



The Open
University

BALLET WEST Student Handbook

2018-19



Welcome	3
Programme Information.....	4
Academic Calendar.....	4
Your Course Handbook.....	4
Staff	4
Student Support	5
Programme Leader - Principal.....	5
Programme Manager	5
Pastoral Care.....	5
Student Support	5
Assessment Arrangements.....	5
Student Representatives	6
Library and Online Facilities	7
Reading List	7
Office 365 accounts	7
Ballet West Student Hub	7
Facebook.....	7
Attendance and Withdrawal.....	8
Attendance	8
Attendance Procedures	8
Authorised Absence Request.....	9
Permanent Withdrawal Procedure	9
Health & Safety	11
Health and Safety Advice.....	12
Ballet West Policies	16
Student Rules and Disciplinary Procedures	17
Standard Terms and Conditions of Fee Payment.....	24
Credit Control Policy	25
Equality and Diversity Policy.....	27
Safeguarding and Welfare Policy	31
Anti-Bullying Policy.....	33
Prevent Duty Policy	37
Course Information Policy	39
Academic Misconduct Policy	42
Academic Misconduct Procedures.....	44
AMBeR Plagiarism Reference Tariff	48
Personal Extenuating Circumstances Policy and Procedure	50
Complaints Procedure	53
Unreasonable Complainant Behaviour Policy.....	55
Appeals Policy & Procedure.....	58
Data Protection Policy	62



Welcome

Welcome to Ballet West and the courses we offer as validated by the Open University.

Ballet West has a considerable reputation for providing world-class vocational ballet training. Everyone at Ballet West is looking forward to continuing to work with you; helping you to achieve everything you want for yourself as a dancer and as an individual.

I hope that your time at Ballet West will be fulfilling and enjoyable.

A handwritten signature in black ink, appearing to read 'G Barton', is centered below the text.

Gillian Barton, Principal

Programme Information

Academic Calendar

	First Date	Last Date
Term 1	10/09/18	20/12/18
October Holiday	19/10/18	29/10/18
Term 2	07/01/19	12/04/19
Reading Week	16/02/19	25/02/19
Term 3	29/04/19	28/06/19

Your Course Handbook

Every student receives a Course Handbook at induction. It is designed to provide an overview of your chosen course and the most important issues affecting your studies such as the course structure, unit outlines and ways in which you will be assessed. If you need more information about any of the topics covered, please ask your tutors. You should keep your handbook until you have completed your studies as you may wish to refer to this information throughout your course.

Staff

Principal

Gillian Barton

gillian.barton@balletwest.ac.uk

Programme Manager

Mike Rowell

mike.rowell@balletwest.ac.uk

Vice Principal for Teaching and Learning

Jonathan Barton

jonathan.barton@balletwest.ac.uk

Office Staff

Heather Hardstaff

Office & RAD Examinations

heather.hardstaff@balletwest.ac.uk

Linsey Johnstone

Finance

finance@balletwest.ac.uk

Mike Rowell

Registry

registry@balletwest.ac.uk

External Examiner

Dr Geraldine Morris

Reader in Dance, University of Roehampton

Contact details

All staff can be contacted through the Ballet West office, the Ballet West Facebook page or by calling 01866 822641.

Student Support

Programme Leader - Principal

The Course Leader is Mrs Gillian Barton and she is responsible for the overall running of the programme.

Programme Manager

The course manager is Mike Rowell. He is responsible for the day to day management of the course. If you have a question that relates to your studies or assessments, contact Mike on 01866 822725 mike.rowell@balletwest.ac.uk or call into his office (above lecture room).

Pastoral Care

At Ballet West we care about your physical and emotional wellbeing. From time to time you may feel the need to talk to someone about how you are feeling. You can access help in the following ways:

Through the Principal, Gillian Barton - appointments can be made through Heather in the office, or directly by text on phone number 07378888586. Gillian can be contacted at any time and will endeavour to meet with you as soon as possible.

If you prefer to meet with someone not on the Ballet West staff, Tom Telfer, the local minister is happy to meet with you in confidence on any matter. He has vast experience in working with young people. Tom's telephone number is 01866 822204.

Ballet West has a private health clinic with Dr Landon every Tuesday. There is no cost to the student for this service. Dr Landon can refer students for counselling or nutritional guidance and these services are readily available. Ishbel Dunun (counsellor) is based in Taynuilt and has a lot of experience in helping dancers with issues that can affect them.

Students can make appointments to see a doctor at the Taynuilt Medical Practice on any other day and do not need to wait for the Tuesday clinic to be seen. Ishbel Dunun (counsellor) is based in Taynuilt and is very familiar in treating issues that can affect dancers.

If preferred, students can talk to a trusted teacher in the first instance who will help them get the help they need.

Student Support

Academic support is available from Maggie Clunie (maggie.clunie@balletwest.ac.uk). Please contact the office to arrange an appointment.

Assessment Arrangements

If you have a disability (eg dyslexia) that makes usual assessment procedures difficult for you or have had special arrangements made for assessments at school, please contact your tutors.

You should also include this information on the student record form completed at induction. You should discuss any arrangements with your unit tutors or the Programme Manager and steps will be taken to ensure that arrangements can be made to assist the assessment process.

Student Representatives

The student body on each level of the course will be invited to elect and appoint each year two representatives to the Course Committee.

All student representatives are encouraged to bring issues concerning students to the course committee and to provide the student body they represent with feedback from these committees and boards. To facilitate this flow of information student representatives are encouraged to organise meetings of students and be available to students who want to discuss issues on a one-to-one basis.

We would encourage you to become involved in the Student Representative system and use it to create a dialogue between students and staff - if we don't know about problems, we can't fix them!

The student feedback system is not only about problems and issues, but also a way for the students to say what they enjoy and think works well.

Library and Online Facilities

Reading List

Ballet West has a library of DVDs and dance related books, including copies of all texts recommended for all units. A briefing on the range of resources available and how to access them will be given at the beginning of the year. You may like to buy several of the books on the reading lists but we would particularly recommend that you have your own copy of -

- Cottrell, Dr Stella, **The Study Skills Handbook** (Paperback) Palgrave Macmillan; 4th Edition, 2013

Office 365 accounts

All students are issued with an Office 365 account at induction. This will enable you to -

- Access your Ballet West email - this is the email address that we will contact you about course information - we will not use your personal email addresses. All Ballet West email addresses have the form **firstname.surname@balletwest.ac.uk**
 - You can log-in to your account either through the Ballet West website or directly at office.portal.com
 - Your default password will be given to you at induction - you will be prompted to change this the first time you log in.
- Download Office 365 to your own laptops, tablets and phones (you are permitted to download to a maximum of 5 devices). This provides you with Word, Powerpoint, One Drive and other apps that you will find useful in your studies.

Ballet West Student Hub

The Student Hub provides all the information that you need for your studies at Ballet West.

The site contains the following -

- Link to the Ballet West Library catalogue
- Links to study skills information
- Links to academic online resources
- Links to academic journals Dance Research and Dance Research Journal
- Links to choreographic resources
- Link to Turnitin where you submit your written assessments.
- All Ballet West policies and downloadable forms

Facebook

Ballet West operates an updates page which is restricted to Ballet West students and is used by us to communicate with you either individually or as a student body to alert you to deadlines, timetable changes etc. This requires you to be a friend of Ballet West Scotland page.

Remember to set your privacy settings to restrict Ballet West from seeing your personal posts.

Attendance and Withdrawal

Attendance

Due to the nature of practical dance training a very high level of attendance is extremely important for all students of the following reasons:

- The collaborative nature of the course requires all students to contribute to group projects and performances. Absentee students can affect the learning of others in the group.
- Prolonged absence from physical exercise can result in health and safety risks on return.
- Where modules are assessed through a process of continuous assessment it is assumed that you will be thoroughly engaged in a longitudinal process of participation, reflection, development and advancement. Any absence will inevitably impact negatively on your work and consequently your assessment grades.

Absence should be restricted to medical or compassionate absence.

A rigorous assessment monitoring procedure is in place. The purpose of this is three-fold.

- To ensure your safety and well-being and provide support if necessary.
- To highlight any student who has frequent or prolonged absence, which may be an indicator of other issues and pastoral student support may be required.
- To ensure that you are fully engaged with the programme. Prolonged or frequent, unexplained absence could be grounds for excluding you under the student regulations.

Attendance monitoring is particularly important for overseas students whose attendance is a requirement under their tier 4 visa.

Procedures are in place for students to request authorised absence from classwork. This will usually be granted unless it is considered that the frequency or duration of the absence seriously affects your learning of the student, or the learning of other students.

Absence from single assessments can also be requested and must be accompanied by a Late Authorisation request. Authorisation will only be granted under certain unavoidable circumstances.

Unavoidable, prolonged absence covering a significant amount of teaching or a number of assessments will be dealt with under the Personal Extenuating Circumstances (PEC) procedures. PEC procedures will also be used if you are absent from an assessment without authorisation and due to serious and unavoidable personal circumstances.

You are entitled to withdraw from your course and that decision must always lie with you. You are encouraged to discuss possible withdrawal with staff and the Principal prior to making a decision.

Attendance Procedures

All members of the Ballet West community have responsibilities for maintaining and monitoring student attendance.

As a student, you are required to -

- Report any absence to the office by phone, email or facebook message on the first day of absence and every morning until you return, so that staff can be informed.
- Seek permission in advance for any planned absence using the Authorised Absence Form
- If planned absence includes one or more assessments a Late Authorisation Form must also be completed.
- Provide medical evidence, if requested, for any lengthy absence or any absence that includes a practical assessment.
- Discuss any issue that is causing frequent or prolonged absenteeism with his/her student advisor or the Principal.

Authorised Absence Request

- **Authorised Absence Forms** are available from the school office to request absence from Ballet West during term time. The minimum time for which a request should be submitted is one day and must be completed for any classes that you are missing.
- Completed forms must be submitted to the office at least 2 days **BEFORE** the period of absence and must be approved by the Principal or Vice-Principal for teaching and learning before you leave the school.
- It is your responsibility to ensure that you catch up on any work which you miss during your absence.
- If you will miss an assessment during your absence, you **MUST** complete a **Late Authorisation Form** (available from the website or the school office) and submit it with your absence from.

Permanent Withdrawal Procedure

- If you are considering withdrawal from the course, you should first discuss the matter with the Principal and Programme Manager at the earliest opportunity.
- The Principal will seek to determine the reasons for your withdrawal and whether any actions can be taken to resolve any issues you may have. The final decision to withdraw from the course will always rest with you.
- It is the responsibility of the Principal and Programme Manager to discuss the consequences of withdrawal in terms of academic progression and student funding.
- If you decide to withdraw from the course, you should submit a **Withdrawal Form**, which is available from the office, to the Programme Manager.
- If you fail to attend classes without explanation, as recognised through the attendance policy and procedure, every attempt will be made to contact you. If it transpires that you have left the course without notification, written confirmation of that decision must be sought. This should normally be completion of a withdrawal form, but an email or letter clearly stating the decision to leave is acceptable. In the latter case, a withdrawal form will be completed by the Programme Manager.
- The Programme Manager is responsible for contacting
 - The Open University to deregister the student.
 - The SLC to notify the change of circumstances and stop student funding.

Temporary withdrawal (interruption of studies)

- You may temporarily withdraw from your studies for up to twelve months. This will usually be due to injury or other personal circumstances and will be considered under the extenuating circumstances regulations and procedures.
- The Programme Manager will notify the SLC who will suspend further fee and maintenance payments.

If you permanently or temporarily withdraw from the course you will still be required to pay the full fees for the year including any loan amount that you expected to be received from the Student Loans Company, but which will not be paid due to you no longer being enrolled on a course of study.

Health & Safety

It is the policy of Ballet West to maintain safe working practices. As part of the induction process, you will be given a health and safety briefing.

At the beginning of each unit you may be given guidance as appropriate on health and safety issues relating to that unit. Throughout the course, advice and guidance on safe working practices for dancers, and performers in general, will be embedded in the teaching. You must take responsibility for your own compliance with healthy and safe working practices.

The full Health and Safety policy can be found at <http://balletwest.ac.uk/policies-regulations/>

Any Health and safety concerns and questions should be addressed to Heather Hardstaff by emailing heather.hardstaff@balletwest.ac.uk or by calling 01866 822641 option 1.

If an incident occurs or you have concerns over health and safety - report it to the office immediately.

The role of students in the policy is that you must:

- take reasonable care of yourself and co-operate with Ballet West on health and safety matters;
- report an accident, incident, near miss or work-related illness to the student supervisor for the activity, and assist in the completion of an entry in the Accident Report Book, if asked to do so;
- notify the student supervisor for the activity if they have a disability or condition affecting health which may be caused by or made worse by any activities;
- report any faults, damage, unsafe or unhealthy working conditions, practices or equipment to the student supervisor for the activity, or the Health and Safety officer for generic concerns;
- use equipment only for its intended purpose;
- not interfere with or misuse anything provided for health and safety;
- on discovering a fire, raise the alarm;
- if emergency alarms sound, leave by the nearest emergency exit;
- notify your student supervisor, in advance, to set up a Personal Emergency Evacuation Plan (PEEP) if you will need assistance to evacuate;
- be aware of Ballet West regulations policies and procedures as provided in this handbook.

Please note that there may be times when you are classed as a “student supervisor” eg when you use other students in a project or when you are asked to run rehearsals as a Dance Captain. You are responsible for the health and safety of the students you are working with. Your tutor should give advice on what this means and assist you eg with preparing a risk assessment.

Any breach of the Health and Safety policy will be considered as Misconduct and may result in disciplinary action under the Student Disciplinary Policy and Procedures (p 17).

Health and Safety Advice

THIS APPLIES TO ACCOMMODATION AND BALLET WEST PREMISES

FIRE SAFETY - IN THE EVENT OF A FIRE

Studios

- If you discover a fire, raise the alarm by shouting “FIRE!”
- Evacuate to assembly point
- The escape route is through the front door of the studio. The alternative escape route is through the back door of the studio.
- The Assembly point is **the Statue of Liberty - front of the house at the top of the drive.**
- **When safely at assembly point - call 999**

Accommodation

- Familiarise yourself with escape routes and assembly points for your accommodation.
- If you discover a fire, raise the alarm by shouting “FIRE!”
- Evacuate to assembly point.
- **When safely at assembly point - call 999**

House

- If you discover a fire, raise the alarm by shouting “FIRE!”
- Evacuate to assembly point
- The escape route is through the back corridor and out of the side door. The alternative route is out of the front door of the house
- The Fire Assembly Point is the Statue of Liberty in front of the house at the top of the drive.
- **When safely at assembly point - call 999**

FIRE SAFETY - PREVENTION

Be aware of risks and minimise. Possible fire risks include;

- Cooking - Always make sure that the oven and rings are switched off after cooking. Do not leave frying or grilling food unattended
- Heaters DO NOT COVER. Allow a free flow of air around heaters. DO NOT push beds against the heaters and do not dry clothes directly on the heaters.
- Candles - Burning candles and other naked flames is forbidden.
- Electrical appliances - follow manufacturers’ safety advice on all electrical appliances especially those that generate heat such as heaters, irons, hair straighteners, curlers and hairdryers.

