

## The Theatre & Dance Academy Terms and Conditions

The Terms and Conditions below apply at all times including but not limited to workshops and events delivered by The Theatre & Dance Academy of River Mills Ballroom, Unit 1a Ousegate Mills, Ousegate, Selby, YO8 4NJ.

### 1. GENERAL

- 1.1. A registration fee is to be paid when joining the school and in advance of attending classes. This fee is non-refundable.
- 1.2. With the exception of 'First Steps', all fees are to be paid in advance by standing order on the 1st day of each month to bank account HSBC, account number 31515403, sort code 40-12-35. First Steps is to be paid in advance at the start of each half term (term details can be found at [www.tdacademy.biz](http://www.tdacademy.biz))
- 1.3. You are responsible for setting up, adjusting and cancelling your standing order. Administration charges shall be applicable for any incorrect or late payments.
- 1.4. Fees are charged over a 12-month period; therefore, your standing order shall continue throughout holiday periods.
- 1.5. No payment allowances can be made for absence or personal holidays. If you are absent from your classes, you may have to participate in additional private or group lessons to catch up on work you have missed. This cost will be additional to your monthly fee.
- 1.6. In the event of fees not being paid for two consecutive months or for a total of 3 months in any 12-month period (but not necessarily consecutive) The Theatre & Dance Academy reserve the right to terminate this agreement in writing with immediate effect and the child or children concerned shall not be allowed to attend classes from the date of termination.
- 1.7. Monthly fees increase when class times extend due to level/age. Fees are reviewed on an annual basis in December of each year. Fees may be increased at the sole discretion of The Theatre & Dance Academy. Multiple subjects and sibling discounts do apply where applicable and apply at the sole discretion of The Theatre & Dance Academy. Fees are available upon request from [tdacademy@live.com](mailto:tdacademy@live.com).
- 1.8. A minimum of one calendar months' notice in writing will be given before any fee increases are implemented.
- 1.9. A minimum of one calendar months' notice in writing should be given if leaving the school in writing. Should any fees be owing at the time of providing notice they shall be invoiced upon receipt of the notice. The final fees owing are calculated from the date the notification is received or the final class date, whichever is later.
- 1.10. Any outstanding monies owed shall be invoiced at the end of every term (term details can be found at [www.tdacademy.biz](http://www.tdacademy.biz)) and shall be payable within thirty (30) days of date of invoice
- 1.11. Regulation uniform is compulsory for all classes with the exception of First Steps (uniform is preferable), details of which can be found at [www.tdacademy.biz](http://www.tdacademy.biz).
- 1.12. Hair must be in our recommended dance styles for all classes [www.tdacademy.biz](http://www.tdacademy.biz).
- 1.13. Nail polish is not permitted.
- 1.14. Parents/Guardians are not permitted to observe any classes unless previously organised by the teacher (with the exception of First Steps).
- 1.15. Teachers cannot discuss pupils' progress before or after a lesson – unless urgent and requiring immediate attention. Appointments can be arranged to discuss progress by emailing [tdacademy@live.com](mailto:tdacademy@live.com). Progress will be reviewed and discussed on a termly basis during observation classes (term details can be found at [www.tdacademy.biz](http://www.tdacademy.biz)). Observation classes will be advertised at River Mills Ballroom.

**1.16.** Pupils may be involved in events at the studios or on location with the Academy where they are filmed and/or photographed. These images may be used for advertising or for teaching purposes. Consent is presumed unless you contact us directly in writing to prohibit your child from taking part in any media we may take or use. Safeguarding is in place and inappropriate use of any such materials will not be tolerated, we do not approve of social posts unless tasteful and of benefit to the children involved.

## **2. HEALTH & SAFETY**

- 2.1.** The Theatre & Dance Academy's number one priority will always be student safety. However, dance is a physical activity and as such there is a potential risk, The Theatre & Dance Academy cannot except liability for any injury sustained during a class or any time whilst on the premises. All participants attend the Theatre & Dance Academy at their own risk.
- 2.2.** Young children will not be permitted to leave the studio without sight of a parent or guardian unless permitted by the parent or guardian, such permission shall negate any responsibility the teacher has for the child.
- 2.3.** Parents/guardians are solely responsible for their children and siblings in communal areas, such as the waiting areas, toilets, corridors and stairway when the child is not in a lesson.
- 2.4.** The management, River Mills Ballroom and The Theatre & Dance Academy are not responsible for any injury incurred due to failure to appropriately supervise your children.
- 2.5.** Any students with an existing injury must notify their teacher of the injury.
- 2.6.** Jewellery, wrist watches and earrings are not allowed. Stud earrings should be removed or covered with tape. This is to ensure the health and safety of all students. Failure to do so will result in the student being asked to leave the class.
- 2.7.** Pupils who attend gymnastics, horse riding, or any other physical hobby should inform The Theatre and Dance Academy.
- 2.8.** It is preferable that a pupil attends only one dance school due to differences in injury/health & safety policies. Any pupils wishing to attend other vocational dance training should be discussed with teachers.

## **3. INJURY & ILLNESS**

- 3.1.** Please report injury or illness a minimum of ten (10) minutes before the class time. Where classes are already in progress please contact us during the day.
- 3.2.** All injuries or illness must be put in writing for the teacher by the parent/guardian, even if it is a small matter.
- 3.3.** In order to ensure the wellbeing of all participants, if your child is unwell and has vomited or suffered from diarrhoea, they will not be able to attend The Theatre & Dance Academy for at least 48 hours. In this instance, no refund will be given.
- 3.4.** If your child requires prescribed medication (for example an inhaler, epipen etc.) please advise The Theatre & Dance Academy in writing and arrange an appointment to discuss their medication in advance of attending classes. Any changes to the medication need to be communicated in writing to The Theatre & Dance Academy promptly and in any event before the next class that is to be attended by the child in question. Children are not allowed to bring non-prescribed medication of any kind with them on the premises.

## **4. CHILD PROTECTION**

- 4.1.** All teachers hold DBS certification and a designated first aid trained staff will be on site throughout the duration of classes, courses or workshops. Dance is a physical activity which may involve contact between teacher and student, for example for corrections to aid safe practice. There will be times where student to student partner contact will also

take place. All contact will however be kept to a minimum and used only with prior consent of the student. The Theatre and Dance Academy's Safeguarding Policy is available to view at: [www.tdacademy.biz](http://www.tdacademy.biz)

## **5. BEHAVIOUR**

- 5.1.** All participants will be expected to behave in a polite and respectful manner. Any instances of rudeness, bad behaviour or bullying may result in the student being asked to leave. The Theatre & Dance Academy reserves the right, at its discretion, to refuse admission to any student on grounds of bad behaviour. In the instance, no refund will be given.

The Theatre and Dance Academy's Terms & Conditions – Version 2. Issued January 2018.