

TERMS AND CONDITIONS

IMPORTANT INFORMATION: Please select a box

TRAVEL PERMISSION GIVEN:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
No student under the age of 13 years are permitted to leave the premises unaccompanied or wait for parents in the car park, unless permission is given above.		

MEDIA PERMISSION GIVEN:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
It is the custom and practice of most dance schools to include some photographs or images of pupils in the school's promotional material or to publicise dance events and the achievements of pupils. This information (including pupil images) may be used in various media, including the website, social media platforms such as the school's Twitter and Facebook accounts and in the press. We may include the names (first name) of the pupil and the pupil's image as well as information about the pupil's achievements and the activities they are involved in. From time to time, the school will be visited by a photographer who will take still or moving images for occasions such as shows, classes or events which may include the pupil and may be published in a variety of media. No student will be photographed unless permission is given.		

MEDICAL PERMISSION GIVEN:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Authorisation is given for a first aid trained member of staff to provide basic first aid in class should it be needed.		
If the emergency contact/next of kin cannot be contacted, authority is given for the principal or teacher to consent on their behalf, to the student receiving emergency medical treatment if needed.		

SCHOOL INFORMATION:

- 1) Uniform is compulsory at all children's classes; except for new students who are expected to have uniform after half a term of classes. Adults are expected to wear suitable clothing to be able to participate in the class safely.
- 2) Fees are payable by the date as notified on the invoice.
- 3) Fees are non-refundable except in the event of serious illness or an unforeseen house move out of the area.
- 4) Any fees not paid by their due date will be subject to a 10% surcharge. This does not apply to those parents who have pre-arranged payment by instalments.
- 5) In a case where the fees have not been paid, but the student is still attending lessons, the principal has the right to refuse the student entry until fees are settled.

- 6) Students do not need to enrol for classes each term and unless informed otherwise, *Let's Dance Academy* will assume that the student will be attending classes as per previous terms.
- 7) A terms notice, in writing, must be given if a child wishes to leave the School completely. Failure to do so will result in the charge of terms fees. This does not include if the student is just changing their timetable.
- 8) *Let's Dance Academy* operates a policy of transparency in all its activities, however due to the lack of space in certain halls, parents are not permitted to watch classes on a week-to-week basis. Regular open days are arranged giving parents the opportunity to see their child's progress.
- 9) Throughout the students' time as a member of the school, where necessary, the principal shall have the right to disclose information about the pupil's medical conditions and emergency contact details confidentially to their teacher. Such information will be noted on their teacher's private register in case of an emergency.
- 10) Students are advised not to attend dance classes with any other local dancing school. Allowances will be made under certain circumstances and these should be discussed with the Principal on enrolment. This excludes any subjects not offered by *Let's Dance Academy*
- 11) Due to the physical nature of classes run at *Let's Dance Academy*, the customer must make us aware if the student has any special needs, disabilities, previous injuries or any circumstances that we would need to be aware of. This is to help us enrol them into the most suited and appropriate class, for their safety. If this is not disclosed, *Let's Dance Academy* cannot accept any responsibility for situations that may occur as a result.
- 12) *Let's Dance Academy* is not responsible for students who arrive early or are picked up late for class, it is the parent's responsibility to make sure that the students are dropped off and collected on time.
- 13) Due to *Let's Dance Academy* hiring different venues, children getting changed in communal areas, do so with the knowledge that there are both males and females present. It is advised that students change in either the genre specific toilets or changing rooms.
- 14) If any careless damage (not normal wear and tear) to any of the equipment, premises or waiting area is caused, the student or student's parents/guardians are liable for any costs incurred. Please note that *Let's Dance Academy* is not responsible for any loss of possession or personal injury while on the premises.
- 15) If students are taking online classes, it's the parent's/adults responsibility to make sure they are working in a suitable space. Students should have at least 2msq of floor space and a minimum 2 metres clearance from the floor to the ceiling per participant, in the room, upon which they are undertaking the class. The space should be free of china, glass or other breakable material that may lead to injury, for the duration of the class. For any participant under 16yrs, and appropriate adult (parent/carer 18 yrs+) must be present in the room.
- 16) Any grievances or problems should be directed to the Principal
- 17) Should circumstances change and you no longer adhere to the above terms and conditions it is your responsibility to request a new form to be completed. By signing and returning these terms and conditions you confirm your acceptance of them. If any changes are made, you will receive a new copy to sign. The most up to date

copy of these terms and conditions will be available to download on the Let's Dance Academy website for your reference.

REVIEWED MAY 2020

Name:	
Signed:	Date: