

## SCHOOL RULES OF THE CZECH NATIONAL BALLET PREPARATORY SCHOOL

### Preamble

The Czech National Ballet Preparatory School is the ballet training centre with the longest documented tradition of ballet education of children in the territory of today's Czech Republic, with the modern continuous tradition of its operation dating back to 1953. In organisational terms, the Czech National Ballet Preparatory School is an integral part of the Czech National Ballet. The school is headed by a manager appointed by the Artistic Director of the Czech National Ballet. The Czech National Ballet Preparatory School not only nurtures the youngest ballet generation in a manner that makes it possible for the best pupils to continue further training at specialist dance schools and subsequently launch a possible professional career, but, in linkage to this activity, it also fulfils the tasks resulting from the operational needs relating to the current National Theatre repertoire. Accordingly, the pupils are afforded the unique opportunity to appear on the Czech Republic's prime stage. This possibility is also a special reward for their efforts. The Czech National Ballet Preparatory School is a select training centre.

### Article I Training

#### a) Place of training

Training takes place at designated ballet studios in the National Theatre complex, at the address Anenské nám. 2, Prague 1. In exceptional cases, on the basis of an instruction given by the Head of the Czech National Ballet Preparatory School, training may temporarily take place at other premises too.

#### b) Time and duration of training

The beginning and ending of the training basically mirrors the school year at primary schools, yet it may be modified with respect to the operating conditions of the National Theatre. Classes proceed according to the valid timetable. Training does not take place on state holidays and on days for which a theatre holiday or holiday due to organisational reasons is announced. In ambiguous cases, the decision taken by the Head of the Czech National Ballet Preparatory School is valid. Training is closed to the public. The results of the pupils' training are presented within "demonstration lessons" or during an independent ballet performance.

Training of pupils of all grades takes place twice a week. One lesson lasts 60 minutes; in the case of advanced pupils, 90 minutes.

#### c) Pedagogues

Pupils are trained by the designated pedagogues, who are responsible for the children during the training sessions. The instructor determines the attire and other prerequisites necessary for the training, which the pupils procure at their own expense. Training sessions generally take place with piano accompaniment. In well-founded cases (illness, other tasks within the National

Theatre, etc.), the training session is led by a substitute pedagogue appointed by the Head of the Czech National Ballet Preparatory School. Should such a solution not be possible for organisational reasons or because of long-term absence, the situation is resolved by the Head of the Czech National Ballet Preparatory School, who determines a substitute teacher. In the event that lessons do not take place for reasons arising on the part of the Czech National Ballet Preparatory School, the pupils will be provided with a compensatory lesson, while the appropriate date and time will be deemed that most suitable for the majority of the pupils. In the case of a time-limited small number of pupils at a training session, the Head of the Czech National Ballet Preparatory School is entitled to decide about a one-off or temporary merger of lessons.

**d) Pupils**

Pupils of the Czech National Ballet Preparatory School are divided into 5 grades and the advanced group. This division is based upon the age and predispositions of individual pupils. Children become pupils of the Czech National Ballet Preparatory School after having passed the respective audition. The types of auditions are as follows: regular, supplementary and individual. Depending on their abilities, the enrolled pupils may be included not only in the first but also higher grades. Registration in a grade comes into force following the handing over of all the information required and payment of the tuition fees for the respective half-year.

Pupils are obliged to abide by the instructions given by their pedagogues or, if need be, by other persons from the administration of the Czech National Ballet. Pupils must arrive at the premises in Anenské nám. 15 minutes prior to the beginning of their training sessions. After the session has finished, they have a maximum of 15 minutes to change and leave the complex in Anenské nám. Once the children have left the building, pedagogues no longer hold responsibility for them. (These time limits must be consistently complied with, since pedagogues have to attend to other training sessions.)

## **Article II**

### **Other operating conditions**

**a) Attendance**

Attendance of the Czech National Ballet Preparatory School cannot be legally claimed and may be terminated

- On the part of the Czech National Ballet Preparatory School:
- Immediately, without compensation of the tuition fees, by reason of failure to pay the half-year tuition fees by the end of the second calendar month following the start of the half-year; owing to the pupil's gross violation of discipline or unexcused long-term absence (more than 30% of the total number of training sessions and the respective exams);
- After the end of the school year, to wit, by reason of:
- The pupil's failure to execute the training elements required in the given year (on the basis of an individual agreement, in this case the pupil may repeat the year);
- The pupil's persisting problems with a lack of an ear for music and essential change of physiognomy;
- By virtue of force majeure (e.g. theatre or nationwide events of such a nature as to make it impossible to continue the training);

- On the basis of mutual agreement reached between the pupil's legal representative and the Head of the Czech National Ballet Preparatory School:
- At the end of the half-year or at the end of the year by not paying the next tuition fees;
- On the part of the pupil's legal representative without stating of the reason:
- The tuition fees are only returned in exceptional cases, which are subject to individual assessment.

#### **b) Excused absence**

The pupil's legal representative is obliged to inform the respective grade's pedagogue in advance of the reason for the child's absence from a training session, ideally in the form of a text message or an email.

#### **c) Legal representatives**

With respect to the operational requirements of the Czech National Ballet company, accompanying persons are permitted to be present on the ground floor in the area of the canteen and the notice board of the Czech National Ballet Preparatory School. Access to the first floor is only permitted in exceptional cases: consultation with a pedagogue or visiting of demonstration lessons.