- Smoking is prohibited at Ballet West and in all accommodation. Smoking causes long term damage to your health and also constitutes a fire risk.
- Barbecues - can constitute a serious fire risk. Ensure that any lighted barbecue is located a safe distance from buildings.
- Storage - do not use the loft areas or under stair storage to store anything that could constitute a fire hazard e.g. paper and cardboard.

KNOW THE DRILL

- Familiarise yourself with
 - Escape routes
 - Assembly point
- Look after each other;
 - Make sure that stairways and corridors in the accommodation are kept clear of anything that could delay escape from the building, including drying washing and shoes.
 - Make sure that someone in your accommodation knows where you are if you go out
 - If an extinguisher is “accidentally” set off, report it immediately so that a replacement can be arranged.

OTHER HEALTH AND SAFETY ISSUES

- Trips, slips and falls
 - Keep the changing area in the studio and all areas of your accommodation free from clutter, trailing wires etc
 - Do not climb on beds, chairs and tables.
 - Clean up any spillage that makes the floor slippery
 - In winter, be aware that the ramps up to the chalets and the studio may become icy
 - In winter the small loch by the chalets may freeze over. Under no circumstances should you walk on the ice.
- Electrical Safety
 - Report any electrical failure to the office as soon as possible. Do not attempt to repair anything yourself
 - Follow manufacturers’ instructions on all your own personal electrical equipment.
- Kitchen Safety, be aware of risks of injury from;
 - Trailing kettle flexes
 - Hot cookers, ovens and pans
 - Hot water
 - Knives

- Chemical Safety
 - Store all cleaning fluids in their original containers and use and store safely
- Disease / infestation risk
 - Do not store rubbish inside accommodation. This attracts flies and mice which constitute a health hazard.

TRAVELLING TO AND FROM BALLETT WEST

On foot

The road from the bottom of the Ballet West drive to the main road does not have any street lights and there is no pavement. You should be vigilant to traffic on the road and act in accordance with the Highway Code -

- You will be issued with a reflective vest at the beginning of the year and you **MUST** wear this (or something similar) at all times when walking to and from the school when it is dark. Wearing light coloured clothing also help you to be seen.
- Keep to the right-hand side of the road so that you can see oncoming traffic. You should take extra care and
 - walk in single file, especially on narrow roads or in poor light
 - keep close to the side of the road.
- It may be safer to cross the road well before a sharp right-hand bend so that oncoming traffic has a better chance of seeing you. Cross back after the bend.
- Look all around for traffic and listen. Traffic could come from any direction. Listen as well, because you can sometimes hear traffic before you see it.
- Do not wear earphones when walking on the road

By Car

Students with cars should be extra vigilant on the single track road and the driveways to Ballet West.

- Do not exceed speed limits - 10 mph on the driveway
- Watch out for pedestrians
- Do not carry more passengers than you have seatbelts. It is illegal and can lead to fatal accidents
- Car parking - The designated student carpark is next to studios 3 & 4. You are not permitted to park anywhere else.

FIRST AID

Report to one of the two first aiders at Ballet West, Heather Hardstaff and Linsey Johnstone. A first aid box is located in the office.

Ballet West has its own defibrillator and staff are trained in its use.

REPORTING

Whenever there is an accident in the studio, report to the office where a member of staff will help you to fill in a report in the accident report book.

Report any health and safety issues relating to the studio and rooms in Ichrachan House to the office and those relating to your accommodation to Mrs Barton.

LOCAL HEALTH CARE

- Students are advised to register with the local surgery in Taynuilt (01866 822684).
- You will be given a programme of health education talks by a health professional on issues associated with smoking, drinking, drugs and diet.
- There are two dentists in Oban
 - Oban Dental Care 01631 562791
 - My Dentist Dental Practice 01631 563006
- There are three opticians in Oban
 - John Wallace 0845 2303937
 - Carol Lekalake 01631 569924
 - Specsavers 01631 567770

Ballet West Policies

All policies and procedures and the associated forms are available from the Ballet West website <http://balletwest.ac.uk/policies-regulations/>

Student Rules and Disciplinary Procedures

General

Students are reminded that they are now embarking on training for a physically and emotionally demanding and highly competitive career. You should be aware that a great deal of self-discipline and dedication will be expected of all the students.

Ballet West has a considerable reputation in providing excellent training and producing graduates with a high standard of technical ability and impeccable behaviour. You will be expected to uphold the reputation of the school at all times; during classes with our own and, especially, with visiting teachers and outside school when attending exams or other dance related events. You should also be aware that even when out of school you are responsible for the good standing of Ballet West in the local community and should do nothing to bring the school into disrepute.

Students are expected to conform to agreed policies which are available from the Ballet West website <http://balletwest.ac.uk/policies-regulations/>

Students should note that misconduct of any form may have implications for their continuation on their programme.

Throughout any investigation of alleged Misconduct Ballet West will comply with the principles of natural justice (for definition see Glossary p 67).

The burden of proof of the allegation of Misconduct lies with the person or persons alleging the misconduct. The judgement of the allegation will be based on 'balance of probabilities' (for definition see Glossary p 67).

Disciplinary Procedures will be conducted with strict confidentiality. Where sanctions are imposed, Ballet West will ensure that only the Student upon whom such sanctions are imposed, and appropriate Ballet West staff will be informed.

Disciplinary action may be invoked against a Student if there is a complaint from any person either from within or outside Ballet West community that a Student has committed Misconduct. These rules will normally be applied in respect of alleged misconduct in relation to activities engaged in, or services and facilities enjoyed, as a student, or occurring on or in the vicinity of the premises of Ballet West. However, Ballet West reserves the right to take disciplinary action against a student in respect of any Misconduct wherever it may have taken place;

Misconduct

'Misconduct' for the purposes of the Ballet West disciplinary regulations includes, but is not limited to, the following:

- (i) Obstruction or disruption of any academic activity or of the management, administration or operation of Ballet West, including wasting staff time;
- (ii) Theft or any other criminal offence on Ballet West premises, misappropriation of Ballet West funds or assets, misuse or falsification of any records or documents belonging to or in the possession of Ballet West, its staff, students or visitors;
- (iii) Damage to, defacement or wrongful treatment of, the property of Ballet West, its staff, students or visitors or any deliberate, reckless, negligent or careless act which causes, or is likely to cause, loss, damage or injury, or puts others at risk or which threatens the safety of the premises or its occupants;

(iv) Assault (including sexual assault);

(v) Sexual, racial or other harassment (bullying) or behaviour which causes fear or distress to others (including distress resulting from material placed on social networking sites, see note 1) see Anti-Bullying Policy; threatening, abusive, disorderly or unreasonable behaviour; behaviour damaging or contrary to race relations and equality and diversity policies.

A complaint of harassment by another student is 'an allegation of misconduct' and will be covered by these disciplinary regulations.

(vi) Academic Misconduct (including cheating in examinations and plagiarism);

Note: Cases of cheating and plagiarism will normally be dealt with by the Academic Misconduct Policy & Procedure. However, circumstances may arise where Ballet West or the Examination Board decide that the matter should be dealt with as a disciplinary matter as well as, or instead of, being considered as an academic matter;

(vii) Behaviour which interferes with freedom of speech, thought, action or enquiry of any other student or member of staff or lawful visitor to Ballet West;

(ix) Failure to comply with any ruling made as a result of disciplinary proceedings;

(x) Breach of the regulations for the use of the library and computing facilities,

(xi) Failure to be mindful of the comfort and wellbeing of other members of Ballet West community be they fellow students, staff, or visitors and members of the public using Ballet West's facilities. In particular, students must refrain from;

- Smoking on Ballet West premises
- Littering, which, in addition to being unsightly, constitutes a health hazard for others and attracts vermin

(xii) Any behaviour which brings Ballet West into disrepute; (see note 2 Guidance to Students Living in the Local Community)

(xvi) Any act which the Principal has reason to believe is a breach of good discipline of Ballet West.

(xvii) Failure to attend classes will not usually be considered as misconduct, however persistent, frequent or prolonged absence without reasonable explanation and/or repeatedly failing to follow the procedures set out in the Attendance Policy & Procedure may result in disciplinary action, particularly when unexplained absence has a negative impact on other students' work, for example in collaborative work (see (i) above).

Misconduct that is also a criminal offence

Note: The purpose of this section is to differentiate between those areas which fall to be dealt with under the jurisdiction of the criminal law and those which are appropriate to Ballet West's jurisdiction. Ballet West's processes are not a substitute for, and will not be used to replace, the criminal law.

The following procedures apply where the alleged Misconduct would also constitute an offence under the criminal law if proved in a court of law:

- where the offence under the criminal law is considered to be not serious (having regard to the penalties attached to such offences, and other relevant factors), action under these Rules may continue, but such action may be deferred at the discretion of the Principal pending any Police investigation or prosecution;

- in the case of all other offences under the criminal law, no action (other than Suspension or Restriction) may be taken under these Rules unless the matter has been reported to the Police and either prosecuted or a decision not to prosecute has been taken, at which time the Principal may decide whether disciplinary action under these procedures should continue or be taken;
- where the Police investigation results in no further action being taken against the Student, the University may still take action under these Rules applying the proof of 'balance of probabilities' as its standard of proof;
- where a finding of Misconduct is made, and the Student has also been sentenced by a criminal court in respect of the same facts, the court's penalty shall be taken into consideration in determining the penalty under these Rules;
- where in any particular case there is doubt as to whether or not the alleged offence should be referred to the Police, Ballet West's decision will rest with the Principal in consultation with legal representatives as appropriate.

Student Disciplinary Procedures - Stage 1 The Informal Stage

It is likely that most cases of misconduct will be of a minor nature and will be dealt with locally and informally by the individual member of staff most closely involved, simply and quickly by an oral warning and/or by advice and guidance to correct behaviour or conduct. If the member of staff judges that the situation warrants it, they may place a note describing the incident on the Student's file. Such a note may be referred to in any further disciplinary incidents.

Where, however, the complaint is more serious, or if it calls for an investigation, or the alleged offence is outside the normal jurisdiction of the staff directly involved, the matter should be referred to the Principal who will decide whether the case warrants going to Stage 2 (Formal Stage).

Stage 2 The Formal Stage

The Principal gathers preliminary evidence from staff, students and others involved in the allegation and determines whether -

- the matter is sufficiently serious to justify formal a Formal Disciplinary Hearing
- it constitutes an offence under the criminal law and a decision is taken to report it to the Police.

The Principal will also consider whether it is appropriate to Suspend or Restrict the student pending a hearing.

- Suspension should be used only where Restriction from specified activities or facilities would be inadequate to appropriately manage risk.
- An order of Suspension or Restriction may include a requirement that the Student should have no contact of any kind with a named person or persons.
- Suspension or Restriction pending a Hearing is not used as a penalty. The power to suspend or restrict under this paragraph is based on:
 - minimising the risk to other members of Ballet West community;
 - minimising the risk of the student re-offending or further offending;
 - minimising any risk of actions that would inhibit a proper disciplinary investigation.
- The power shall be used only where the Principal is of the opinion that it is urgent and necessary to take such action. Written reasons for the decision shall be made available to the Student.
- Any Student suspended or restricted pending a Hearing shall be given an opportunity to make written representations to the Principal. Any such representations should be made within three working days of receiving the notice.

- The Principal will consider such representations and will either confirm or amend the suspension or restriction. This judgement will normally be provided to the student within three working days of submission of the representations.

Disciplinary Hearing

The Panel for the hearing will comprise The Principal, a representative of the Ballet West Staff, a representative of the Board of Trustees. In the event that the Principal has a conflict of interest in the alleged misconduct, a second representative from the board of trustees will chair the hearing.

The principles of natural justice (see p 67) will be applied with when investigating and considering an allegation of Misconduct.

The Student will be informed of the composition of the Panel beforehand. If the Student feels there is good reason why there would be a conflict of interest or other good reason why any one of the Panel members would not be able to fairly judge their case, they should submit their argument in writing to the Principal within two working days of receiving notice of the composition of the Panel. They should fully explain the basis of their concerns and support this with evidence in so far as this is possible. The Principal will consider the submission before making a judgement as to whether the proposed composition of the Panel should be changed. The judgement of the Principal on this matter will be final. Papers will only be sent to Panel members after the composition of the Panel has been confirmed.

Confidentiality will be maintained in so far as is consistent with these regulations and the need to conduct a full and fair investigation.

When arranging a Hearing to consider a case of alleged Misconduct the Principal will notify the Student of the nature of the allegation.

The Student shall be given not less than five working days' notice in writing of the Hearing date and be informed that he/she may be accompanied by a Friend (see glossary p 67), and may call witnesses, at the Hearing. The facts shall be established as fully as possible, calling witnesses where necessary.

A Student accused of Misconduct should normally be entitled to see and be provided with copies of all relevant documentary material or other evidence at least five working days in advance.

A Student accused of Misconduct should normally be entitled to question the complainant(s) or other witness(es) However in some wholly exceptional cases this may not be appropriate.

Examples of such wholly exceptional cases include (but are not limited to) cases where a complainant or witness alleges that a Student is guilty of intimidation, harassment, or violence and the complainant or witness has a reasonable fear of reprisal or otherwise has a valid reason to remain anonymous and does not wish for such valid reasons to be personally identified, or has a valid reason not to be questioned by the Student accused of Misconduct.

In such wholly exceptional cases, the Principal shall consult with other officers of Ballet West as he/she considers to be appropriate. Following such consultation, he/she may decide to provide the Student accused of misconduct with suitably redacted copies of all documentary evidence to remove all references which may identify the names and addresses (as the case may be) of such complainant(s) or witness(es).

