

Student Protection Plan

2019-2020

Provider's UKPRN: 10008637

Legal address: Elmhurst Ballet School Trust, 249 Bristol Road, Edgbaston, Birmingham, B5 7UH

Contact point for enquiries about this Student Protection Plan:
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Introduction

The Student Protection Plan is a document that is approved by the Office for Students (OfS) that every HE provider is required to have. It sets out what measures we have in place to protect you, as a student at Elmhurst Ballet School, should a risk to the continuation of your studies arise and details how we would communicate with you about this.

Assessment of Risk to the Continuity of Study

Elmhurst is committed to managing and reducing risk to ensure the continuity of study for its students. The School does this in a number of ways:

- Through budgeting and financial forecasting with external audit
- Manage risk in accordance with best practise; Risk Management Grids annual review with Senior staff and Governor input
- Maintain legal compliance as a minimum standard
- Continue to respond to changing social, environmental and legislative requirements
- Prevent injury, loss and damage wherever possible and so reduce the cost of risk
- Continually raise awareness with all staff of the need for the management of business risk

The most recently audited financial statements for Elmhurst Ballet School (for the year ended 31 August 2018) show total funds (balance sheet total) of £17,326,873, including cash at bank and short term deposits of £1,206,880 and investments of £3,206,618. While there was a small deficit in 2017/18 of £59,675, student numbers have risen significantly in 2018/19 and we are expecting further student number increases in 2019 and beyond with minimal impact on our related expenditure.

The risk that we are no longer able to deliver the Level 5 & 6 Trinity Diplomas in Professional Dance in the next four years is very low because the school has secured guaranteed funding from the EFSA to provide bursary support through the Dance & Drama Awards from 2020-2023. These programmes have a high proportion of students in receipt of bursaries.

Measures to Minimise Potential Risks

These objectives are, and will continue to be, met by:

- An annual risk review by the Senior Leadership Team which ensures that effective risk management is in place
- Monitoring of the risk management grids and policy by the Governing Body
- The continuous development of risk management strategies throughout the School
- Sharing of relevant information with school staff relating to risk management to maintain effective communications regarding this
- The maintenance of appropriate procedures and records to assist in the management of risk
- The inclusion of risk assessment in the schools self-evaluation and strategic planning
- Appropriate financial planning for any identified areas of risk

The School's policy with regards to any course closures is to always "teach out" to the expected completion date of all students enrolled at the time. It is an integral part of the 'Elmhurst Way' School ethos that students are thought of, and treated, as individuals and as such the Senior Leadership Team consider it unlikely that there will be any conditions or situations where "teaching out" will not occur.

If at any such time the EFSA was unable to continue to fund students through the Dance and Drama Awards the School would be able to 'teach out' the courses for enrolled students and would have sufficient notice to discontinue the courses and not enrol any further students.

School Fee Management & Refunds

Due to our nature as an independent secondary school, Elmhurst contracts with parents rather than the students themselves. Upon offer and acceptance of a place at the school, all parents are provided with a copy of the Elmhurst Ballet School Parental Contract and Terms and Conditions which they are required to read and sign prior to the student being enrolled into the school. Students are not able to start at the school until the contract is signed and returned to us. Copies of signed contracts are held on the students' individual finance files.

The Contract is based on the standard template for Independent Schools provided by the Independent Schools Bursars Association (ISBA) and prepared by Farrer & Co LLP and covers all matters regarding how fees are managed and any refund processes.

Communication relating to this plan

If at any such time it is necessary to implement any part of this Student Protection Plan, the School's Senior Leadership team will be contactable by telephone and/or via email for additional guidance and to respond to questions or requests for supplementary information, and concerned students directed to independent guidance if necessary.

The Office for Students will be informed initially by e-mail, and subsequently in writing within three days, of any decision being taken which may require the implementation of any part of this plan, in addition to publication both internally, and on the School's website. Should any current or prospective student wish to complain about the content, administration or implementation of this Student Protection Plan, they should consult the School's Complaints Procedure which is available on the School's website.