

# Rules & Behaviour Policy

Film & TV Academy (FTACADEMY LTD)

## Rules:

1. **Respect members** - treat fellow members with kindness & consideration
2. **Respect staff** - follow instructions given by staff members
3. **Respect equipment** - Handle equipment with care and report any damage promptly
4. **Respect the venue** - Leave the venue how you found it & report any damage promptly

## Behaviour policy:

|                    |                              |   |
|--------------------|------------------------------|---|
| <b>1st warning</b> | Verbal warning               | Discussion about inappropriate behaviour with the student. Give them an opportunity to reflect on their actions.        |
| <b>2nd warning</b> | Written warning (to parents) | Email to parents detailing the behaviour and encouraging a discussion/plan to improve. Inform parents of '3rd warning'. |
| <b>3rd warning</b> | Temporary exclusion          | 2 week exclusion. Meeting with parents to address behaviour.  |
| <b>4th warning</b> | Permanent exclusion          | Cancellation of students membership   |