The Principal must ensure that the Student is made aware of the case against him/her and is given an adequate opportunity to provide evidence in rebuttal and to present his/her case. In presenting his/her case, the Student shall normally be permitted to question a complainant or

witness. If the Principal does not agree to allow the Student to question a complainant or witness, the Principal should invite the Student to provide the questions they wish to pose. If the Principal considers such questions to be relevant, they shall put such questions (in the absence of the Student and his/her Friend) to the complainant or witness and provide the Student with a full report of the response subject to any redaction they judge necessary to preserve anonymity or appropriate protection.

In the event that a Student accused of Misconduct who has been requested to attend a meeting conducted under these Regulations fails to attend at the appointed time without reasonable explanation, he/she shall be deemed guilty of Misconduct for which separate disciplinary action may be taken against him/her.

Notwithstanding the above, failure by a Student to attend a Hearing under these regulations after being properly served with notice does not prevent the case being proceeded with in the Student's absence and disciplinary action taken.

In reaching a decision regarding a penalty, notice should be taken of the nature and extent of the alleged Misconduct and the current conduct record of the Student.

The Principal will establish the facts and may impose one or more of the following penalties as he/she considers appropriate and proportionate in the circumstances:

- a warning with a record placed on the Student's file. The Principal will specify the period of time for which such a warning will be taken into account in any future disciplinary case if deemed relevant;
- a fine or penalty not exceeding £500 (or such revised sum as the Principal may from time to time determine);
- restitution and/or compensation for damage to, or any loss of, any property, or for wasting staff time;
- confiscation of any property considered to be dangerous to others;
- withdrawal of any benefit, facility or privilege relevant to the Misconduct;
- such other penalty or penalties as the Principal deems fit
- A recommendation of Expulsion, Suspension, or Restriction to be made to the board of trustees.

In the event of a student being expelled or suspended he/she will still be required to pay the full fees for the year including any amount expected to be received from the Student Loans Company but not paid due to the student no longer being enrolled on a course of study.

The Principal may also provide pastoral advice regarding behaviour management and signpost the student to relevant support services. This advice will not however be issued as a penalty in accordance with these procedures.

Stage 3: Appeal

A Student who is dissatisfied with the ruling of a Disciplinary Hearing may, within 10 working days of being notified of the Hearing's decision, submit an Appeal under the Appeals Policy and Procedure.

Note 1: Social Networking Sites

Social networking sites are now widely used for both socialising and work. They are readily accessible and offer an immediate means of communication. However, they are relatively public and posted comments may be stored permanently. Care must therefore be taken by students and staff not to cause offence or distress when making comments about individuals or their work.

Ballet West has policies and procedures in place regarding the expected conduct towards others, whether that be verbal or written conduct. Breaches of these policies and procedures will result in disciplinary action being taken in accordance with Ballet West's disciplinary regulations.

Legislation is also in place to ensure that individuals are protected from online abuse. Criminal legislation includes, but is not limited to the following:

- Malicious Communications Act 1988, which makes it a criminal offence to send a communication with the intention of causing distress or anxiety
- Criminal Justice and Public Order Act 1994
- Protection from Harassment Act 1997
- Communications Act 2003, which makes it a criminal offence to send "...by means of a public electronic communications network a message or other matter that is grossly offensive or of an indecent, obscene or menacing character"

There is also a body of civil law dealing specifically with libel and slander.

The following points should therefore be borne in mind when using any Social Networking site or online discussion forum (including discussion groups associated with your programme of study):

- Never say anything that you know may cause offence or distress to others
- Remember that Ballet West staff and unknown others may see what you write
- Remember that your comments may be saved and become a permanent record

Therefore, always think before writing any comments about others, especially if they may in any way cause offence or distress.

Note 2: Guidance to Students Living in the Local Community

Ballet West plays a positive role in the local community and works closely with community representatives to both explain the value of the contribution of its students and staff and to deal with any problems that may arise. Students living in the community are subject to the various statutory and other legal requirements and agencies that protect society as a whole. They may also be seen as representatives of Ballet West and it is important that they act responsibly and sensitively to others in the community.

An issue for Ballet West is the extent to which it should take action in relation to Misconduct away from Ballet West's premises or when not on Ballet West business. Ballet West's position is that:

- When students are off Ballet West premises but taking part in Ballet West activities (e.g. performances) Ballet West will treat Misconduct in the same way as Misconduct committed on Ballet West premises.
- When students are away from Ballet West's premises and not taking part in Ballet West activities any Misconduct that involves or affects other students may be treated in the same way as Misconduct committed on Ballet West's premises.
- When external Misconduct involves neither of the conditions above, such as anti-social behaviour towards neighbours, Ballet West may act on the grounds that students may have damaged the reputation of Ballet West.

Anti-Social Behaviour in the Community

- Ballet West receives complaints from the public about the behaviour of people believed to be students of Ballet West. Often, although not always, these complaints relate to behaviour as neighbours (Principally unreasonable noise or other anti-social behaviour).
- Ballet West, out of a sense of responsibility, and out of a concern for its reputation, does respond to complaints about individual students, or groups of students.
- In many cases the action will be taken at the Informal Stage, with students given advice as to how to best behave within the community. However, Ballet West has the right to deal with particularly serious cases under the Formal Stage of the Disciplinary Procedures. Penalties may range from a fine through to expulsion from Ballet West in the case of gross Misconduct.

Standard Terms and Conditions of Fee Payment

(These terms and conditions must be agreed in writing prior to enrolment at Ballet West. The text is reproduced here for your information).

- Fees must be paid in accordance with the payment plan set out in the Student Fee Information letter, which is posted to students on accepting a place at Ballet West
- Students who leave the course before completing the year must pay the full year's fees including students who withdraw from the course and those who are expelled following disciplinary procedures.

Note: Course Fees covered by a Student Loan. Your student loan is only issued while you are in attendance on a course of study. The amount you borrow is paid to Ballet West in 3 instalments during the academic year: **25% in October 25% in February 50% in May**

You are required to be in attendance at the start of each term for the instalment to be paid. If you leave from the course, you will be liable to pay the full years fees less any amount received from your student loan from the start of the academic year to the date of withdrawal or expulsion.

- Students with fees outstanding may be excluded from the course in accordance with the Credit Control Policy. This Policy can be found within the Policies and Regulations section of the academic website at <http://www.balletwest.ac.uk/policies-regulations/>.
- Ballet West reserves the right to charge interest on all overdue sums at a rate of 4% above the base lending rate of Clydesdale Bank plc.
- Any legal disputes concerning this agreement are under the jurisdiction of Oban Sheriff Court.
- This agreement supersedes any previous Terms and Conditions.

Credit Control Policy

Introduction

- This policy describes the actions which Ballet West will take and the timeframe within which these actions will be taken, to secure the prompt payment of fees payable to Ballet West.
- The Credit Control Department will communicate with those responsible for payment of Tuition Fees through responsible person email accounts and telephone.
- The responsible person is the person who signed the Standard Terms and Conditions of Fee Payment. In most cases this will be a parent of the student but could be the student or another relative.
- The actions outlined below will be suspended if, at any time during these procedures, an account is disputed.

Tuition Fees

- The schedule of payments and due dates are set out in the Student Fee Information Letter sent to you in advance of each academic year.
- If you withdraw from your studies or are expelled from Ballet West following disciplinary procedures, you will be required to pay the full years course fees.
- **Home & EU Students** fee payments to be made via online payment, Bank Transfer or Cheque. Failure to pay on the due dates **may lead to exclusion** from Ballet West.
- **International Students** As part of the visa application to enter the UK, full time international students are required to provide evidence that there are sufficient funds available to cover tuition fees and living expenses during their studies in the UK. Students must ensure that they make the necessary arrangements well in advance of the due date if funds need to be transferred from home. Failure to pay the balance of tuition fees by these dates **may result in immediate exclusion** from Ballet West. Students will be unable to continue with their studies which will invalidate their visa. They will be reported to UK Visas and Immigration (UKVI) and be required to leave the country. It is therefore extremely important to adhere to these deadlines.
- **Tuition Fees - Student Loan Company** Student Finance England, Student Awards Agency for Scotland, Student Finance Wales and Student Finance Northern Ireland will only pay fees for students who have applied for a tuition fee loan and whose attendance has been confirmed by Ballet West at the various census points during the year. It is the student's responsibility to ensure that application forms are completed correctly, in a timely manner and they must respond immediately to any requests for further information that may prevent their application from being processed. Failure to complete the forms correctly may result in the application being declined. Students remain liable to pay any proportion of fees not covered by a tuition fee loan or grant and will be liable to pay the balance accordingly. It is important to remember that these funding bodies are independent to Ballet West and therefore we do not have access to your application.
- Student Loan Company can reassess students for up to 7 years and may withdraw their right to fund a student during this period. This only happens in a small percentage of cases, however in this instance the student would become liable for the tuition fees and invoiced accordingly.

Credit Control Procedures

- Fees will become due on the due date as detailed in the Student Fee Information Letter or a subsequent payment plan agreed with Credit Control.

- Where an account remains overdue after this date, a series of two letters will be sent by email to the responsible person. The letters will be sent at 30 days and 60 days overdue advising them of potential exclusion of the student from the course.
- If after 90 days, the debt remains unpaid, the following actions will occur -
- Ballet West will take appropriate legal action to recover the debt. This may incur additional charges being added to your account and ultimately affect your ability to obtain credit in the future.
- The student will be excluded from the course and a final letter will be sent by post and email notifying the responsible person.
- Exclusion means the prohibition on attendance at or access to any part of Ballet West and its facilities. Excluded students may not offer themselves for assessment and any completed assessments will not be considered by Examination Boards.
- The student will be able to resume his/her studies as soon as the debt is cleared
- Where a student has made an agreement to pay their tuition fee account by payment plan but has defaulted; then these credit control procedures will commence immediately after the initial default whereby the whole debt will then be due in full.
- **International Students:** In the event of exclusion of an international student, Ballet West will withdraw the sponsorship of any student admitted to the UK on a Tier 4 visa and report this to UK Visas and Immigration. The student will then be required to leave the country and return home.

Equality and Diversity Policy

Principles

This policy relates to all people who have contact with Ballet West. This includes, but is not restricted to -

- Prospective students
- Students
- Students' parents or guardians
- Staff and visiting teachers
- Prospective employees

The policy outlines the commitment of the staff and Board Members of Ballet West to promote equality and eliminate discrimination. This involves tackling the barriers which could lead to unequal outcomes so that there is equality of access and diversity within the Ballet West community and that this is celebrated and valued.

We believe that equality should permeate all aspects of life at Ballet West and is the responsibility of every member of the Ballet West community. Every member of the community should feel safe, secure, valued and of equal worth. At Ballet West, equality is a key principle for treating all people the same irrespective of their gender, ethnicity, disability, religious beliefs/faith tradition, sexual orientation, age or any other of the protected characteristics as defined by the Equality Act 2010.

Monitoring and Review

The staff member responsible for co-ordinating the monitoring and evaluation of this policy is the Programme Manager who will be responsible for providing updates on equalities legislation and Ballet West's responsibilities in this regard.

This policy and all other relevant policies will be evaluated and monitored for their equality impact on students, staff, parents and carers. The policy will be reviewed annually.

Achievement

There is a consistently high expectation of all students regardless of age, gender, ethnicity, ability, social background and sexual orientation. To secure the best possible outcomes we recognise that:

- All staff will be expected to provide good, positive role models in their approach to all issues relating to equality of opportunity.
- It is important to identify the particular needs of individuals within Ballet West and to use targeted interventions to narrow gaps in achievement.
- All activities and resources relating to learning and teaching will be open to all equally.
- Arrangements will be put in place to ensure that all students are assessed in an equitable way and support will be given to students who require additional support during assessment.
- Arrangements will be put in place to ensure that the complaints and appeals processes are open to all and exercised in an equitable way and support will be given to students who require additional support to use the complaints and appeals procedure.
- The promotion of attitudes and values that celebrate and respect diversity and challenge discriminatory behaviour and language wherever it occurs.

Ethos and culture

Ballet West is aware that those involved in leadership are instrumental in demonstrating mutual respect between all members of the Ballet West community. We strive to achieve a feeling of openness and tolerance which welcomes everyone in the following ways:

- The students are encouraged to treat all staff and other students, as well as visitors to the school with friendliness and respect.
- Reasonable adjustments will be made to ensure access for students, staff and visitors (including parents) with disabilities.
- Provision is made to cater for the cultural, moral and spiritual needs of all students through timetabling of classes and off-site activities.
- Students' views are actively encouraged and respected. Students are given an effective voice for example, through student mentoring and regular opportunities to engage with other students about their learning.

Student Recruitment

- Courses on offer at Ballet West are promoted for all, through the website and in print advertisements
- All those involved in admissions and the audition process are trained and are aware of what they should do to avoid discrimination and to ensure equality of opportunity.
- All new students are given a copy of the equality policy in their course handbooks.
- Policy and procedures are reviewed regularly to check conformity with legislation and the impact of policies is kept under regular review.

Staff Recruitment

- All posts are advertised formally and open to the widest pool of applicants.
- All those involved in recruitment and selection are trained and aware of what they should do to avoid discrimination and to ensure equality of opportunity.
- All new staff members are given a copy of the equality policy to keep.
- All supply staff and contractors are made aware of the Equality Policy and equalities practice.
- Employment policy and procedures are reviewed regularly to check conformity with legislation and the impact of policies is kept under regular review.

Countering and Challenging Harassment and Bullying

Ballet West counters and challenges all types of discriminatory behaviour and this is made clear to all staff, students, parents and board members.

The school has a clear, agreed procedure for dealing with prejudice related bullying incidents and has a nominated member of staff responsible for recording and monitoring incidents.

Reports will be made to the board of trustees on an annual basis, any prejudice related incidents recorded within the school.

Partnerships with Parents and the Wider Community

Ballet West aims to work in partnership with parents. We will:

- Maintain good channels of communication.
- Encourage members of the local community to join in school activities.
- Ensure that the parents of prospective students and all newly arrived students are made to feel welcome.

Responsibility for the Policy

All members of the Ballet West community have a responsibility for promoting equalities.

The Principal has responsibility for:

- Ensuring that we are providing leadership and vision in respect of equality.
- Overseeing the implementation of the Equality Policy.
- Co-ordinating the activities related to equality and evaluating impact.
- Ensuring that all who enter Ballet West are aware of, and comply with, the Equality Policy.
- Ensuring that staff are aware of their responsibilities and are given relevant training and support.
- Ensuring compliance with all equalities legislation relevant to academic establishments.
- Ensuring the Equality Policy is maintained and updated regularly.
- Ensuring the actions, procedures and strategies related to the policy are implemented.
- Taking appropriate action in response to any prejudice-related incidents.

