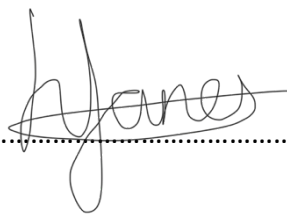
- Students are expected to behave appropriately and follow instructions during private lessons
- All academy policies continue to apply during private sessions

Failure to Follow This Policy

- Failure to follow this policy may result in loss of booking or future access to private lessons

Signed

Principal – Evolve Academy

Signed:

(Harry Janes)

Evolve Academy

Cancellation of Classes Policy

Last Reviewed: July 2026

Next Review: July 2027



Purpose

Evolve Academy aims to provide consistent and reliable classes for all students

This policy exists to:

- Outline how cancellations are managed
- Ensure clear communication with parents and guardians
- Maintain fairness in the event of cancellations
- Support the smooth running of the academy

Scope

This policy applies to:

- All students attending Evolve Academy
- All parents and guardians
- All classes, rehearsals and activities

All parents and guardians are expected to read, understand and follow this policy

Reasons for Cancellation

Classes may be cancelled due to:

- Staff illness
- Venue issues
- Emergencies or unforeseen circumstances

Communication of Cancellations

- Parents and guardians will be informed of any cancellations as soon as possible
- Communication will be made via email and the academy WhatsApp group

Make-Up Classes

- Evolve Academy will aim to provide a replacement class where possible
- Replacement classes may be scheduled at the end of the term

Refunds

- If a replacement class cannot be provided, a refund will be issued
- Refunds will be processed fairly and communicated clearly to parents and guardians

Partial Cancellations

- If individual classes are cancelled within a term, Evolve Academy will aim to provide a replacement where possible
- If this is not possible, a refund will be issued

Liability

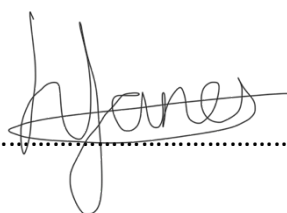
- Evolve Academy is not responsible for cancellations caused by circumstances outside of its control
- Every effort will be made to minimise disruption to classes

Failure to Follow This Policy

- This policy is in place to ensure fairness and consistency for all students and families
- Evolve Academy will apply this policy in all relevant situations

Signed

Principal – Evolve Academy

Signed: 

(Harry Janes)

Evolve Academy

Termination of Classes &

Membership Policy



Last Reviewed: July 2026

Next Review: July 2027

Purpose

Evolve Academy is committed to maintaining a safe, professional and respectful environment for all students

This policy exists to:

- Set clear expectations regarding termination of a student's place
- Protect the standards and values of the academy
- Ensure fairness and consistency in decision making
- Support the wellbeing of all students and staff

Scope

This policy applies to:

- All students attending Evolve Academy
- All parents and guardians
- All classes, rehearsals and activities

All parents and guardians are expected to read, understand and follow this policy

Reasons for Termination

A student's place at Evolve Academy may be terminated due to:

- Ongoing behaviour issues
- Non-payment of fees
- Breach of academy policies
- Any conduct that negatively impacts the safety or wellbeing of others

Immediate Termination

- Evolve Academy reserves the right to terminate a student's place immediately in serious situations
- This may include serious misconduct, safeguarding concerns or repeated policy breaches

Notice of Termination by Evolve Academy

- Termination may be immediate or with notice depending on the situation
- Parents and guardians will be informed via email

Refunds

- No refunds will be issued in the event of termination due to breach of policies or misconduct

Termination by Parents/Guardians

- Parents and guardians must provide a minimum of one month's notice if they wish to withdraw their child
- Fees must still be paid during the notice period

Communication

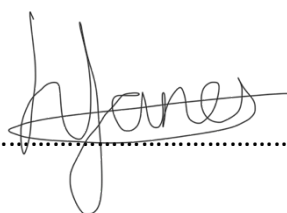
- All termination decisions will be communicated clearly via email
- Evolve Academy reserves the right to make final decisions in all cases

Failure to Follow This Policy

- This policy is in place to protect the academy and its students
- Evolve Academy will apply this policy where necessary to maintain a safe and professional environment

Signed

Principal – Evolve Academy

Signed: 

(Harry Janes)

Evolve Academy

Absence Due to Illness (Long-Term)

Policy



Last Reviewed: July 2026

Next Review: July 2027

Purpose

Evolve Academy understands that students may occasionally be unable to attend due to illness or injury. This policy exists to:

- Provide a clear and consistent approach to managing illness-related absence
- Support student wellbeing while maintaining high standards of attendance
- Ensure fairness across all students
- Protect the structure, continuity and financial stability of the academy

Scope

This policy applies to:

- All students enrolled at Evolve Academy
 - Parents and guardians responsible for communication, attendance and payments
- All parents and guardians are expected to read, understand, and follow this policy.

