

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:

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