All staff have responsibility for:

- The implementation of the Equality Policy.
- Dealing with incidents of discrimination, whether direct or indirect, and knowing how to identify and challenge bias and stereotyping.
- Ensuring they do not discriminate on grounds of ethnicity and culture, religion, disability, gender, sexual orientation or against other groups vulnerable to discrimination.
- Keeping up to date with equalities legislation.

All students have responsibility for:

- Ensuring they do not discriminate on grounds of ethnicity and culture, religion, disability, gender, sexual orientation or against other groups vulnerable to discrimination.
- Treating all staff and other students, as well as visitors to the school, with friendliness and respect.
- Reporting to a staff member any incident that they consider to be a breach of this policy.

Breach of policy

Staff - Any breach of this policy may result in disciplinary action by the board of trustees.

Students - Any breach of this policy will be considered as Misconduct and may result in disciplinary action under the Student Disciplinary Policy and Procedures.

Safeguarding and Welfare Policy

Introduction

Ballet West fully recognises its responsibility to safeguard and promote the welfare of the students in its care, whether they attend full-time or outreach classes. This responsibility encompasses the following principles:

- To protect students from harm or maltreatment
- To prevent impairment of students' health and development
- To ensure that students are growing up in circumstances consistent with the provision of safe and effective care, thus enabling those students to have optimum life chances and to enter adulthood successfully
- To have in place procedures for identifying and reporting cases, or suspected cases, of abuse
- To support students who may have been abused

Ballet West addresses its commitment to these principles through:

Prevention: ensuring all reasonable measures are taken to minimise the risks of harm to students. These include:

- Ensuring, through training, that all teaching and non-teaching staff are aware of and committed to this policy and the policies and procedures for Child Protection, Health & Safety and Anti-Bullying Behaviour
- Establishing a positive, supportive and secure environment in which students can learn and develop, where they have a sense of being valued, are encouraged to talk, and are listened to and respected
- Including in the curriculum activities and opportunities which equip students with the skills they need to stay safe from abuse and which help them develop skills and understanding to flourish throughout their lives
- Ensuring that students know that there are adults in the school whom they can approach if they are worried
- Ensuring that students are given advice and information about healthy eating and nutrition and are provided with regular access to local doctors and physiotherapists
- Developing and implementing a rigorous Health and Safety policy in school and making sure that the necessary Risk Assessments are undertaken when planning visits or trips away from the School
- Operating safe recruitment procedures, including PVG checks
- Welcoming visitors in a safe and secure manner
- Ensuring that any community groups which use our premises for the provision of services to children have their own Child Protection policy, or are prepared to adopt our own policy

Protection: ensuring that the school acts in co-operation with other agencies to protect and support students who have been abused. This includes:

- Developing and implementing procedures for identifying and reporting cases, or suspected cases, of abuse.

- Ensuring all appropriate actions are taken to address concerns about the welfare of a student or students.
- Working to agreed local policies and procedures in full partnership with other local agencies especially the local Police and Argyll & Bute Council.
- Sharing information about concerns with agencies that need to know and involving students and their parents/guardians/carers appropriately.

Anti-Bullying Policy

Aims

The ultimate aims of Ballet West's anti-bullying policy are to:

- Prevent bullying of any sort
- Make it clear to all students and staff that bullying is always unacceptable
- Ensure that everyone can operate in a supportive, caring and safe environment without fear of being bullied

The seriousness of bullying cannot be emphasised enough. Bullying is among the top concerns that parents have about their children's safety and well-being. Bullying is also a top concern of children and young people themselves. It can make the lives of its victims a misery: it undermines their confidence and self-esteem, and destroys their sense of security.

Bullying can have a life-long negative impact on some young people's lives. At worst, bullying has been a factor in student suicide. Bullying is unacceptable and it will not be tolerated. All members of the Ballet West community, including teaching and non-teaching staff, students, parents, guardians and carers should have an understanding of what bullying is and be familiar with the School policy on bullying; and all have a responsibility to help create an atmosphere in which students can report any incident of bullying knowing that these reports will always be taken seriously.

This policy is applicable to all students at Ballet West, whether they attend full-time training or outreach classes. The School acknowledges that bullies may have complex reasons for their behaviour and may well need help. However, the School also recognises that the consequences of being allowed to 'get away with it' can be detrimental to them as well as to their victim. All students deserve the opportunity to be helped to understand what acceptable behaviour is. Students who are being bullied will be supported, and students who may bully others will also be given suitable help and guidance.

Definition:

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying can take many forms (for instance, cyber-bullying via text messages or the internet), and is often motivated by prejudice against particular groups, for example on grounds of race, religion, culture, sex, gender, sexual orientation, homophobia, special educational needs or disabilities, appearance or health conditions or home conditions.

It might be motivated by actual differences between people, or perceived differences. Stopping violence and ensuring immediate physical safety is obviously the School's first priority but emotional bullying can be more damaging than physical; teachers and Schools have to make their own judgments about each specific case.

Bullying can take place between students, between students and staff, or between staff; by individuals or groups; face-to-face, indirectly or using a range of cyber-bullying methods.

Examples of unacceptable behaviour include:

- Physical (including sexual) assault, for example, hitting, kicking, spitting, removing belongings, damaging property
- Verbal abuse, by name-calling, teasing, 'banter', insulting, writing notes or making offensive remarks

- Cyber-bullying, which is defined as the use of digital communication by an individual or group to support deliberate, repeated and hostile behaviour intended to harm others. Examples include using social websites (such as Facebook or Twitter), mobile phones, text messaging, photographs, video and e-mail
- Indirect emotional tormenting by excluding from social groups or spreading malicious rumours
- Initiation ceremonies intended to cause pain, anxiety or humiliation.

Bullying may involve complicity that falls short of direct participation by, for instance, manipulating a third party to tease or torment someone. It may be overt and intimidatory but is often hidden and subtle.

What to do

The best way to stamp out bullying is for people to be aware of the issues involved, to be involved in prevention and to be clear in their own minds what action to take should cases arise. In the procedures that follow, the word 'bullying' is used to cover all forms of bullying, including cyber-bullying.

Prevention

The most effective way to combat bullying is by creating a community based on respect, with an ethos celebrating success and promoting good behaviour. Awareness and discussion of questions to do with bullying are also vital to prevention. The School will take the following approaches:

- Staff and student awareness will be raised through training, taking action to reduce the risk of bullying at the times and places where it is most likely to occur.
- The key points from this policy will be prominently displayed on School notice boards
- Anti-bullying will be discussed during induction sessions to all years and reinforced in other areas of the curriculum as the opportunities present themselves.
- Student surveys will be used to facilitate an understanding of the level and type of bullying that students might have experienced
- The Ballet West staff will regularly review the record of bullying offences to identify patterns and check that the policy is effective.

If a student is the victim

If they feel able to, the bullied student should confront the bully by verbally making him/her aware that the bullied student thinks that what she/he is doing is wrong. The bullied student should share their feelings with someone else. If possible they should talk to any member of Staff with whom they feel comfortable. If the bullied student would rather not go straight to a member of staff, they should talk to friends, older students, or any trusted adult; they may well be able to advise on an appropriate course of action or will be able to involve other people who can.

Any student has the right to inform an outside agency of their concerns. Contact details for these are given below.

If a student witnesses bullying behaviour

They should support the victim by offering friendship and making it clear that in their opinion what is happening to them is wrong. They should encourage them to speak out on their own

behalf by confronting the bully, or with their permission, confront the bully themselves. They should accompany the victim to see a trusted adult, or suggest that they see the Principal or another member of staff, on their behalf.

If a member of Staff witnesses an incident of bullying or it is reported to them

They must reassure and support the students involved; advise them that you are required to pass details on to the relevant member of the staff team; and ask them to write down their allegation.

The same procedures must be followed as for a Child Protection case; the member of staff must:

- Choose a place to talk where the talk will not be interrupted, but also where the member of staff is safe from allegation.
- Listen carefully and patiently to the student, no matter how difficult the member of staff finds what they are saying.
- Show the student they believe in him/her and takes his/her disclosure seriously.
- Stay calm and reassuring, and maintain neutral body language.
- Not promise to keep the conversation secret, no matter how insistent the student may be. The staff member must explain that they are ready to listen but that when they have heard the account there may be parts that they have to tell somebody else in order to get the help required.
- Not press for information, cross-examine or lead the student, as well-intentioned questions could prejudice further investigations. It is particularly important not to use leading questions or to put words into the student's mouth. If the member of staff needs to respond verbally, they should feed back to the student what they have said.
- Ensure the students' immediate safety.
- Make careful notes immediately after the conversation, giving an accurate and full account of what was said. These notes should include all relevant information regarding the setting and circumstances of the communication, including the time and the persons present.
- Inform the Principal immediately of the disclosure, allegations or suspicion, give them a copy of the written notes and ensure that they are aware of any immediate medical needs. They will coordinate an immediate investigation into the circumstances of the complaint.
- Take no further action, including discussing their suspicions with the parent or anyone else involved in the care of the child, until the decision has been taken on how to proceed.

Criminal Law

Although bullying in itself is not a specific criminal offence in the UK, it is important to bear in mind that some types of harassing or threatening behaviour - or communications - could be a criminal offence, for example under the Protection from Harassment Act 1997, the Malicious Communications Act 1988, the Communications Act 2003, and the Public Order Act 1986. If staff members feel that an offence may have been committed they should seek assistance from the police. For example, under the Malicious Communication Act 1988, it is an offence for a person to send an electronic communication to another person with the intent to cause distress or anxiety or to send an electronic communication which conveys a message which is indecent or grossly offensive, a threat, or information which is false and known or believed to be false by the sender.

Advice

If a student, parent or member of staff is unsure about a situation or events, several organisations will speak in confidence to advise what would be the best thing to do:

NSPCC: 0808 800 5000

Childline: 0800 1111

Kidscape: 08451 295

The Anti-Bullying Alliance (ABA): Founded in 2002 by NSPCC and National Children's Bureau, the Anti-Bullying Alliance (ABA) brings together over 100 organisations into one network to develop and share good practice across the whole range of bullying issues.

Beatbullying: A bullying prevention charity with an emphasis on working directly with children and young people. In addition to lesson plans and resources for parents, Beatbullying have developed the Cybermentors peer support programme for young people affected by cyberbullying.

Prevent Duty Policy

Policy Statement

This policy is prepared using the Revised Prevent Duty Guidance for Scotland

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/445978/3799_Revised_Prevent_Duty_Guidance__Scotland_V2.pdf

Section 26 of the Counter-Terrorism and Security Act 2015 (the Act) places a duty on certain bodies, listed in Schedule 6 to the Act, to have, in the exercise of their functions, “due regard to the need to prevent people from being drawn into terrorism”.

This duty is known as the Prevent duty. It applies to a wide range of bodies including Higher Education Providers.

Radicalism & Extremism

Radicalism refers to the process by which a person comes to support terrorism and forms of extremism. Protecting students from the risk of radicalisation is seen as part of Ballet West’s wider safeguarding duties and is similar in nature to protecting students from other forms of harm and abuse, as detailed in the Safeguarding and Welfare Policy.

During the process of radicalisation, it is possible to intervene to prevent vulnerable people being radicalised. There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. It can happen in many different ways and settings.

Specific background factors may contribute to vulnerability which are often combined with specific influences such as family, friends or online, and with specific needs for which an extremist or terrorist group may appear to provide an answer.

The internet and the use of social media in particular has become a major factor in the radicalisation of young people.

Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas. Such views obviously contravene the Ballet West Equality and Diversity Policy.

Constant Practice and Procedure

At Ballet West it is essential that staff are able to identify students who may be vulnerable to radicalisation and know what to do when they are identified. Protecting students from the risk of radicalisation should be seen as part of Ballet West’s wider safeguarding duties, and is similar in nature to protecting children from other harms (e.g. drugs, gangs, violence, sexual exploitation).

We can also build students’ resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views. All staff are instructed to challenge extremist and radical views.

It is important to emphasise that the Prevent duty is not intended to stop students debating controversial issues, or examining those issues in their work as reflective practitioners. On the contrary, we will always provide a safe space in which students and staff can critically examine

the issues associated with terrorism and develop the knowledge and skills to be able to challenge extremist arguments.

Procedure for reporting concerns

If a member of staff or student has a concern about a particular student they should follow the school's normal safeguarding and equality procedures, including discussing with the school's Principal, who will, where deemed necessary, take further action.

Course Information Policy

Overview

Ballet West aims to be open and transparent with information about the institution and its courses, providing relevant, timely and accurate information to prospective candidates, students, their parents and other stakeholders. This need for openness is obviously constrained by legislation relating to individual's personal data.

Web site & Prospectus

The Ballet West prospectus and website aim to clearly convey the mission and ethos of Ballet West in addition to the courses on offer.

The following specific information will be available

- Entry Requirements, relating to dance, academic achievement and English language
- Overview of course content including duration
- Application process and audition fee payable
- Fees payable, including timing of payments
- Potential sources of funding
- Other learning opportunities at Ballet West
- Destinations of former graduates

Information on Completed Acceptance of Offer

On receipt of the deposit and all conditions being met, successful candidates will be sent further information on the course. This will include

- Term Dates
- Details of uniform and stockists.
- Details of books and other equipment
- Copies of terms and conditions for fee payment to be signed by the responsible person and returned
- Further details about making application to student funding bodies
- Contact details of staff at Ballet West who can help with further enquiries

Any changes in the course will be notified to all students as soon as practical, with options presented clearly to them, as applicable.

Student handbooks

On enrolment on the course students each year will be issued with a handbook which contains the following information.

- General Information for Ballet West
- Programme Information including aims of the qualification, an overview of the course, staff contact details
- Detailed Module Guidance
- Factual information (module title, module tutor, type, level, credit value, notional learning hours)
- Rationale and relationship with other modules
- Aims of the module
- Pre-requisite modules or specified entry requirements
- Intended learning outcomes/ teaching and learning strategy

- Indicative content
- Assessment strategy, assessment methods and their relative weighting
- Mapping of assessment tasks to learning outcomes
- Dates of all assessments throughout the academic year.
- Teaching staff associated with the module
- Key reading list and other indicative texts
- Assessment Procedures & Regulations
- Information on presentation & submission of work including methods of assessment feedback and guidance on avoiding Plagiarism & Academic Misconduct
- Other course information including reading list, details of the library and IT facilities
- Details of student support available
- Information on roles of key people including staff and student representatives
- Ballet West Policies and forms
 - Attendance Policy
 - Ballet West Authorised Absence Request
 - Late Authorisation policy and form
 - Personal Extenuating Circumstance Policy and Form
 - Health & Safety Policy
 - Ballet West Equality and diversity Policy
 - Safeguarding and Welfare Policy
 - Ballet West Anti-Bullying Policy
 - Ballet West Complaints Procedure
 - Ballet West Complaints Form

All handbooks are reviewed annually.

