www.centralschoolofdancing.co.uk
Email: centralschoolnorwich@gmail.com
Phone: 07835300103

LEARNER APPEALS PROCEDURE/POLICY

1. Introduction

Central School of Dancing & Performing Arts is committed to maintaining fairness, transparency, and integrity in all its processes, including those related to learner appeals. The purpose of this Learner Appeals Procedure/Policy is to provide a structured process for learners to appeal decisions made by the school in matters concerning their academic progress, assessment, or any other relevant issues.

2. Scope

This procedure applies to all learners enrolled at Central School of Dancing & Performing Arts who wish to appeal a decision made by the school administration, faculty, or assessment board.

3. Grounds for Appeal

Learners may submit appeals based on the following grounds:

- Procedural irregularities during assessments or decision-making processes.
- Allegations of bias, discrimination, or unfair treatment.
- Disputes regarding assessment results or academic progress.
- Any other relevant and justifiable reasons.

4. Informal Resolution

Before initiating a formal appeal, learners are encouraged to attempt an informal resolution of the issue by discussing it with the relevant faculty member, instructor, or academic advisor. Many concerns can be resolved satisfactorily through open communication and dialogue.

5. Formal Appeal Process

If the matter cannot be resolved informally, the learner may proceed with a formal appeal following these steps:

a. Submission of Appeal

The learner must submit a written appeal to the Principals within 10 working days of the incident or decision being appealed. The appeal must include:

- A detailed description of the grounds for the appeal.
- Supporting evidence or documentation, if applicable.
- The desired outcome sought by the learner.

b. Review and Investigation

Upon receipt of the appeal, the Principals will conduct a thorough review and investigation of the matter. This may involve gathering additional information, interviewing relevant parties, and assessing the validity of the grounds for appeal.

c. Appeal Panel
An Appeal Panel consisting of impartial faculty members and administrators will be convened to review the appeal. The panel will consider all relevant information and make a fair and objective decision based on the merits of the case.

d. Decision
The Appeal Panel will communicate its decision to the learner in writing within 20 working days of receiving the appeal. The decision of the Appeal Panel is final and binding.

6. Confidentiality
All parties involved in the appeal process, including the learner, faculty members, and administrators, are expected to maintain strict confidentiality to protect the privacy and integrity of the process.

7. Retaliation
Central School of Dancing & Performing Arts strictly prohibits any form of retaliation against learners who exercise their right to appeal a decision. Any instances of retaliation will be promptly investigated and addressed.

8. Continuous Improvement
Central School of Dancing & Performing Arts is committed to continuously reviewing and improving its appeals procedure to ensure effectiveness and fairness for all learners.

9. Contact Information
For inquiries or assistance regarding the learner appeals procedure, learners may contact the Principals emailing centralschoolnorwich@gmail.com.

10. Approval and Implementation
This Learner Appeals Procedure/Policy has been approved by the school administration and will be implemented effective immediately.

Conclusion
Central School of Dancing & Performing Arts is dedicated to upholding the rights of its learners and providing a supportive and transparent environment for addressing concerns and resolving disputes through the appeals process outlined in this policy.

Signed	Position	Date	Review
F. Carpenter	Co-owner and Joint Principal	01/09/2025	12 Months
A. Carpenter	Co-owner and Joint Principal	01/09/2025	12 Months