

# The South West School of Dance



## TERMS AND CONDITIONS

### New Pupils

All new pupils are offered a two week free trial in any genre before signing up to classes.

### Registration, Health Declaration & GDPR Consent Forms

All parents/guardians must complete and sign a registration form on joining the School agreeing to our terms and conditions.

Due to Covid-19 we also ask that all parents/guardians complete a health declaration form at the start of term and update us immediately if there are any changes to this.

Parents/guardians are asked to complete our GDPR Consent form which will also inform us of their preferences for press releases, photos/videos on our website and social media sites etc.

### Fees and Payment

Invoices are emailed out at the start of each term and should be paid within 30 days.

Parents may choose to pay in instalments as long as fees are fully paid up by the last day of term.

A 10% surcharge will be added to any outstanding fees if not paid by the end of term.

No refunds will be given for classes missed due to holidays or illness except in exceptional circumstances, for example long-term injury.

The Principal reserves the right to ask parents to withdraw their child should fees be in arrears.

### Cancellation of Classes

In the unlikely event that a class needs to be cancelled or changed at short notice due to staff illness parents/guardians will be notified by email as well as a notice being placed on our social media sites. The class will either be made up at a later date or a credit given on the following term's fees.

### Illness

Pupils must not attend class if they are showing any symptoms of illness or have been off school that day due to illness. Please inform us immediately if your child has an infectious disease that we need to make other parents/guardians aware of.

If a child has been sick or had diarrhoea they need to be clear of any symptoms for 48 hours before returning to class.

Any pupil showing any Covid-19 symptoms must not come to class. Please inform us immediately if your child or anyone in your family has tested positively for Covid-19.

### Giving Notice

A half term's notice is required if a pupil wishes to stop a class, or a half term's fees paid in lieu.

## Uniform

All classes have a uniform which should be worn once a pupil is officially enrolled at the school. Most items can be ordered from us and we suggest this to ensure that you purchase the right items. Items will be invoiced after receiving them and these are payable on receipt. Long hair must always be neatly tied up for class and preferably should be in a bun.

## School Policies

The School's policies as listed below can be found on our website and should be read by all parents/guardians in conjunction with these terms and conditions.

Child Protection & Safeguarding Policy

Data Protection Policy

Covid Specific Policy

Student Behaviour Policy

## Physical Contact in Class

Due to the nature of teaching dance, teachers may have to have physical contact with pupils in order to correctly position a pupil's body. This will always be done in a professional way. If you would rather your child not be touched please inform the Principal in writing.

## Photography & Recording

Teachers may make use of photography and recording in class to aid with teaching or to allow pupils to practice at home.

Photos or clips from class or on exam days may be posted on the school website or social media pages. There will only be posted if parents have consented to this on our GDPR consent form.

When invited to class on watching week or for exam coaching practice, parents may photograph or record provided that everyone present is in agreement and nothing is posted on any social media sites.

Any parent/guardian who does not permit the use of photography or recording as stated above must put this in writing to the Principal.

## Examinations

Examinations are optional. Decisions on suitability for examinations or Class Awards are made by the class teacher and Principal who together will always have a pupil's best interests at heart.

If a student is put forward for an examination attendance in weekly classes and exam coaching is compulsory and we reserve the right to withdraw a pupil if they have not attended enough classes in the run up to the exam.

## Festivals & Competitions

We have a small cohort of students who enter festivals and competitions. Pupils are entered for these events at the discretion of their class teachers and must pay for private lessons to learn their festival dances.

## Contacting Us

Parents should contact the Principal either by email on [sarah@southwestdance.co.uk](mailto:sarah@southwestdance.co.uk) or phone 01458 850263 if they have any questions or concerns. Please do not discuss things with teachers at the start or end of classes as this takes up valuable lesson time.

We encourage all parents/guardians to look at our website regularly and our social media sites for

up to date news and notices:

[www.southwestdance.co.uk](http://www.southwestdance.co.uk)

Instagram: thesouthwestschoolofdance

Facebook: The South West School of Dance

Facebook page for 2nd hand uniform: The South West School of Dance Second Hand Uniform

### Attending Classes Elsewhere

It is not permitted to attend classes at any other local dance schools without prior permission of the Principal.

Pupils are encouraged to audition for Associate schemes as long as these do not clash with SWSOD classes.

**By signing the registration form, parents/guardians agree to abide by the above terms and conditions.**