Individual Feedback

- Due to the practical nature of the majority of the courses, constant verbal feedback is a key element of learning and teaching at Ballet West.
- Written feedback is also important and individual feedback will be given to students in a timely manner after assessments
- Staff should ensure that all feedback is constructive, development and highlights positive aspects of work as well as areas for development. Where appropriate, feedback should relate to professional practice and career development.
- Staff should be willing to discuss feedback in person if requested by the student.

Feedback on course delivery

Students should be positively encouraged to engage with the process of course delivery and its regular review. The mechanisms by which this occurs are as follows

- Informal discussion with students as individuals or in class
- Module evaluation forms with outcomes fed into Programme Committee meeting, minuted, action taken and assessed at later meetings
- More formal, end of module discussions with outcomes fed back to staff and programme committee meetings.
- Representation through student reps to course committee and academic board meetings.

All these mechanisms should be two-way, with action points fed back to the student body directly or through student reps.

Results

Students will be provided with a detailed listing of the marks gained in all assessments and the final degree classification, in accordance with OU regulations. This will be provided online and in hard copy.

Results will only be confirmed following the conclusion of an exam board.

External examiners reports

External examiner reports are produced following the exam boards. They will be discussed at the next Programme Committee (usually the December meeting) and in that way disseminated to the current student population.

Any graduated student can receive a copy of the report on request.

Academic Misconduct Policy

It is fundamental to Higher Education that the work submitted by a student for assessment must have been undertaken by the student and that it fully acknowledges the work and opinions of others. It is also incumbent upon students to ensure that they do not undertake any form of cheating or gain unfair advantage in any other way.

Ballet West is committed to ensuring the integrity and academic rigour of its programmes for all students. Students who seek to gain unfair advantage in assessments will be dealt with severely and in accordance with the procedures detailed below.

Prevention of academic Misconduct is a key feature of this policy. Students will be informed about correct academic procedures and what constitutes Misconduct as part of their learning processes.

Staff play a crucial role in guiding students in correct academic practice through formative feedback and informal observation and discussion of practical work.

Allegations of academic Misconduct do not constitute proof and the procedures which investigate and rule on allegations of academic Misconduct will be carried out with due regard to the Principles of equity and fairness.

Definitions

It is recognised that there are two primary forms of academic Misconduct that could affect the assessment of the programme -

- **Plagiarism:** representing another person's work or ideas as one's own. This includes -
 - failing to follow convention in acknowledging sources, use of quotation marks,
 - the unauthorised use of one student's work by another student
 - the submission of work previously submitted for another assignment (self-plagiarism)
 - the commissioning of work from another individual by a student, in part or whole, and submission of that piece of work as the student's own.

- **Collusion:** cooperation in order to gain an unpermitted advantage. This may occur where students -
 - have consciously colluded on a piece of work, in part or whole, and passed it off as their own individual efforts
 - where one student has authorised another to use their work, in part or whole, and to submit it as their own.

It is acceptable for students to ask others to proof read their work, however it should be noted that proofreading is limited to the identification of grammatical, spelling or punctuation mistakes in text. The use of a proof-reader may constitute academic Misconduct if the reader includes any editorial activity which entails re-writing or re-wording the student's original work beyond this.

Academic Misconduct in Assessed Creative Activity

Although academic Misconduct is primarily associated with written work, it should be noted that both forms of academic Misconduct can be found in creative work such as choreography. Students can potentially plagiarise choreography by, for example copying internet sources such

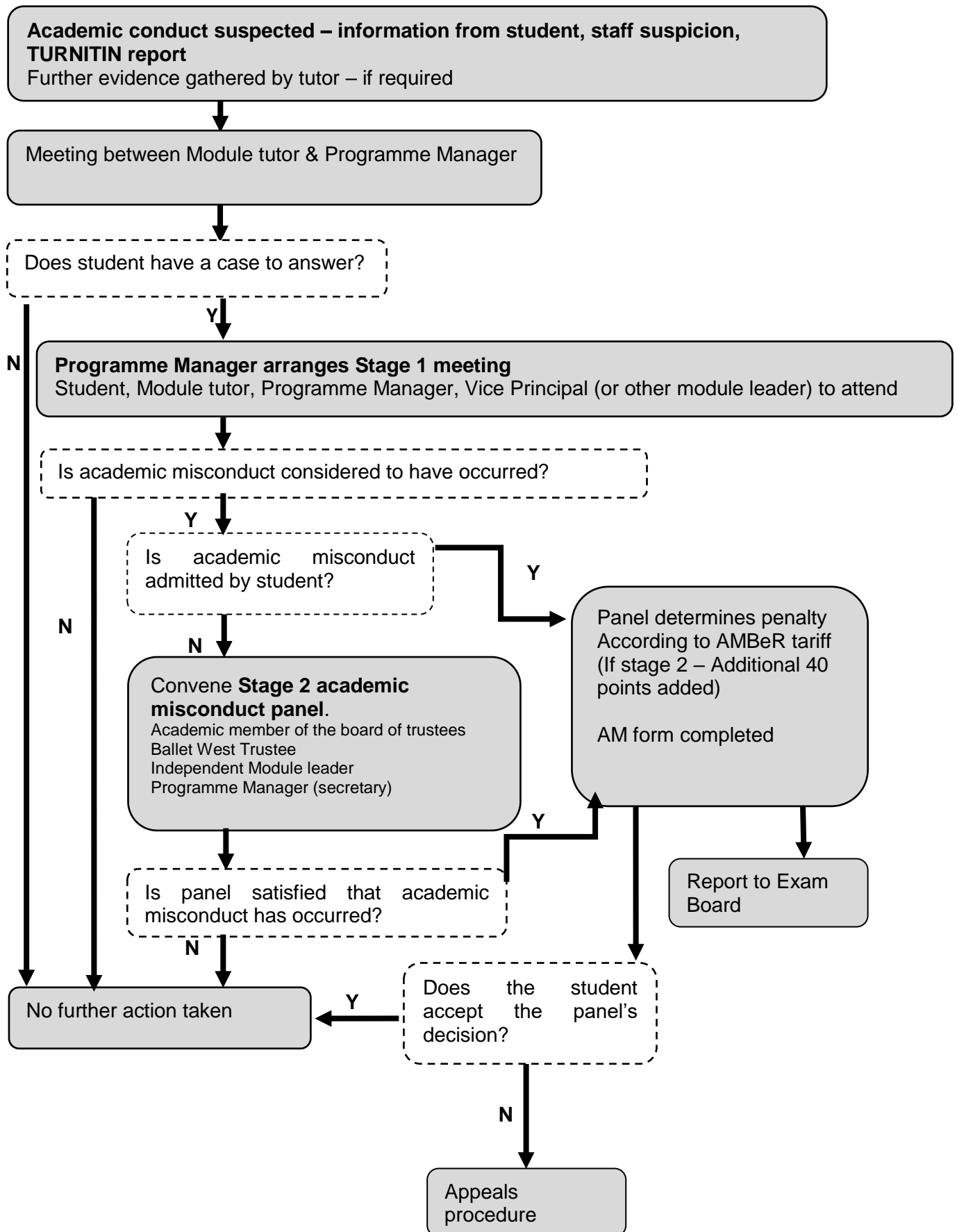
as YouTube, reproducing choreography they have been taught as dancers or self-plagiarising by submitting the same work for different assessments.

Collusion is also possible in choreography where students responsible for creating dance pieces rely too heavily on input from one or all of their dancers. While it is recognised that collaboration through improvisation by dancers is an established choreographic technique, students should be aware of when they are consciously or unconsciously completing work for another student. If a student feels that he or she is involved in a process where the assessed work being produced is not wholly that of the assessed student, they should discuss it with tutors at the earliest opportunity.

Staff should be vigilant to potential collusion and plagiarism in creative work and take time to informally view rehearsals and discuss projects with students. This allows staff the opportunity to give guidance and prevent potential Misconduct from escalating to formal Misconduct procedures.

Academic Misconduct Procedures

Flowchart (see text below for further details)



Evidence Gathering

Evidence for academic Misconduct by a student can be collected in the following ways

- TURNITIN - All written student work will be checked by TURNITIN and the report produced used as evidence for the disciplinary process
- Student report - students may report cases of other students' academic Misconduct to module tutors or to the Programme Manager. This is a useful first step, but clear evidence must be sought by tutors.
- Staff suspicion - Following a student report or if members of staff consider work to be uncharacteristic of a particular student, either in quality or style, and this is not noted as plagiarised by Turnitin, or is a choreographic piece of work, further investigation should be undertaken. This may take the form of a discussion with the student to establish a student's understanding of the work submitted. This discussion should be recorded on video where possible and presented as evidence at the Stage 1 meeting if suspicions are confirmed.

When there is evidence of academic Misconduct (Turnitin report, report or video of student discussion), the member/s of academic staff concerned should first discuss the matter in a meeting with the Programme Manager. At this meeting, it will be decided whether the student has a case to answer and the procedure should process to the formal Stage 1

The alleged academic Misconduct will be measured against the AMBeR Plagiarism Reference tariff (See appendix 1). If the work

- Scores fewer than 280 points, either no further action will be taken or the student will be given an informal warning and further guidance on avoiding future plagiarism.
- Scores more than 280 points, the student will be interviewed at a formal Stage 1 meeting to give the student/s the opportunity to present his or her case.

If it is decided that the student has a case to answer, a date and time and location will be set for the formal Stage 1 meeting and the Programme Manager will write to the student using the template in appendix 2 and providing him/her with a copy of any evidence.

Academic Misconduct Panel Stage 1 -

The student will be given written notification of the time and place of the meeting, provided with details of the alleged academic Misconduct and informed that they may be accompanied by a friend¹ during the meeting. The meeting will be chaired by the Programme Manager and the member of staff raising the allegation and the Vice Principal for learning and teaching will attend.

In the event of the Vice Principal for learning and teaching raising the concern, another module leader will be asked to attend.

The student will be presented with the evidence, details of the tariff score and possible penalties and asked to provide an explanation.

Following discussion, the tariff score may be revised, and action taken accordingly. If the conclusion of the Stage 1 meeting is that academic Misconduct has not occurred, an Academic

¹ A "friend" is a member of the school community, a fellow student or member of staff. It does not include friends outwith the school, family members or legal representatives.

Misconduct Report will be completed stating this and no further action will be taken. No report will be submitted to Exam Board.

If the student admits to the academic Misconduct and agreed penalty, this should be indicated on the Academic Misconduct Report form and confirmed by the student's signature. Details of the alleged academic Misconduct and penalty should be recorded on the form. The Programme Manager is responsible for ensuring that the matter is reported to the next scheduled meeting of the Exam board and that mark sheets clearly state that a grade was agreed following academic Misconduct.

The student should also be given the opportunity at the Stage 1 meeting to declare academic Misconduct in other work that they have submitted. The report should contain detail of any other academic Misconduct so declared and these will all be counted as first time occurrences according to the tariff. (If they are not declared and come to light later they would be counted as 2nd, 3rd etc occurrences).

The benefit to the student in admitting Misconduct at this stage is that penalties such as resits can occur immediately without the need to wait for a Stage 2 meeting and a further 40 points will be added to the AMBeR score because the student has acted to conceal academic Misconduct.

In the exceptional circumstances where a student judges that there had been a procedural error in stages which resulted in them erroneously admitting to academic Misconduct, they should immediately inform the Programme Manager that they now wish to withdraw their admission and contest the allegation of academic Misconduct.

If this Stage 1 meeting does not resolve the matter, the report form will indicate this and the second stage of the process will commence.

Academic Misconduct Panel Stage 2 -

Where an allegation of an academic Misconduct has been made and not admitted or resolved through the defined Stage 1 process, the matter will be investigated by a Stage 2 panel. The panel will comprise -

- The academic member of the board of trustees, or other member of the board of trustees (chair)
- A representative from the board of trustees
- A member of the academic staff who leads a module and is not directly involved in the disputed work
- The Programme Manager (secretary)

The Programme Manager will, within 5 days following the Stage 1 meeting, notify the student/s concerned of the date, time and place of the meeting and full details of the alleged Misconduct. The student will be informed of his/her right to appear before the panel, accompanied by a friend of his/her choice and instructed to submit a written statement concerning the alleged Misconduct.

Failure by the student/s to appear before the Panel or to submit a statement will not prevent the investigation proceeding.

The panel may call witnesses, as appropriate, to substantiate the allegations, and will not unreasonably refuse permission for the staff or student/s concerned to call such witnesses as they deem appropriate.

The board will interview the student/s, staff, and witnesses as appropriate, consider the student's written statement, and come to a decision on the basis of the student/s statement and the supporting evidence. The student/s and friends will withdraw while the board deliberates.

The order of proceedings is as follows:

- statement of the case against the student/s, production of evidence in support of it and responses of those presenting that case to questions from the panel.
- statement of the case for the student/s, production of evidence in support of it and responses by the student/s to questions from the panel.
- reply to the case of the student/s.
- reply to the case against the student/s.

Evidence may be received by the panel by oral statement or a written and signed statement. The Chair of the panel shall decide, after taking account of the evidence assembled, whether the evidence from each party can be heard in the other's presence.

The decision of the panel and the penalty to be imposed, if any, will be guided by the plagiarism tariff as adapted for Ballet West (appendix 1) and will be made by a majority of panel members with each member of the panel having equal status.

If the conclusion of the panel is that academic Misconduct has occurred and a penalty imposed, this will be recorded on the Academic Misconduct Report Form and this will be presented to the progression and awards meeting of the exam board.

If the conclusion of the board is that academic Misconduct has not occurred, this will be recorded on the Academic Misconduct Report Form and no further action will be taken.

If the student/s has attended, he/she will be informed of the board's decision at the conclusion of the meeting. The Secretary will report the outcome in writing to the student/s normally within five working days of the board's decision.

