



## **TERMS AND CONDITIONS**

**MUST BE ACCEPTED BY ALL STUDENTS AND PARENTS/CARERS.**

### **1. FEE PAYMENT**

2. All fees cover one full Term and the classes therein.
3. There are three school terms per year, each containing differing amounts of class weeks.
4. Each term, the number of classes and corresponding fees are divided up and invoiced with the monthly payments (via email); Autumn Term (September, October, November, December), Spring Term (January, February, March, April), Summer Term (May, June, July). No payment will be due in August.
5. Itemised invoices (with the monthly payments due) will be sent at the beginning of each term and the full amount must be paid per month. Any late payments will incur a £10.00 admin cost.
6. Discounts or refunds will not be given for any classes missed by a pupil.
7. If you do not receive an invoice, please advise Hannah La Trobe in writing.
8. All Examinations, extra exam classes, private tuition and stock will be charged separately.
9. New students will not receive an invoice until after they have attended a trial session and subsequently returned the paper registration forms. The terms fees will then be calculated accordingly (and will include the trial class).

10. All class fees are subject to change at any time on a term-by-term basis.

11. **WITHDRAWAL- CANCELLATION OF MONTHLY NOTICE** – Notice of 4 weeks must be given in writing if a student wishes to cease attending lessons. Fees will still be due even if a student is unable to attend class until the completion of the notice period.

## 12. **CLASSES AND ATTENDANCE**

13. Parents of children 5 and under, must remain on the school's grounds.

14. On the rare occasion a class is cancelled due to fault of the school, it will be rescheduled, usually during the school holidays. If it is not possible to reschedule, the fees will be subtracted from the following term's block.

15. A refund will not be provided if classes must be cancelled due to an event beyond our reasonable control, including but not limited to fire, flood, storm, bad weather (including heavy snow disrupting transport), or Other Act of God, pandemic or epidemic of any disease, industrial action, war civil unrest, terrorist threat or incident.

16. Students need to arrive on time and be picked up on time from their class.

17. Any child left unattended at the end of their class will be kept in the hall with the teacher.

## 18. **CORRECTIONS**

19. Dancing is a physical skill and to help and facilitate the students learning, the teacher may physically guide a movement with touch. This will be done in a professional manner and the intention of the contact will be made clear. Please contact Hannah La Trobe if you have any queries about this.

## 20. **UNIFORM AND APPEARANCE**

21. We ask all students to wear the recommended uniform for each class.
22. ALL hair should be pulled back off the face (EVERY STUDENT), and in a bun from Grade 2 onwards. Shorter hair should be pinned back/and or a headband.
23. For safety reasons, jewellery must not be worn in lessons.

## 24. **BEHAVIOUR, ETIQUETTE AND DECORUM**

25. The **On Your Toes School of Dancing's Code of Conduct** must be always adhered to. **We expect all student's to:**

Respect all teaching staff.

Treat all other pupils as you would wish to be treated yourself.

Come to every class with a positive attitude.

Always ask for help if you need it.

Consistently try your best.

Wear correct uniform and footwear.

Ensure hair is neat and tidy.

No food or drink (apart from water) should be brought into class.

No chewing gum.

Parents/carers are expected to take full responsibility and behaviour of their children outside of the studio – in the changing room and courtyard. On Your Toes School of Dancing is not responsible for any student out of the classroom.

Students/Parents/Carers are expected to take mutually respectful behaviour to teaching staff, fellow students, and the building. Poor behaviour will not be tolerated and may result in a student being asked to leave the school.

Bullying is NOT tolerated under any circumstance, and this behaviour must be brought to Hannah La Trobe's attention immediately.

## 26. **HEALTH**

27. Please notify the teacher, Hannah La Trobe and the school of any medical issues or learning difficulties that may affect your child's learning – however big or small it may be. This can help us to help them.

28. Any injuries should be discussed with the teacher prior to, or at the beginning of class.

## 29. **EXAMINATIONS, PRESENTATIONS AND CLASS AWARDS**

30. On Your Toes School of Dancing offers Grade examinations, Higher Grade examinations, Vocational Examinations, Presentations and Class Award options for the Royal Academy of Dance Syllabus. Entry for any Exam, presentation, or class award is at the discretion of the

teacher. Parents/Carers and students will be informed when they have reached the required level.

31. Examinations, Presentations and Class awards are not compulsory. However, it is at the teacher's discretion to let a parent/carer/student know if they have progressed enough to be able to move to the next level safely.

32. Students wanting to participate in examinations must attend 2 lessons from Grade 2 onwards. Students who take one lesson (or miss several classes throughout the year), will have the option to do a Class Award or continue with one lesson (at that level), for another year.

### 33. **LOST PROPERTY**

34. Students are responsible for their own property and bring items at their own risk. On Your Toes School of Dancing does not accept responsibility for any items lost or stolen.

### 35. **WATCHING WEEK**

36. Parents are not permitted to watch the classes, as this can be distracting for pupils. The school runs a watching day performance at the end of the Summer Term.

### 37. **PHOTOGRAPHY**

38. The school may wish to occasionally take photos and videos of the students for advertisement of the school. The use of these can include our website, social media, and printed material. Paper consent forms (for permission) are handed out (with the school's paper registration pack) to comply with our GDPR and safeguarding policy.

### 39. **DATA PROTECTION**

40. On your Toes School of Dancing's Data Protection and GDPR regulations in detail, can be found on the school's website. But in brief - all invoices and other materials will be presented via email, text, or in paper form.

41. In brief: when you give us your details, we promise to keep them secure and to not share them with any third party.

42. We may use your data to contact you in relation to:

News updates about the school.

Information relating to lessons/exams/shows.

Invoicing.

Emergency notifications (such as changes to planned lessons, cancellations etc).

Records of invoices paid/outstanding/agreed payment plans.

Any other information relevant to the school and your child's lessons and progress.

43. In addition, we will use any data relating to medical conditions to ensure that we are able to provide a safe learning environment for you/your child.

44. By signing the Parent registration paper form, you agree to:

Reading and understanding On Your Toes School of Dancing 'Terms and Conditions in full'.

Reading and understanding our school's GDPR policy consent form (document on website).

Reading and understanding our school's liability waiver (as set out in these Terms and Conditions and on the registration form).

Have knowledge of how to find and read our school's Safeguarding policy.

On Your Toes School of Dancing sending information that is relevant to you/your child's dance education by phone, email, text and written communication.

On Your Toes School of Dancing holding and processing data as it relates to you/your child's medical condition.

45. Please note that you can withdraw this consent at any time by notifying Hannah La Trobe in writing.

46. Hannah La Trobe should be notified of any change in contact details/or health issues.

47. **MISCELLANEOUS**

48. The school timetable/fees may be subject to change. Parents and Carers will be notified of any changes.

49. Dancing is a physical activity and contains a certain amount of risk. Students taking part in any class/workshop/show/event, run by On Your Toes School of Dancing, does so at their own risk.

50. If students/and or Parents, break the terms and Conditions, they may be asked to leave, and no refund will be given.

51. Any queries or complaints must be addressed to Hannah La Trobe

**The school rules are designed to enhance your child's learning and enjoyment of the dance experience and help maximise their full**

**potential. If you have any queries regarding our policies, please contact the Principal, Ms Hannah La Trobe.**