General Expectations

- Students should only attend classes when they are medically fit to participate
- Parents/guardians must exercise judgement and keep students at home if unwell
- The academy must be informed of any absence due to illness as soon as possible

Short-Term Illness

- Short-term illness is defined as absence lasting less than 2 consecutive weeks
- All absences must be communicated in advance where possible
- Fees remain payable and are non-refundable
- Missed classes cannot be transferred, refunded or replaced

Long-Term Illness

- Long-term illness is defined as an absence of 2 or more consecutive weeks
- Parents/guardians must notify Evolve Academy as soon as possible
- Ongoing updates must be provided throughout the period of absence
- Each case will be considered individually by Evolve Academy

Medical Evidence

- For extended absences, Evolve Academy may request a medical note or supporting evidence
- Failure to provide requested evidence may result in standard attendance and fee policies being applied

Support and Consideration

In cases of long-term illness, the following may be considered at the discretion of Evolve Academy:

- Temporary hold of the student's place for a limited period

- Partial fee adjustment or account credit
- A structured return to classes when the student is fit to do so
- Any support offered will depend on the length of absence, communication provided, and overall circumstances

Return to Classes

- Students should only return when medically fit to fully participate
- Parents/guardians must inform the academy prior to the student's return
- Evolve Academy reserves the right to refuse participation if a student is not fit to take part safely

Communication Requirements

- All illness-related absences must be communicated via the academy's official contact method
- Parents/guardians must maintain regular communication during long-term absence
- Lack of communication may result in the student's place being withdrawn

Fees and Payments

- Fees remain payable unless otherwise agreed by Evolve Academy
- Fees are non-refundable under all circumstances
- Any adjustments, credits or considerations are made solely at the discretion of Evolve Academy
- Failure to maintain payments may result in the student's place being released

Loss of Place

- If a student is absent for an extended period without communication or payment, their place may be offered to another student
- Re-enrolment after long-term absence is not guaranteed and will depend on availability

Discretion

- All decisions regarding long-term illness, adjustments and return to classes are at the sole discretion of Evolve Academy
- Each case will be reviewed individually to ensure fairness and consistency

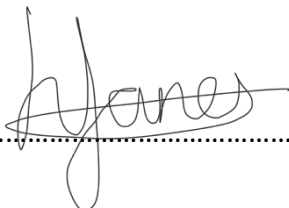
Review

This policy will be reviewed regularly and updated where necessary to ensure it remains fair, clear and effective.

Signed

Principal – Evolve Academy

Signed:



(Harry Janes)

Evolve Academy

Payments Policy

Last Reviewed: July 2026

Next Review: July 2027



Purpose

Evolve Academy is committed to providing a clear, fair and transparent approach to fees, charges and payments. This policy explains how fees are charged, accepted payment methods, payment expectations, refunds and additional costs.

This policy exists to:

- Provide clarity for parents and guardians regarding fees and payment expectations.
- Ensure consistency and fairness across the academy.
- Protect the financial stability of Evolve Academy.
- Ensure all students are treated equally.

Scope

This policy applies to:

- All students enrolled at Evolve Academy.
- All parents and guardians responsible for payment of fees.
- Weekly classes.
- Private lessons.
- Workshops.
- Holiday clubs.
- Performances and events.
- Uniform purchases.
- Any additional services provided by Evolve Academy.

Academy Fees

Current fees are published by Evolve Academy and may be reviewed from time to time.

Parents and guardians will receive a minimum of one month's written notice before any changes to fees take effect.

Payment Methods

Payments may be made using one of the following methods:

- Bank Transfer (Monzo)
- Cash
- Any other payment method approved by Evolve Academy

Payment instructions will be provided when fees become due.

Monthly Class Payments

- Monthly fees must be paid in advance to secure a student's place.
- Payment must be received by the **15th of the month** in which classes take place.
- A student's place is not guaranteed until payment has been received.
- Monthly invoices are issued on the last day of each month.

Per Lesson Payments

Where a pay-as-you-go option has been agreed by Evolve Academy:

- Payment must be made before the start of each lesson.
- Failure to make payment may result in the student being unable to participate.

Private Lessons

- Private lessons are charged separately from regular classes.
- Payment must be made in advance.
- Private lessons must be booked at least one month in advance unless otherwise agreed.
- Private lesson fees are non-refundable unless cancelled by Evolve Academy.

Workshops, Holiday Clubs & Special Events

Separate charges may apply for workshops, holiday programmes, holiday clubs and special events.

Booking information and payment deadlines will be provided before bookings are confirmed.