If the conclusion of the panel meeting is that academic Misconduct has occurred, the student/s should also be given the opportunity to declare academic Misconduct in other work that they have submitted. If further Academic Misconduct is reported, this will be counted as first instance Misconduct and penalties imposed accordingly.

The student/s should be advised that they have the right to appeal against the finding of academic Misconduct using the Ballet West appeals procedure within ten working days of receiving the decision of the panel.

AMBeR Plagiarism Reference Tariff

This tariff is based on a national research consultation exercise conducted on behalf of plagiarismadvice.org by Peter Tennant and Gill Rowell.

Adapted for use at Ballet West to include collusion and with clarification of penalties

This procedure is to be used with written work and creative practical dance assessments.

STAGE 1 - Assign points based on the following criteria

History

1st Time	100 points
2nd Time	150 points
3rd/+ Time	200 points

Amount / Extent

Below 5% AND less than two sentences	80 points
As above but with critical aspects* plagiarised	105 points
Between 5% and 20% OR more than two sentences but not more than two paragraphs	105 points
As above but with critical aspects* plagiarised	130 points
Between 20% and 50% OR more than two paragraphs but not more than five paragraphs	130 points
As above but with critical aspects* plagiarised	160 points
Above 50% OR more than five paragraphs	160 points
Submission, in part or wholly, the work of another individual (ghost-writing)	225 points

* Critical aspects are key ideas central to the assignment

Level / Stage

Level 1	70 points
Level 2	115 points
Level 3/Postgraduate	140 points

Value of Assignment

Standard weighting	30 points
Large project (e.g. final year dissertation)	60 points

Additional Characteristics

Evidence of deliberate attempt to disguise plagiarism by

- changing words, sentences or references to avoid detection
- failing to admit academic Misconduct at Stage 1- 40 points

STAGE 2 - Award penalties based on the points

Penalties (Summative Work)

In all cases a formal warning is given and a record made contributing to the student's previous history.

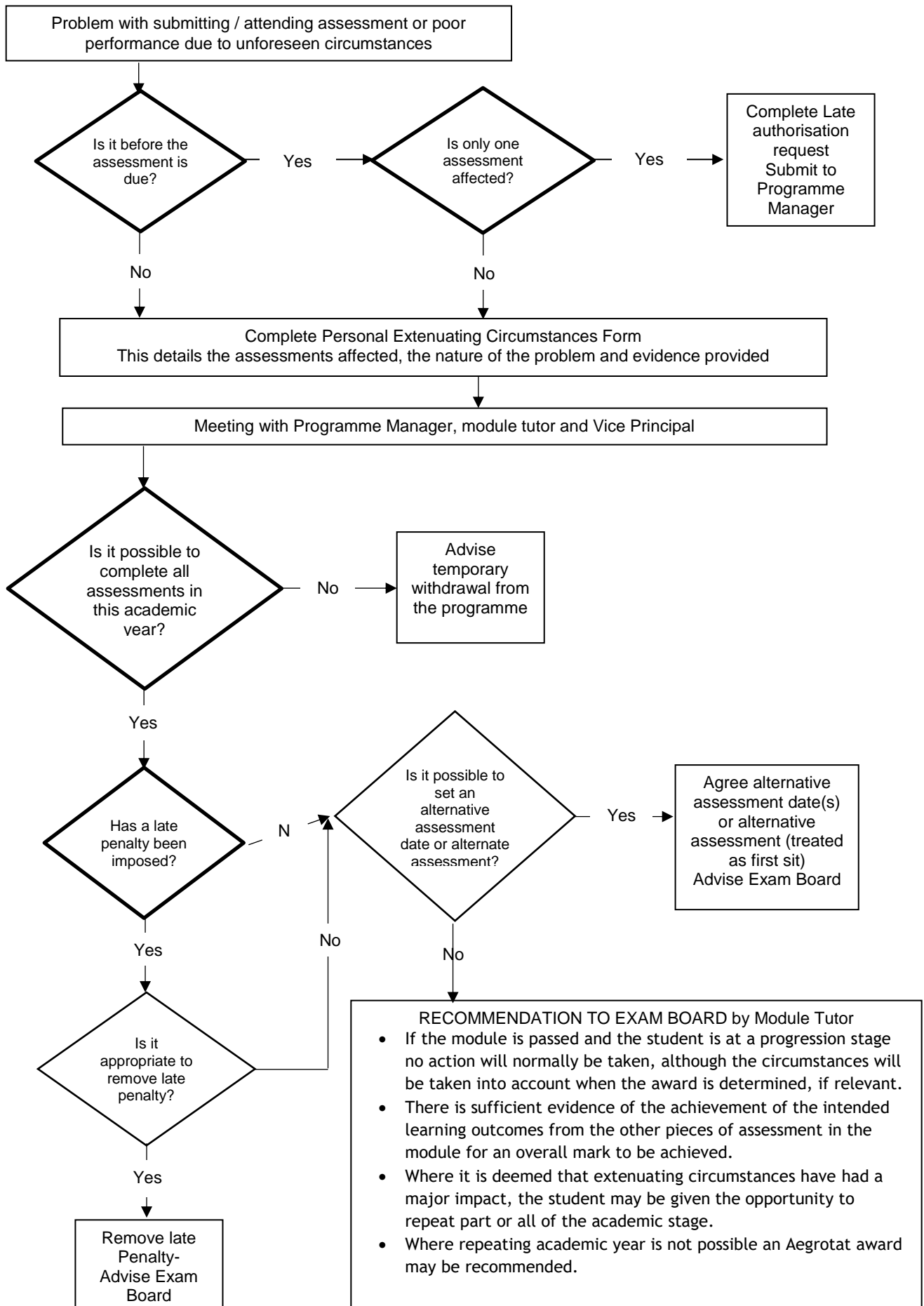
Available Penalties	
< 280	No action Informal warning and guidance given on avoiding academic misconduct. Mark reflects poor academic practice. Formal warning (counted as an incident of plagiarism) and guidance given on avoiding Academic Misconduct. Mark reflects poor academic practice.
280 - 379	Assignment awarded 0% - resubmission required but mark capped at pass mark
380 - 479	Assignment awarded 0% - resubmission required but mark capped at pass mark Assignment awarded 0% - no opportunity to resubmit
480 - 524	Assignment awarded 0% - no opportunity to resubmit Module awarded 0% - re-sit required, but mark capped at pass mark for module
525 - 559	Module awarded 0% - re-sit required, but mark capped at pass mark for module Module awarded 0% - no opportunity to re-sit, but credit still awarded
560+	Module awarded 0% - no opportunity to resit, and credit lost Award classification reduced Qualification reduced (e.g. Honours -> no Honours) Expelled from institution but credits retained Expelled from institution with credits withdrawn

Penalties (Formative Work)

280 - 379	Informal warning
380+	Formal warning, with record made contributing to the student's previous history

Personal Extenuating Circumstances Policy and Procedure

Flowchart



A Personal Extenuating Circumstances Form should be submitted when -

- A student fails to attend or submit an assessment without a prior Late Authorisation and considers their personal circumstances caused that failure.
- The student's circumstance are likely to be long-lasting, serious, unforeseen and unpreventable and affect a number of assessments.
- A student completes an assessment on time but believes his / her performance was severely affected by personal circumstances.

Guidance of circumstances acceptable are given in the table below

Normally acceptable circumstances	Required evidence ²
Tragic personal circumstances, e.g. death or serious illness of family member or close friend.	Sight of death certificate (or photocopy) or independent corroboration of illness.
<ul style="list-style-type: none"> • Significant personal accident or injury. • Serious ill health, which may include an acute episode of a disability or chronic condition affecting performance but not covered by special examination provision. • Late stage pregnancy or pregnancy with complications. 	Medical evidence, which specifically relates to the timing of the claim.
<ul style="list-style-type: none"> • Acute personal or emotional trauma, e.g. acute anxiety or depression, family breakdown, breakdown of close personal relationship. • Jury service. • Impact of natural disaster, civil disruption or other major hazard. 	Independent corroboration of the circumstances.
<ul style="list-style-type: none"> • Professional dance engagement 	Contract of employment
Normally unacceptable circumstances	
<ul style="list-style-type: none"> • Employment commitments of full time students. • Pre-existing long-term medical conditions • Early stage pregnancy without complications. • Routine or long-term domestic or caring responsibilities. • Normal exam stress or anxiety experienced during revision or the assessment period, unless corroborated by medical evidence as a chronic condition and undergoing treatment. • Non-serious domestic or personal disruptions (financial difficulties, moving house, holidays, failed travel arrangements, oversleeping). • Term-time personal arrangements (e.g. holiday, wedding) made after starting the programme. • Study related circumstances (equipment failure, failure to take back-up copies of stolen or corrupted work, bunching of deadlines, assessments too close together, missing books, assessment re-scheduling, misreading the assessment timetable). 	

² If not in English, a translation must be submitted together with the original evidence.

- The form and supporting evidence must be submitted to the programme manager before the assessment date or no more than 7 calendar days after the assessment date. If an Exam Board decision has already been taken on the end of stage results, a claim can only be considered under the Appeals procedure.
- PEC claims made prior to assessments where late authorisation is not an option (for example due to an injury preventing a number of practical assessments) will be assessed by the vice principal for learning and teaching and the programme manager. If the claim is valid, a meeting will take place with the student to discuss alternative, first sit, assessment dates, where possible.
- In cases where the student's circumstances severely affect their ability to learn and be assessed over a long period of time, meaning that completion of that stage of study is not realistically possible in the same academic year, the student should temporarily withdraw from the course.
- If the claim is made after assessment and considered valid by the vice principal for learning and teaching and the programme manager, the following actions may be taken (see OU regs 24.6) -
 - Provide student with an opportunity to take the affected assessment(s) as if for the first time ie a "Sit" or "submit" allowing him/her to be given the full marks achieved for the assessments, rather than imposing a cap. The mark for the re-assessed work will count in full even if lower than the original mark. If the affected assessment is a resit, the student may be permitted to resit, as if for the first time.
 - Waiving of late submission penalties
- If the claim is made after assessment and close to the end of the academic stage, where an alternative assessment schedule is not possible, the claim will be considered by the vice principal for learning and teaching and the programme manager and a recommendation made to the exam board.
- Possible recommendations are as follows:
 - If the module is passed and the student is at a progression stage no action will normally be taken, although the circumstances will be taken into account when the award is determined, if relevant.
 - There is sufficient evidence of the achievement of the intended learning outcomes from the other pieces of assessment in the module for an overall mark to be achieved.
 - Where it is deemed that extenuating circumstances have had a major impact, the student may be given the opportunity to repeat part or all of the academic stage.
 - Where further evidence is thought to be necessary the Exam board may assess the student by whatever means it considers appropriate. It may exercise discretion on the form of re-assessment provided the student is not put in a position of unfair advantage over other candidates for the award.
- Should a student be prevented by illness, or other circumstances, from completing the final assessed component of the programme, the board of examiners, having considered the relevant evidence (including medical certification) may make a recommendation that an Aegrotat award be made. Such exceptions are limited to students who are permanently unable to continue their studies and are registered for the final module that would complete a qualification and have been assessed on at least part of the module. The board must be satisfied that the student's prior performance shows beyond reasonable doubt that they would have passed but for the illness, or other circumstances.

Complaints Procedure

Definitions

- A **complaint** relates to an ongoing situation or incident, usually relating to teaching and learning or general activities within Ballet West. Complaints are dealt with using this policy and procedure.
- An **appeal** is a request to reconsider a decision made by an admissions panel, an Academic Misconduct panel or an exam board. Appeals are dealt with through the Appeals procedures.

Policy

Ballet West aims to provide an excellent service to those who engage with the school, including students and their parents. It is recognised that sometimes there may be individuals who feel that their experience at Ballet West has fallen below the standard to be reasonable expected or that they have not been dealt with in a fair or equitable way. Ballet West requires procedures to deal with complaints to provide satisfaction for complainants and to improve practices within the school.

We will ensure that the complaints procedures at Ballet West are

- Accessible to all
- Transparent in process
- Well publicised, with up to date information on our website and student handbooks
- Carried out with any risk of disadvantage to the complainant
- Carried out in a timely manner
- Effective and constructive in improving provision at Ballet West
- Monitored with reports of complaints made to the appropriate managing committees

We aim to seek resolution of students' issues through open communication between staff and students, either through informal discussion or through student representation on the programme committees. However, it is recognised that informal mechanisms may not always resolve issues and a formal procedure is necessary.

Procedure for Students

This procedure relates to complaints about the delivery of the Ballet West courses and programmes and general complaints about your experience at Ballet West.

Matters of concern or dissatisfaction will be resolved at an informal level as far as possible. You should discuss any issues with module tutors, the Programme Manager or the Principal as soon as possible. Do not wait for issues to become unbearable before you bring them to the attention of staff.

- If your issue relates to the course - discuss it with the module tutor or the Programme Manager
- If your issue relates to fellow students or personal interactions with staff - discuss it with the Principal

The staff member you discuss the issue with may refer the issue to the Principal or the Programme Manager. Please note that staff are obliged to disclose information to senior management.

If there is an issue which affects a number of students, you can discuss it with your student representative who may either discuss it with staff or raise it as an issue at a Programme Committee meeting

If a problem remains unresolved or is considered too serious to be dealt with informally, you should submit a written complaint. You can either use the Complaints Form (available from the Programme Manager) or submit an email which contains all the information requested in the form -

- Your name, course and email address
- The nature of your complaint
- What you would consider to be an appropriate resolution
- Attach any evidence you may have to support your complaint

Your complaint should be addressed to the Programme Manager and submitted to registry@balletwest.ac.uk or delivered to the school office. In the event that the complaint involves the Programme Manager, the form should be sent to the Principal.

The Programme Manager will acknowledge your complaint within two days. In most cases a meeting will be arranged with you and relevant senior management depending on the nature of the complaint. If the complaint deals with the actions of the Principal or associated party, the Programme Manager may refer the matter to the Ballet West Board of Trustees, who will discuss the matter in the absence of the Principal or associated parties.

We aim to resolve all complaints within 28 days. You will be kept informed of the progress of the complaint throughout the process and its final outcome in writing. The details of all complaints will be logged for the purposes of annual monitoring and review.

If you have exhausted the Ballet West complaints procedure and are dissatisfied with the outcome of a formal complaint, you may complain through the Open University complaints procedures by writing to The Director, Centre for Inclusion and Collaborative Partnerships, The Open University, Walton Hall, Milton Keynes, MK7 6AA

If you are still dissatisfied with the outcome, then you may contact a relevant body e.g. Office for the Independent Adjudicator for Higher Education (www.oiahe.org.uk).

