



## **DANCE EXPRESSION STUDIOS**

### **TERMS AND CONDITIONS**

Please ensure that you read thoroughly. If you have any questions please do not hesitate to email us.

#### **Trial Class**

- Dance Expression Studios welcomes all new pupils to the school by offering a free trial class.
- Trial classes can be scheduled anytime during the term where space allows.
- Fees will be due after the trial if you wish to continue, we will issue an invoice upon receiving advice of continuation.
- If you start part way through a term the payment will be due only for the weeks after the trial and this will be calculated for you and due in full before the next class.

#### **Class Terms and Pricing**

- We operate a term-based payment system.
- As our costs are fixed, fees remain payable in cases of absence. There are no reductions for sickness or holidays. However, we can invite you to attend an alternative class for the one you have missed.
- Two weeks written notice or payment in lieu is required if you wish to withdraw your child from classes at Dance Expression Studios. Failure to do so will result in half a term's fee being charged.
- Invoices will be sent via Class Manager and all class fees must be paid in advance of the term start dates to secure the pupils place in class. If fees are not paid on time, we reserve the right to refuse the student participation in classes.
- The preferred method of payment is Direct Debit via GoCardless and payments must be made in full by the date on the invoice, unless prior arrangements have been made.
- Late invoices will incur a late payment fee of £5 + VAT for each week the fees remain outstanding.
- To cancel the Direct Debit mandate an email should be sent to [info@danceexpressionstudios.co.uk](mailto:info@danceexpressionstudios.co.uk) with a minimum of 7 days notice.
- Examination entries and participation in school performances will only be accepted if class fees are paid up to date.
- Dance Expression Studios reserves the right to change fees or timetable without prior notice. However, we will endeavour to inform parents and carers of any changes as soon as possible.

#### **Liability**

- All teachers are fully qualified, DBS checked and insured.
- Due to the nature of teaching dance sometimes it is necessary to correct dance positions physically to coincide with verbal instruction.
- This is always conducted with the utmost care and professionalism and only with the child's permission.
- We do not accept liability for death or personal injury to any child attending class.
- Any child participating in Acro classes needs to have agreed to a separate disclaimer upon registration.
- Neither the school nor the halls will be liable for the loss or damage of any property belonging to the pupils.
- By signing the Terms and Conditions you certify that you are the person with parental responsibility for the child named, and that the information given is true to the best of knowledge and belief.
- Please ensure that all children are collected on time at the end of their class/es by a parent or carer.
- Please notify the teacher at the start of the class if someone else will be collecting your child.
- If you are going to be late the child will remain in the studio with the teacher until you arrive.
- Dance Expression Studios will not disclose your information to third parties except where the law allows or requires, or where you have given your permission to do so.
- Our client's details are being stored with an online dance school software and are in full compliance to the new GDPR from May, 25th 2018.

### **Class Etiquette**

- It is your responsibility to inform us if your child has special health or medical conditions before signing up to our dance classes, and we will endeavour to accommodate their needs.
- Children should arrive promptly, correctly dressed in uniform and attend classes regularly.
- Teachers are only responsible for pupils during class time.
- Please inform your teacher of any injuries before class.
- During class, children are expected to listen and we discourage unnecessary talking. If a child is causing disruption, they will be asked to leave their lesson.
- It is important to drink fluids at regular intervals during physical exercise, please pack water for your child.
- Only once the required skill standard is attained, students may be put forward for examination.

### **Photography and Film for Publicity**

- Photography and/or film may be made during class/performance by teachers/members of staff only. Photographs and/or film for publicity are to be found on our websites or social media platforms.
- By agreeing to our Terms and Conditions you are giving consent for your child to be involved.

### **CCTV**

- For the protection, safety and security of all students/parents/carers/teachers/visiting persons/hirers and the security of all main buildings, CCTV is fitted within both internal and outside immediate public areas at the Writtle Community Association and the High Ongar Village Hall.
- The halls operate a CCTV system to deter antisocial and/or criminal behaviour. This system will aim to provide a secure and safe environment to the students/parents/guardians/teachers and any other visiting persons.
- Access to the CCTV system display monitor will be limited to the secretary of the halls.
- Access to recorded footage will be limited to the secretary of the halls and is password protected.
- Recorded footage will only be accessed by the hall secretary if a serious offence, allegation, or incident has taken place.
- An offence, allegation or incident is defined as serious if it includes antisocial behaviour or a crime.
- Should an offence, incident or allegation lead to a criminal investigation or lawsuit, the recorded footage may also be accessed for this purpose.
- During closed hours, both premises are locked and alarmed.
- The recordings will be held on the system for approximately 14 days. The operating system hard drive will then be overwritten.
- It should be noted that all cameras are visible.
- It should be noted that there are signs in place to notify individuals of the presence of the cameras.
- It should be noted that the cameras are not located in private areas such as toilets and/or changing rooms.

## Uniform Policy

- We take considerable pride in the professionalism of our school, and like any good school we like our children to learn in a fun environment but do enforce a uniform policy so our dancers look consistent, disciplined, and all feel comfortable with the correct equipment. This is also carried over to exams with strict requirements on presentation set by the ISTD.
- The school uniform is obligatory for all children. It is important for pupils to be correctly dressed for classes at all times
- We offer an online dance store with one of the biggest dance uniform suppliers, to make sure our customers can purchase the uniform at very competitive prices. We select high quality dance uniforms that are not too expensive, therefore to avoid confusion please order the uniform from our online dance store.
- The teaching staff reserve the right to refuse participation in class, exam or performance to any pupil if they are inappropriately dressed.
- In addition to the correct uniform, long hair must be in a classical bun for ballet classes, a low bun for acro classes and tied back for all other classes. Short hair should be worn in a hair band with fringes clipped back and off the face.

## Refund Policy: Dance Classes

- All courses, classes, workshops and performances are non-refundable. In the unlikely event of cancellation of a class by Dance Expression Studios we will offer a replacement class or as an alternative at the school's discretion an appropriate refund may be offered.
- We do not prorate or give credit for classes missed.

## Cancellation of Classes

- Dance Expression Studios will endeavour to run classes as scheduled unless there is an event that is outside of our control.
- Parents will be notified of any cancellations. (Please check the Dance Expression Studios social media platform/websites regularly and make sure your contact details are kept up to date on our database).
- We will try to offer an additional class for any cancelled session. We cannot automatically offer cash refunds.
- Dance Expression Studios is not responsible for any classes cancelled due to events outside of our control.

## Covid-19 Policy

- In the event of a lockdown or any other Covid-19 restrictions that come into place outside of our control, classes will be taught via Zoom following our current timetable and no refunds will be due. Please make sure you have our DES Portal as all remote class links will be visible there and once you click the link it will automatically open the secure Zoom class.

**Dance Expression Studios reserves the right to change these terms and conditions at any time for the benefit of the business, staff or participants.**

**BY ALLOWING YOUR CHILD TO TAKE PART IN CLASSES YOU CONFIRM THAT YOU UNDERSTAND AND ACCEPT ALL THE DANCE EXPRESSION STUDIOS POLICIES, TERMS & CONDITIONS AND AGREE TO ADHERE TO OUR CLASS AND SAFETY PROCEDURES**