Additional Charges

Additional charges may apply for:

- Shows and performances
- Costumes
- Examinations
- Workshops
- Holiday clubs
- Trips and visits
- Uniform
- Merchandise
- Special events

Where possible, parents and guardians will be informed of these charges in advance.

Late Payments

If payment has not been received by the required payment date:

- A 5% late payment fee may be added unless prior arrangements have been agreed with the Principal.
- A payment reminder may be issued.
- Evolve Academy may contact the parent or guardian regarding the outstanding balance.
- Students may not be permitted to attend classes until outstanding fees have been paid in full.

- Continued non-payment may result in the student's place being suspended or withdrawn.

Evolve Academy will always aim to resolve payment matters fairly, respectfully and sensitively.

Refunds

Monthly fees are non-refundable, including where classes are missed due to:

- Illness
- Holidays
- Personal commitments
- Other absences outside the control of Evolve Academy

Refunds will only be considered where:

- Evolve Academy cancels a session and no suitable alternative can be offered.
- Exceptional circumstances apply.
- A refund has been approved by the Principal.

Any refund decision made by Evolve Academy is final.

Notice of Leaving

- A minimum of one month's written notice is required if a student wishes to leave Evolve Academy.
- Fees remain payable throughout the notice period regardless of attendance.
- Failure to provide the required notice may result in additional fees being charged.

Failure to Pay

Failure to comply with this policy may result in:

- Suspension from classes.
- Loss of a student's place at Evolve Academy.
- Recovery of any outstanding fees where appropriate.

Changes to this Policy

Evolve Academy reserves the right to amend this policy where necessary.

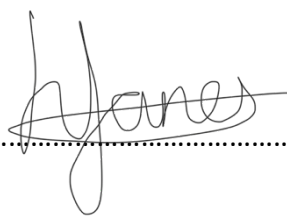
Any significant changes will be communicated to parents and guardians with a minimum of one month's notice wherever reasonably possible.

Review

This policy will be reviewed annually or sooner where academy procedures or relevant legislation change.

Signed

Principal – Evolve Academy

Signed: 

(Harry Janes)

Evolve Academy

Equality & Diversity Policy

Last Reviewed: July 2026

Next Review: July 2027



Purpose

Evolve Academy is committed to creating an inclusive, respectful and welcoming environment for all students

This policy exists to:

- Promote equality, diversity and inclusion
- Ensure all students are treated fairly and with respect
- Prevent discrimination of any kind
- Create a safe and supportive environment for everyone

Scope

This policy applies to:

- All students attending Evolve Academy
- All parents and guardians
- All staff and instructors
- All classes, rehearsals and performances

All individuals are expected to read, understand and follow this policy

Commitment to Inclusion

- Evolve Academy is open to all students regardless of background, ability or experience
- Every student will be treated with fairness, respect and dignity

Protected Characteristics

Evolve Academy does not tolerate discrimination based on:

- Race
- Gender
- Religion or belief
- Disability
- Sexual orientation
- Any other personal characteristic

Special Educational Needs and Disabilities (SEND)

- Evolve Academy will make reasonable adjustments where possible to support students with additional needs
- Parents/guardians are encouraged to provide relevant information to ensure appropriate support can be considered

Zero Tolerance of Discrimination

- Discrimination of any kind will not be tolerated
- Any behaviour that goes against this policy will be taken seriously and addressed appropriately

Link to Anti-Bullying

- This policy works alongside the Evolve Academy Anti-Bullying Policy
- Any discriminatory behaviour may also be treated as bullying

Staff Responsibilities

- Staff must treat all students equally and with respect
- Staff must promote an inclusive and positive environment
- Staff must challenge inappropriate or discriminatory behaviour

Failure to Follow This Policy

- Failure to follow this policy may result in disciplinary action
- The wellbeing and inclusion of all students is a priority at all times

Signed

Principal – Evolve Academy

Signed:


(Harry Janes)

Evolve Academy

Liability Policy

Last Reviewed: July 2026

Next Review: July 2027



Purpose

Evolve Academy is committed to providing a safe, professional and supportive environment for all students, staff and visitors. This policy outlines the responsibilities of Evolve Academy, parents and guardians in relation to participation, safety and liability.

This policy exists to:

- Clarify the responsibilities of Evolve Academy, students and parents/guardians.
- Promote a safe environment for all participants.
- Explain how liability is managed during academy activities.
- Set clear expectations regarding safety and responsibility.

Scope

This policy applies to:

- All students attending Evolve Academy.
- All parents and guardians.
- All classes, rehearsals, workshops, performances, events and private lessons delivered by Evolve Academy.

All parents and guardians are expected to read, understand and follow this policy.

Duty of Care

Evolve Academy is committed to taking all reasonable steps to provide a safe environment for students through:

- Appropriate supervision.
- Safe teaching practices.
- Risk assessments where appropriate.
- Compliance with health and safety procedures.
- Maintaining appropriate safeguarding standards.

While every reasonable precaution is taken, participation in performing arts activities carries a small risk of accidental injury.

Participation

Students are expected to:

- Follow all instructions given by members of staff.

- Behave responsibly and safely at all times.
- Wear appropriate clothing and footwear.
- Inform a member of staff immediately if they feel unwell or become injured during a session.

Failure to follow staff instructions or academy policies may increase the risk of injury.

Medical Information

Parents and guardians are responsible for:

- Providing accurate and up-to-date medical information.
- Informing Evolve Academy of any medical conditions, allergies or injuries that may affect participation.
- Providing any required emergency medication, ensuring it is clearly labelled and within its expiry date.

Evolve Academy will rely on this information to help support the safety and wellbeing of each student.

Injuries

In the event of an accident or injury:

- Appropriate first aid will be provided within the limits of staff training.
- Parents or guardians will be contacted where appropriate.
- Emergency services will be contacted immediately if required.

Evolve Academy cannot accept responsibility for injuries resulting from circumstances beyond its reasonable control or where there has been no negligence on the part of the academy.

Insurance

Evolve Academy maintains appropriate Public Liability Insurance for its classes, workshops, performances, events and activities.

The existence of insurance does not remove the responsibility of students and parents/guardians to follow academy policies, staff instructions and safety procedures at all times.

Personal Belongings

Students are responsible for their own personal belongings.

Evolve Academy accepts no responsibility for the loss, theft or damage of personal belongings brought onto the premises.

Parents and guardians are encouraged to ensure students only bring essential items to classes.

Damage to Property

Parents and guardians may be held responsible for the cost of repairing or replacing any property, equipment or venue facilities that are deliberately or negligently damaged by their child.

Emergency Situations

In the event of an emergency, Evolve Academy staff will take any reasonable action necessary to protect the safety and wellbeing of students.

This may include:

- Administering first aid within the limits of training.
- Contacting parents or guardians.
- Contacting emergency services.
- Following venue emergency procedures where applicable.

Limitation of Liability

Nothing within this policy limits or excludes any liability that cannot legally be excluded under the laws of England and Wales.

Failure to Follow This Policy

Failure to follow this policy or other relevant Evolve Academy policies may result in appropriate action in accordance with the academy's Terms & Conditions.

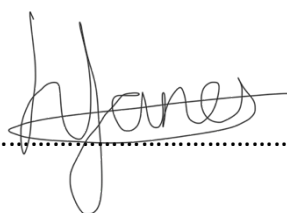
This policy is in place to help ensure the safety, wellbeing and positive experience of all students while participating in Evolve Academy activities.

Review

This policy will be reviewed annually or sooner where academy procedures or relevant legislation change.

Signed

Principal – Evolve Academy

Signed:


(Harry Janes)

Evolve Academy

Complaints Policy

Last Reviewed: July 2026

Next Review: July 2027



Purpose

Evolve Academy is committed to providing a high standard of service and a positive experience for all students and families

This policy exists to:

- Provide a clear process for raising concerns or complaints
- Ensure all complaints are handled fairly and consistently
- Promote open and respectful communication
- Resolve issues efficiently and professionally

Scope

This policy applies to:

- All students attending Evolve Academy
- All parents and guardians
- All aspects of the academy including classes, communication and services

All parents and guardians are expected to read, understand and follow this policy

Raising a Complaint

- Complaints must be raised via email in the first instance
- A meeting may then be arranged to discuss the concern in person
- Complaints should be communicated clearly and respectfully

Response Time

- All complaints will be acknowledged and responded to within 48 hours
- Further time may be required depending on the nature of the complaint

Handling Complaints

- All complaints will be handled by the Evolve Academy Principal
- Concerns will be reviewed fairly and appropriately
- Every effort will be made to resolve the issue

Escalation Process

- If a complaint is not resolved, a second meeting may be arranged
- A final decision will be made by the Evolve Academy Principal

Behaviour and Conduct

- All complaints must be raised in a respectful and appropriate manner
- Aggressive, abusive or inappropriate behaviour will not be tolerated

Public Complaints and Social Media

- Complaints should be raised directly with Evolve Academy before being shared publicly

- Posting complaints on social media without first contacting the academy is discouraged and may be considered inappropriate

Failure to Follow This Policy

- Failure to follow this policy may result in further action where necessary
- Evolve Academy reserves the right to take appropriate steps to protect its staff, students and reputation

Signed

Principal – Evolve Academy

Signed: 

(Harry Janes)