Unreasonable complaints

Ballet West believes that complainants have a right to be heard, understood and respected. Occasionally, the behaviour of individuals using our Complaints Procedures makes it very difficult for us to deal with their complaint. In a very small number of cases, the behaviour becomes unacceptable because it involves abuse of our staff or our processes. When this happens, we have to take action to protect our staff. We consider the impact of the behaviour on our ability to do our work and provide a service to others. The school has an unreasonable complaints policy which explains how we will approach these situations.

Unreasonable Complainant Behaviour Policy

Introduction

Ballet West believes that complainants have a right to be heard, understood and respected. Occasionally, the behaviour of individuals using our Complaints Procedures makes it very difficult for us to deal with their complaint. In a very small number of cases, the behaviour becomes unacceptable because it involves abuse of our staff or our processes. When this happens, we have to take action to protect our staff. We consider the impact of the behaviour on our ability to do our work and provide a service to others. This policy explains how we will approach these situations.

Unreasonable behaviour

People may act out of character in times of trouble or distress. There may have been upsetting or distressing circumstances leading up to a complaint coming to Ballet West. We do not view behaviour as unreasonable just because a complainant is forceful or determined. However, we do consider behaviour that results in unreasonable demands on Ballet West or unreasonable behaviour towards staff to be unacceptable.

Aggressive or abusive behaviour

We understand that many complainants are angry about the issues they have raised in their complaint. If that anger escalates into aggression towards Ballet West staff, we consider that unacceptable. Any violence or abuse towards staff will not be accepted.

Violence is not restricted to acts of aggression that may result in physical harm. It also includes behaviour or language, whether verbal or written, that may cause staff to feel afraid, threatened or abused, and may include threats, personal verbal abuse, derogatory remarks or rudeness. We also consider inflammatory statements and unsubstantiated allegations to be abusive behaviour.

Unreasonable demands

A demand becomes unreasonable when it starts to, or when complying with the demand would, impact substantially on the work of staff investigating a complaint by taking up an excessive amount of staff time and, in so doing, disadvantaging others. Examples of behaviour under this heading include:

- repeatedly demanding responses within an unreasonable timescale
- insisting on seeing or speaking to a particular member of staff when that is not possible or necessary
- repeatedly changing the substance of a complaint or raising unrelated concerns

Unreasonable levels of contact

The volume and duration of contact made by an individual to staff investigating his /her complaint sometimes causes problems. This can occur over a short period: for example, a number of calls in one day or one hour. It may occur over the life-span of a complaint when a complainant repeatedly makes long telephone calls or persistently sends copies of information that has been received or that is irrelevant to the complaint.

We consider that the level of contact has become unreasonable when the amount of time spent talking to a complainant on the telephone, or responding to, reviewing and filing emails or written correspondence impacts on our ability to deal with that complaint, or with other people's requests for support.

Unreasonable use of the complaints process

Individuals with complaints about Ballet West have the right to pursue their concerns through a range of means. They also have the right to complain more than once about Ballet West if subsequent incidents occur whilst they are still a Ballet West student.

However, this contact becomes unreasonable when the effect of the repeated complaints is to harass, or to prevent Ballet West from pursuing a legitimate aim or implementing a legitimate decision. We consider access to the Ballet West complaints system to be important and it will only be in exceptional circumstances that we would consider such repeated use as unreasonable - but we reserve the right to do so in those exceptional cases.

Managing unreasonable complainant behaviour

- The threat or use of physical violence, verbal abuse or harassment towards Ballet West staff is likely to result in a termination of all direct contact with the complainant. Incidents may be reported to the police. This will always be the case if physical violence is used or threatened. We will not accept any correspondence that is abusive to staff or contains allegations that lack substantive evidence. We will tell the complainant that we consider their language offensive, unnecessary and unhelpful and ask them to stop using such language. We will state that we will not respond to their correspondence if the action or behaviour continues.
- Ballet West staff will end telephone calls if they consider the caller aggressive, abusive or offensive. Ballet West staff have the right to make this decision, to tell the caller that their behaviour is unacceptable and end the call if the behaviour persists.
- In extreme situations, we will tell the complainant in writing that their name is on a 'no personal contact' list. This means that we will limit contact with them to either written communication or through a third party.
- Where a complainant repeatedly phones, visits, raises repeated issues, or sends large numbers of documents where their relevance is not clear, we may decide to:
 - limit contact to telephone calls from the complainant at set times on set days
 - restrict contact to a nominated member of staff who will deal with future calls or correspondence from the complainant
 - see the complainant by appointment only
 - restrict contact from the complainant to writing only
 - return any documents to the complainant or, in extreme cases, advise the complainant that further irrelevant documents will be destroyed.
 - take any other action that we consider appropriate.
- Where we consider continued correspondence on a wide range of issues to be excessive, we may tell the complainant that only a certain number of issues will be considered in a given period and we ask them to limit or focus their requests accordingly. In exceptional cases, we reserve the right to refuse to consider a complaint or future complaints from an individual. We will take into account the impact on the individual and also whether there would be a broader public interest in considering the complaint further.
- We will always tell the complainant what action we are taking and why.

The Process

Any member of staff who directly experiences aggressive or abusive behaviour from a complainant has the authority to deal immediately with that behaviour in a manner they consider appropriate to the situation and in line with this policy. With the exception of such immediate decisions taken at the time of an incident, decisions to restrict contact with Ballet

West are only taken after careful consideration of the situation and evidence by the relevant manager. Wherever possible, we will give a complainant the opportunity to change their behaviour or action before a decision is taken.

Informing the complainant

When a staff member makes an immediate decision in response to aggressive or abusive behaviour, the complainant is advised at the time of the incident. When a decision has been made by the relevant manager, a complainant will be told in writing why a decision has been made to restrict future contact, the restricted contact arrangements and, if relevant, the length of time that these restrictions will be in place. This ensures that the complainant has a record of the decision.

Appeals

It is important that a decision can be reconsidered. A complainant can appeal a decision to restrict contact. If they do this, we will only consider arguments that relate to the restriction and not to either the complaint made to us or to our decision to close a complaint. An appeal could include, for example, a complainant saying that: their actions were wrongly identified as unreasonable; the restrictions were disproportionate; or that they will adversely impact on the individual because of personal circumstances.

The Ballet West board will consider the appeal. They have discretion to quash or vary the restriction as they think best. They will make their decision based on the evidence available to them. They must advise the complainant in writing that either the restricted contact arrangements still apply, or a different course of action has been agreed.

Recording and reviewing decisions

We record all incidents of unacceptable actions by complainants. Where it is decided to restrict complainant contact, an entry noting this is made in the relevant file. A decision to restrict complainant contact as described above may be reconsidered if the complainant demonstrates a more acceptable approach. The relevant manager will review the status of all complainants with restricted contact arrangements on a regular basis.

This policy is based upon the Scottish Public Services Ombudsman's Unacceptable Actions Policy 2011.

Appeals Policy & Procedure

Definitions

An **appeal** is a request to reconsider a decision made by an admissions panel, an Academic Misconduct panel, a student disciplinary panel or an exam board. Appeals are dealt with through this policy and procedures.

A **complaint** relates to an ongoing situation or incident, usually relating to teaching and learning or general activities within Ballet West. Complaints are dealt with using the Complaints policy and procedure.

Policy

Ballet West aims to provide a fair, equitable and academically rigorous learning environment and admissions process. It is recognised that sometimes there may be individuals who feel that decisions relating to admissions or assessment have not been taken in accordance with published procedures or that they have not been dealt with in a fair or equitable way. Ballet West requires procedures to deal with appeals to ensure the academic integrity of the programmes is maintained and to improve practices within the school.

We will ensure that the appeals procedures at Ballet West are

- Accessible to all
- Transparent in process
- Well publicised, with up to date information on our website and student handbooks
- Carried out with any risk of disadvantage to the appellant
- Carried out in a timely manner
- Effective and constructive in improving provision at Ballet West
- Monitored with reports of appeals made to the appropriate managing committees

We aim to seek resolution of candidates' or students' issues through open communication with staff, either through informal discussion or through student representation on the programme committees. However, it is recognised that informal mechanisms may not always resolve issues and a formal procedure is necessary.

1st Stage Appeals against decisions made by an AM / Disciplinary Panel - Guidelines for Candidates

The Grounds for appeal are

- that there was a procedural irregularity in the conduct of the Panel which has prejudiced the student's case
- additional relevant evidence has come to light since the panel which could not have been made available earlier.

A written appeal must be made within 10 days of the Panel. A form is available from the office for this purpose.

Prior to submitting a written appeal, you should first discuss concerns with the Programme Manager who will advise you whether the proposed appeal meets the criteria for appeal or is more appropriately dealt with through the complaints procedure.

The Programme Manager will consider your appeal and the evidence you provide and may collect further evidence.

The Programme Manager may reject the appeal on the following grounds -

- The appeal was not submitted within 10 days of the Panel
- The appeal does not fulfil any of the criteria listed above

If the appeal is valid an Appeals Panel will be convened.

2nd Stage Appeals against decisions made by an AM / Disciplinary Panel - Guidelines for Candidates

The Appeals Panel will meet within 14 days of the decision to convene the panel.

You will be invited to attend the panel and provided with all documentation that will be presented at the panel at least seven days in advance.

You will be instructed that you can bring a friend to the panel. A “friend” is a member of the school community, a fellow student or member of staff. It does not include friends outwith the school, family members or legal representatives.

You will also be informed of the composition of the Panel. If you feel that there is good reason why there would be a conflict of interest or other good reason why any one of the Panel members would not be able to fairly judge your case, you should submit your argument in writing to the Programme Manager within two working days of receiving notice of the composition of the Panel. You should fully explain the basis of your concerns and support this with evidence in so far as this is possible. The Programme Manager will consider the submission before making a judgement as to whether the proposed composition of the Panel should be changed. The judgement of the Programme Manager on this matter will be final. Papers will only be sent to Panel members after the composition of the Panel has been confirmed and at least five days before the Hearing.

The panel will comprise -

- A Ballet West Trustee (not the Principal or involved in teaching or the original panel) will chair the meeting
- A member of the academic staff independent of the assessment being appealed and not on original panel
- The student member of the academic board not on the programme under discussion

A member of the administrative staff will act as secretary to the panel.

Failure by you to appear before the Panel will not prevent the hearing proceeding based on the written evidence presented.

The panel may call witnesses, as appropriate, to discuss the appeal, and will not unreasonably refuse permission you to call such witnesses as you deem appropriate.

The panel will interview you, staff, and witnesses as appropriate, consider the written evidence, and come to a decision on whether or not to uphold the appeal. You and your friend will withdraw while the panel deliberates.

The order of proceedings will be as follows:

Welcome: The Chair of the panel will

- i. identify all those present,
- ii. confirm that everyone has had sight of the documentation prior to the Hearing, and understands the terminology used;
- iii. confirm that the proceedings of the hearing are confidential
- iv. explain the purpose and format of the Hearing;

v. Confirm that the burden of proof lies with the student and the standard of proof will be “balance of probabilities”.

If either party seeks to introduce new information during the Hearing, the Chair of the Panel will make a judgement as to whether the new information is materially relevant, and a valid reason has been provided for not supplying it earlier, and subsequently make a judgement as to whether:

- a. the new evidence should be permitted in light of the above
- b. the Panel should be rescheduled to allow the new information to be properly considered by you or the panel

You will be asked to present your appeal, calling on witnesses and presenting evidence. You will be asked questions from the Panel.

The Programme Manager will present a case for not upholding the appeal or highlighting areas of uncertainty. You and the panel will be given the opportunity to ask the Programme Manager questions.

The Panel will adjourn to consider the case in private. Exceptionally the Panel may recall either party to ask further questions.

The chair of the panel will inform you whether or not your appeal has been upheld and the recommendation that will be sent to the original panel.

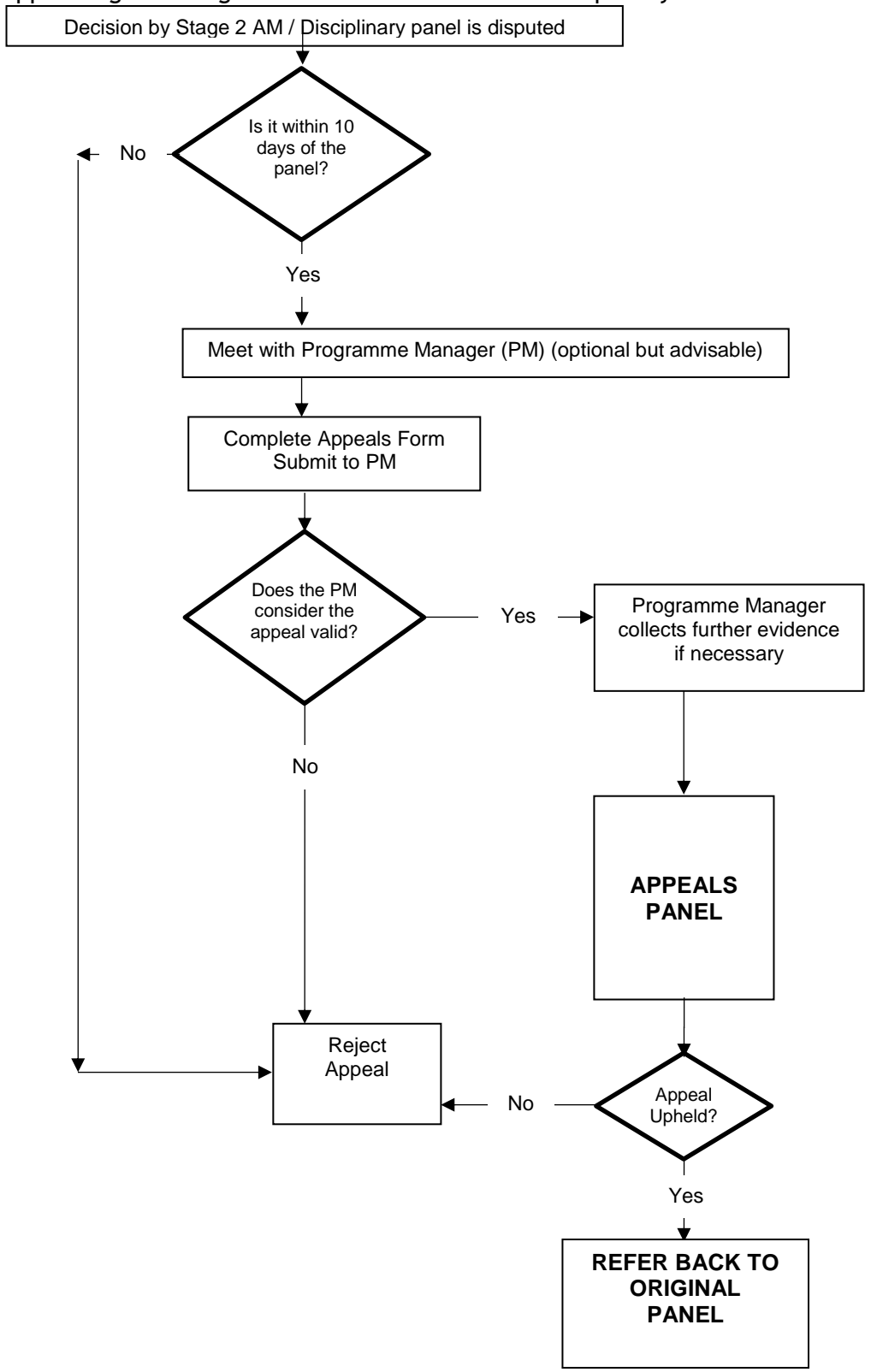
You will receive a written statement from the chair of the appeals panel within 5 days of the conclusion of the panel.