The legal representative of a minor pupil is in most cases his/her parent.

#### **c) Movement of pupils and legal representatives in the Anenský complex**

The entry room allocated for the Czech National Ballet Preparatory School pupils is accessible on the left from the second inner courtyard of the Anenský complex (inner car park) and serves for parents waiting for their children (in the event of bad weather, for older persons, possibly for combing children's hair, etc.), and for providing them with information on topical matters pertaining to the school on the notice boards. Otherwise, persons from outside the National Theatre are not allowed to enter any other premises of the Anenský complex, including the canteen, unless they have arranged in advance a personal consultation with a pedagogue.

The changing rooms for pupils are situated on the right side, behind the entry room. Against a deposit of CZK 100, the pupils shall receive chips for opening the door to the changing room. Each changing room contains boxes in which the pupils can put their personal belongings, yet the boxes are not lockers, since they shall only serve for the pupils attending a training session. After leaving the changing room, the pupils enter the studios through the enclosed Anenský complex premises. They return to the changing room taking the same route.

#### **d) Behaviour of pupils in changing rooms**

##### **Discipline**

So as to prevent pupils from injuring themselves and damaging the fixtures and fittings, discipline must be adhered to in the changing rooms. The children have to be emphatically reminded of this fact. The legal representatives of pupils are liable for any damage incurred. With regard to the problems that

have repeatedly occurred in the changing rooms, the children must be instructed that they must not open other pupils' boxes, rummage through or hide their belongings. Should they seek a lost item, they are obliged to inform the pedagogue in charge.

### **Recording**

Owing to the necessity to comply with the personal rights of children in the changing rooms in the Anenský complex (and also in the theatre dressing rooms during performances), taking photographs or making video and similar recordings by means of any technologies is forbidden. Such activities are subject to prior consent on the part of the pedagogue in charge.

### **Article III Responsibility**

Pedagogues are responsible for the pupils during the time of the training sessions in the ballet studio and other places where the Czech National Ballet Preparatory School pursues its activity. A pupil cannot leave the ballet studio during a training session without the express permission of the pedagogue.

### **Article IV Theatre performances**

The Czech National Ballet Preparatory School also participates in ballet or other performances presented on the National Theatre stages. Pupils' appearance in these performances is not automatically granted and does not arise from the payment of the tuition fees. Suitable pupils are chosen on the basis of the respective stage director's requirements and the selection made by the Head of the Czech National Ballet Preparatory School, in dependence on the pupil's abilities and talent, the fittingness of his/her physiognomy for the specific role, attendance and the overall active approach to ballet training. The selection must be assented to by the pupil's legal representative (e.g. when considering time possibilities, such as summer training, stays abroad, etc.). If this consent is given, the schedule of rehearsals and other activities takes place in a similar manner to the schedule of attending regular training sessions (i.e. absence may even result in the pupil's expulsion from the Czech National Ballet Preparatory School). The respective artistic and licence agreement must be entered into with the pupil (acted for by the legal representative, i.e. primarily a parent) and the legal representative is obliged to deliver all the data necessary for the signing of this agreement, including the documents for the Application for Permission for Activity of a Child, and subsequently undersign the agreement. The pupil (acted for by his/her legal representative) shall receive a fee for his/her performance pursuant to the wording of the respective agreement.

### **Article V Other activities**

The Czech National Ballet Preparatory School may announce other activities, such as painting competitions, specialist lectures, etc. The main project is an independent performance given by the Czech National Ballet Preparatory School. Pupils' appearance in this performance is not automatically granted and does not arise from the payment of the tuition fees. Absence from a rehearsal for a performance may only be excused if it is owing to a very serious reason. The absence of a pupil within a rehearsal process may result in his/her expulsion from the respective performance. The children are selected by the pedagogues and their participation in the performance must be assented to by their legal representatives. When these two

preconditions have been met, further rehearsals and other activities relating to this performance are governed by the schedule of attending regular training sessions.

Pupils of the Czech National Ballet Preparatory School are not entitled to perform at ballet and other events with reference to their attending the Czech National Ballet Preparatory School. In the case that they perform in such events “individually”, their legal representatives are obliged to inform the Head of the Czech National Ballet Preparatory School of this fact.

#### **Article VI Information provision**

- a) The information provided on the part of the Czech National Ballet Preparatory School pertaining to all the operational and organisational matters connected with the activities carried out by the Czech National Ballet Preparatory School in relation to the pupils shall be supplied in time and in full.

The information is provided as follows:

- In the form of notices on the respective boards;
- In the form of notification on the website of the Czech National Ballet Preparatory School;
- Individually (text message, email, telephone, letter, in person);

- b) The information provided on the part of the pupils' legal representatives above all pertains to change of address/contact data, attendance, the child's illness, etc.

The information is provided as follows:

- Individually (text message, email, telephone, letter, in person).

#### **Article VII Effect**

The School Rules of the Czech National Ballet Preparatory School  
come into force and effect on 1 January 2015.

**Mgr. Petr Zuska**  
Artistic Director, Czech National Ballet

**Jana Jodasová**  
Head of the Czech National Ballet  
Preparatory School