

## Welcome

Welcome to Thorrington Dance Academy. We are committed to providing a high standard of dance training in a positive and encouraging environment. We believe that every child should have the chance to shine, whatever their ability. Our students receive high standard training with professional dancers and qualified teachers with the ISTD and Acrobatic Arts. Exams are encouraged but are not compulsory and all students have the opportunity to participate in performances and local events.

Please read through all the terms and conditions of enrolment before submitting a registration form. These rules apply to all pupils, including those who currently attend classes.

Please 'like' us on Facebook www.facebook.com/thorringtondanceacademypage and join our private Parents and Students group to stay up to date with information <a href="https://www.facebook.com/groups/299141270478404">www.facebook.com/groups/299141270478404</a>. This group is regularly updated with news and reminders.

If you have any questions, please do not hesitate to ask.

## **Terms & Conditions**

#### **Fees**

- 1. Fees are payable a term in advanced.
- 2. Fees are due before the start of the term.
- 3. If fees are not received by the due date, a £5 fee will be charged to cover administrative costs. If there are difficulties with payment, please speak to the principal to arrange a payment plan.
- 4. In the event of non attendance, for any reason, full fees are still payable, and we do not offer a refund.
- 5. Should TDA cancel a class, a replacement class will be arranged or will be credited on the next term's fees.

#### Fee Structure

30 minute class £4

40 minute class £4.50

We offer a discount for children attending multiple classes per week per family.

2<sup>nd</sup> class 5% discount

3<sup>rd</sup> class 10% discount

4th class 15% discount

5<sup>th</sup> class 20% discount

6<sup>th</sup> class 25% discount

## Cancellation of classes

- 1. Half a term's notice is required for cancellation of classes. If notice has not been received by the half term break in the current term, you will be charged for the next half of term.
- 2. TDA may cancel a class with less than three students enrolled in a class at any point. An alternative class will be offered, or fees refunded.

## **Uniform**

1. All students must wear the correct uniform for each class.



- 2. Uniform may be purchased through TDA. If you use alternative suppliers please ensure it is the correct uniform, please see the uniform order form for the list of uniform.
- 3. No jewellery is to be worn during class.
- 4. Hair must be neatly tied up in a suitable style (preferably a bun for Ballet).
- 5. TDA operates a second hand uniform scheme. Please ask the Principal for details. Any uniform donated is appreciated.

# **Lost Property**

1. TDA cannot undertake any responsibility for any money or articles left behind after classes. Please ensure all uniform is labelled. Any items fund will be kept in the storage cupboard for 1 month before being taken to a charity shop.

#### **Data Protection**

In the process of administering your registration we shall be storing your information on our computer for the sole use of ourselves. Under no circumstances will we share your information with 3<sup>rd</sup> parties in any form.

## **Child Policy**

All students are considered equal and will be treated as such. All students must be collected by the parent, legal guardian or known representative. Please inform us if your child can walk home on their own. Our Child Protection policy can be viewed on our website or upon request.

## **Photography & Filming**

Students may be photographed or filmed during class or performances for teaching and marketing purposes, including TDA's website and social media. By signing the registration form you are agreeing to have your child photographed/filmed. If you do not wish for your child to be photographed, please inform the principal in writing.

# **Hands on Policy**

Please note, during dance training there are times where the best feedback and ability to correct a child's technique, can only be achieved when a teacher corrects the position or posture of a student by a "hands on" approach. In all instances physical contact will occur for correctional purposes and will be appropriate to the situation.

# Class Policy

- 1. All children should be taken to the toilet before the start of their class.
- 2. Parents are not permitted to watch classes but may stay on site in the waiting area.
- 3. Children are not allowed to chew gum during class.
- 4. Children may bring a bottle of water in to class
- 5. Please wait outside the room until the class before has finished.
- 6. Please wait until you are called in to collect your child.

## Miscellaneous

- 1. All students must complete the registration form upon joining the school.
- 2. The timetable may be amended at any time, but you will be notified of any changes.
- 3. A certain amount of risk is carried by any physical activity. Students taking part in Thorrington Dance Academy's classes or events, do so at their own risk.
- 4. Entry for examinations are at the teachers' discretion.





Thorrington Dance Academy reserves the right to amend or alter these terms and conditions at any time without prior notice.