The chair will report to the original Panel with minutes of the appeals panel and a recommendation.

Once the original Panel have reconsidered the case, their decision will be final.

If you are still dissatisfied with the outcome, then you may contact the Office for the Independent Adjudicator for Higher Education (www.oiahe.org.uk).

Appeals against Stage 2 Academic Misconduct / Disciplinary Decision Flowchart



Data Protection Policy

Processing Personal Information

In order to process applications and to provide services to you and to meet legal requirements Ballet West needs to maintain and process personal information such as name, address, date of birth, programme studied, fee payments, information about examinations, assessments and programme results.

In addition to this general information Ballet West also processes more sensitive personal information such as details of your health where you have provided this data and it is necessary to enable students to study at Ballet West. Information relating to ethnic origin, domicile and disability is collected for statistical returns and equal opportunity monitoring.

The information is obtained through the application forms, the registration process and recorded academic progress. Ballet West processes this personal information in accordance with the eight Principles of the Data Protection Act 1998 (DPA 1998).

1. Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless -
 - (a) *at least one of the conditions in Schedule 2 is met, and*
 - (b) *in the case of sensitive personal data, at least one of the conditions in Schedule 3 is also met.*

In most cases, this means that personal data shall not be processed unless consent is given.

2. Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
6. Personal data shall be processed in accordance with the rights of data subjects under this Act.
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Internal Transfer

Personal information is transferred and processed between departments within Ballet West to provide you with access to various services such as accommodation, computing facilities, collection of fees and to facilitate disciplinary action.

Information relating to undeclared criminal convictions, acts of violence or unsuitability for professional programmes or placements may be transferred between departments, if it is judged necessary by a qualified member of staff.

Student Responsibility

The personal data you provide must be accurate and complete. Ballet West must be informed if there are any changes to this data.

Attendance Monitoring

Student attendance is monitored to assist Ballet West in the provision of pastoral care and compliance with UK Border Agency requirements.

Third Party Disclosure

Parents and/or Guardians

Information held by Ballet West relating to any aspect of your studies, professional activities, or private lives will not be disclosed to the parents and/or guardians of students without the consent of the student involved, unless:

- i. Your life or health is threatened. In these cases the usual need for consent before disclosing to relatives may be waived as if it is judged to be in the student's "vital interests". It is your responsibility to inform their emergency contacts that they have supplied their information to Ballet West. This information will only be used under these circumstances.
- ii. For students under 18, if it is judged by qualified members of staff to be in your best interests to do so and, where possible, in full consultation with you. Information which may be released in these circumstances include attendance, academic progress or performance and/or with disciplinary proceedings for academic or non-academic offences.

Consent is sought from all students in the Fair Processing Notice at registration to share information relating to academic progress, disciplinary proceedings and attendance with parents and/or guardians.

Sponsors/Funding Bodies

Ballet West will confirm periods of attendance, assessment results and similar information in individual cases to bodies such as Local Education Authorities, Student Loans Company, tax collecting bodies and funding/sponsoring bodies. Ballet West is obliged to inform the UK Border Agency of failure to attend as appropriate or of any interruptions to the period of study for students studying under a Tier 4 visa.

Personal information about individual students may be disclosed to debt collection agencies where Ballet West procedures have failed to recover outstanding debts.

Crime and Taxation

The DPA 1998 allows organisations to disclose data to relevant bodies for the assessment and collection of taxes. Therefore, Ballet West may disclose students' personal data to the local council (to assess liability for Council Tax) only for council tax exemption confirmation purposes.

Schedule 2 of the DPA allows disclosure where ‘the processing is necessary for the purposes of legitimate interests pursued by the data controller or by the third party or parties to whom the data are disclosed.....’ Students living in properties occupied solely by other students are not liable to pay Council Tax, therefore such disclosures are deemed to be within the students’ legitimate interest.

On occasion Ballet West may also be obliged to provide information to the police, local authorities or relevant government departments, without the student’s consent if it is deemed necessary for the prevention or detection of crime or the collection of taxes.

External Examining and Validating bodies

Ballet West is obliged to share personal and academic information with external examining or validating bodies, eg SQA, RAD or validating universities, to enable those bodies to enrol, administer and certify students on their courses. Consent is obtained on the student record form at registration

Published Information

Examination results, class lists, photographs etc. may be displayed on notice boards. Personal information (name and award(s) attained) about individual graduates will be included in graduation ceremony booklets.

HESA Student Collection Notice

All Universities are required to send some of the data it holds about their students to the Higher Education Statistics Agency (HESA). For a full breakdown of the information that is shared with HESA, and what they will use it for, please see the Student Collection Notice available on their website.

Use of Turnitin® UK

Students making use of the Turnitin® UK system will be required to submit a limited amount of personal data including names and email addresses and course details, or this data may be submitted on their behalf. This information is stored on a server based in the United States under a “safe harbour agreement”. This means that the information will be managed to the same standards as required under UK Data Protection laws. You will be required to provide consent for their information to be stored within Turnitin® UK when they make use of the system.

Turnitin® UK does not infringe the intellectual property rights of students submitting work into the system.

Student Hub website and Microsoft 365 account

The Ballet West student hub website and MS 365 account provides students with online access to Ballet West email, learning materials, activities and other resources. Personal data including student names, student number and email addresses is added by Ballet West for the purpose of the creation of user profiles for the sites.

By logging on to these sites you consent to Ballet West holding and processing information relating to your use of that system in accordance with the Data Protection Act. Personal data added by you is regarded as being voluntarily added and therefore willingly shared within the Ballet West community, while being restricted to valid Ballet West users.

Third Parties

Reuse of anonymous personal data

Ballet West may from time to time receive requests from third parties (Freedom of Information requests) for student information. Any response to such requests will be made anonymous so individual students cannot be identified from it.

Employment agencies, prospective employers and confirmation of award

Ballet West will routinely require the consent of students before disclosing details of any award. However, in the absence of consent it may confirm the awards (including the date of the award and its classification) without notifying the student, if it is in the best interest of the student for us to do so. If such cases arise, disclosure would be subject to a basic check on the origin of the request.

References and Confirmation of Qualifications

Students may cite Ballet West for references when in applications to employers or other institutions. Ballet West will not respond to any references without your consent. When providing the name of any member of staff as a reference, you should inform them that they have done so. This will enable a response to be sent without unnecessary delay whilst Ballet West confirms that consent has been given. If it has not been informed in advance of any request, Ballet West will accept a written consent along with the request.

Where the request is for confirmation of qualifications, Ballet West can confirm classifications of degree, certificates or diplomas and the date of the award without notification from the student. However, Ballet West will be required to confirm the origin of the enquiry and will require consent from the student if it is not satisfied that the request is genuine.

Students Managing Information

If you hold personal data as part of your studies, you are required to ensure compliance with the DPA1998. This means that you must ensure that the processing meets all the eight Data Protection Principles. This includes collecting personal contact information (eg phone numbers and email addresses) from other students taking part in group projects.

Recording Lectures and other Sessions - Compliance with Equality Act 2010

You should be aware that the Ballet West holds intellectual property right over the content of lectures, seminars, tutorials and other teaching sessions. Ballet West does, however, make every effort to assist students with a disability who have been given a recommendation to record lectures.

If you want to record lectures, seminars, tutorials and other teaching sessions, you should -

- seek the permission of the lecturer at the start of the session, clearly stating the reason for recording. If permission is not given, no recording should take place.
- Confirm that you understand that the content of the lecture is the property of the lecturer and that it will not be shared or published for others to access unless explicit permission to do so has been given.
- In seminars and tutorials where other students make a contribution to the content, seek consent from other students in attendance for permission to record the session. Should permission not be given, no recording should take place. There is no requirement for the lecturer to make alternative arrangements.

You must not:

- Attempt to make 'covert' recordings of sessions without permission as this is against Data Protection regulations and may constitute a breach of copyright law.
- Publish or make public any recorded material unless you have the explicit permission of the lecturer. This includes distribution of material on 'closed access' web forums and personal sites.
- Ask other students to record sessions on your behalf, unless explicit permission is given by the lecturer.

Student Rights

You have the right to refuse consent to certain uses of student information, e.g. photograph display, publishing results on notice boards. Students who wish to refuse consent should contact the Programme Manager at Ballet West.

Students are entitled to access the personal data held by Ballet West. The request to access this data should be made to the Programme Manager at Ballet West.

Glossary

Academic Judgement: Academic means a judgement that is made about a matter where only the opinion of an academic expert will suffice.

Appeal: means a request by an individual student for the review of a decision made Ballet West in accordance with academic regulations.

Balance of Probabilities: means a standard of proof that results in a judgment being that, based on the evidence available, an event is more likely to have occurred than not. This standard of proof is lower than that of the criminal justice system's standard of proof, defined as 'beyond reasonable doubt'.

Burden of Proof: means the duty placed upon a party to prove or disprove a disputed fact.

Complaint: means a formal expression of dissatisfaction with a decision made by Ballet West or about how you have been treated.

Confidentiality: means information will be shared on a need-to-know basis only. For example, for the purposes of conducting an investigation, safeguarding others, or because Ballet West is legally required to do so.

Disadvantage: means that because of a decision or information made available, you have been placed in a less advantageous position.

Exclusion: means the prohibition on attendance at, or access to, any part of Ballet West and its facilities. Excluded students may not offer themselves for assessment and any completed assessments will not be considered by Examination Boards. This usually arises due to Tuition Fee debt.

Expulsion: means permanent exclusion from all premises, programmes, services and facilities of Ballet West and the termination of all mutual obligations except as regards any undischarged financial liabilities of the Student to Ballet West. This includes a decision by Ballet West not to enrol or re-enrol a student.

Friend: means a member of Ballet West community (i.e. a fellow student or member of staff.) No person will be allowed to act as a friend where it can be demonstrated that they have the potential to gain personal advantage through their attendance (for example they are subject to the same or a related breach of Ballet West Rules). As the procedures described in this Handbook are not legal processes the 'Friend' may not be a solicitor or barrister or any other person purporting to act in a professional legal capacity.

Leave of Absence: means the temporary suspension of studies and all associated activities at Ballet West. This may be subject to qualification such as permission to attend for the purpose of examination, or other form of assessment.

Manifestly Unreasonable: means "perverse", that is, no reasonable person could have arrived at the decision made in light of the information available at the time and the regulations. "Manifestly" indicates that this should be immediately apparent. Disagreement with a decision does not make it unreasonable.

Materially Relevant: means of meaningful significance to the case being made, as opposed to information that is irrelevant or of such a minor nature it has no significant impact on the case being made.

Module: means units of learning that have specified learning outcomes and a specified volume of credit at one level only. Each module successfully completed at a level contributes to a number of credits as determined at the validation of the programme.

Natural Justice: Principles of Natural Justice

- (i) All allegations made against students or staff of Ballet West, or challenges of Ballet West decisions or actions, are accepted in good faith and taken seriously.
- (ii) When an allegation is investigated, the principles of natural justice will be applied, ensuring that all parties receive a fair hearing. These principles include, but are not limited to, the following:
 - a. The allegation shall be dealt with in an impartial and fair manner
 - b. No one shall be the judge in his or her own cause
 - c. If a Hearing is convened there shall be:
 - adequate prior notice of the Hearing
 - provision of the detail of the allegation and the response to both parties in advance of the Hearing
 - impartiality on the part of those hearing the allegation
 - provision for both parties to be able to fully articulate their views
 - provision for both parties to be informed of the outcome of the allegation and the reasons for any decision made
- (iii) If a student believes, and can evidence, that the principles of natural justice have not been applied when their case has been considered, this will be grounds for appeal or review.

Office of the Independent Adjudicator: Independent body which can adjudicate in disputes relating to Higher Education, after all internal processes have been exhausted without satisfaction www.oiahe.org.uk

Principal: means the Principal and Chief Executive of Ballet West, or his/her delegate.

Programme: means an approved course of study that provides a coherent learning experience leading to a qualification.

Programme Leader: means a person nominated to be responsible for managing a 'programme', or their nominee.

Programme Requirements: means the rules regarding the modules and assessments necessary for successful completion of a Degree Programme.

Procedural Irregularity: means circumstances in which approved processes have not been correctly followed.

Restriction: means selective exclusion from attendance at or access (including electronic access) to Ballet West, the exact details to be specified in writing. Restriction may include a prohibition on communicating in any way with individual members of Ballet West community.

Staff: means all persons employed in the service of Ballet West, whether salaried, freelance or unpaid.

Standard of Proof: means the strength of evidence required to demonstrate a case is proven, see also 'Balance of Probabilities'.

Student: means a person who is currently enrolled as a student of Ballet West on an academic programme of Ballet West, or was so enrolled at the time of the decision being appealed against or the incident(s) being complained about.

Suspension: means a total prohibition on attendance at or access (including electronic access) to Ballet West facilities and on any participation in Ballet West activities for a specified period, but it may be subject to qualification such as permission to attend for the purpose of an examination, or other form of assessment.

Upheld: means a judgment has been made that sufficient evidence exists and the necessary grounds have been met.

Working Day: means any day except a Saturday, Sunday or Scottish bank holiday.