

## **ELIZABETH SCHOOL OF DANCE TERMS AND CONDITIONS (revised 2024)**

### **Payment**

- Invoices are sent via email or text at the start of the new half term. Payment can be made by BACS or cash, we encourage paperless payment where possible. Please add your child's name as reference for bank payments and if paying by cash, place payment in an envelope with your child's name on
- Payment must be made before the final day of the half term being invoiced for- failure to do so will result in a 10% late payment surcharge being added to the following half terms bill
- Refunds are not issued for non- attendance
- Any cheques returned unpaid will incur a £10 handling fee (when cheques are the preferred form of payment)
- Students will automatically be enrolled and therefore invoiced every half term unless we receive notice in writing/ email to stop classes at least two weeks before the end of term
- If a class must be cancelled due to factors outside of our control, an alternative session or provision will be provided. If an alternative session is not able to be provided, any fees paid will be carried over to the following half term.
- We reserve the right to suspend your child's classes until any overdue fees are settled

### **Uniform**

- 3-5 years- Purple leotard, purple skirt and pink wrap around cardigan
- 6-11 years- Purple leotard, purple skirt/ Elizabeth School of Dance leggings, Elizabeth School of Dance t-shirt or jumper
- 12+ years Black Elizabeth School of Dance leggings and T shirt/ vest, black leotard
- Black tap shoes, pink ballet shoes (please add names to these)
- Hair to be tied up and off the face, no jewellery
- We do not accept any responsibility for items lost or damaged whilst at class

### **Examinations/ shows/ fetes**

- We work towards the United Teachers of Dance (UTD) exam syllabus
- Children will be entered for examinations at the discretion of the teacher (please note exams are not compulsory but will form part of the lessons)
- Information about exam sessions will be emailed in advance, outlining times, dates, and other relevant information

- Full payment must be made for examinations as stated in the email. Failure to do so would lead to your child being unable to take part in the session
- Exam results are shared with students approximately three-four weeks after the exam has taken place
- Shows are held Bi- Annually, students can opt in or out of these shows, full information will be sent in advance, outlining times, dates and expectations
- We are proud to support local fetes; students may participate in these if they wish. All information will be sent in advance. Safety is our number one priority; occasionally fete performances may not be able to go ahead due to poor weather, or overcrowding- this will be communicated with you at the earliest opportunity. Some fetes have an alternative indoor space that can be used in these circumstances.

### **Class variations**

- Occasionally we may need to move classes to an alternative venue or postpone it to a later date. When this is the case, we will notify you by our Facebook page or via email
- Whilst an extremely rare occurrence, we reserve the right to cancel classes when necessary. When this is the case, we will notify you by our Facebook page or via email and an alternative date will be provided, where this is not possible, any fees paid will be carried over to the following term. Refunds will not be issued.
- In the event of classes being run online due to a local or national lockdown, or a force majeure event, full information of requirements and expectations will be emailed to support this transition. Online classes are charged at a discounted rate and are treated the same as our face to face classes in terms of fees payable (see above). If we are not able to offer an online class, any fees paid will be carried over to the following half term
- In the event of extreme weather, we will do our best to ensure classes are not disrupted, however, a full risk assessment process will be applied in this situation and notifications sent out via email/ on our facebook page. In cases where classes are cancelled due to extreme weather, an alternative class will be provided or in this is not possible, fees paid will be carried over to the following half term
- Occasionally, students may wish to have a half term break for reasons such as exam studies, work placement, injury or illness or other reason. Where classes are at near capacity or have a waiting list, if students wish to take a break and then return at a later date, a payment of £5 per half term is required to ensure a space in class upon return. We are not enforcing this, however, we are unable to “save” class spaces without this payment.

## **General**

- Mobile phones must be switched to silent during class except in exceptional circumstances and with prior agreement with the class teacher
- No photos to be taken during class with the exception of the lead teacher/ assistant who will know if photo consent is in place
- No fizzy drinks/ food to be brought to class. Water is allowed
- Chewing gum is not allowed in the dance class
- Parents must wait outside of classes/ return to collect their child at the end of class
- If a parent is happy for their child who is under the age of 16 to walk home on their own, this needs to be confirmed in writing either by text, email or letter to the class teacher
- In the event of an accident or extreme illness where parents cannot be contacted, we are “in loco parentis” and will call 999 unless we have received specific advice from parents not to do this
- The teacher must be notified if someone other than the parent/ guardian is collecting the student from class

## **Responsibilities- Teacher, parents and students**

- Please be aware that due to the nature of dance and for your child's growth, development and safety it may be necessary at times to engage in physical contact with your child (holding hands for example). This will always be done in an appropriate manner and with your child's best interests in mind.
- The class teacher is responsible for their students whilst in class time only. They are not responsible for students whilst they are outside of class. Young students must be collected at the end of the class
- Teachers from the Elizabeth School of Dance will attempt to minimise any risk of personal injury within practical boundaries; however, accidents do happen, and all physical activities carry the risk of personal injury, be that in the class environment, during a show, fete or exam. Participation is at your own risk.
- Students are expected to behave in a polite and courteous manner, respectful of fellow class members and teachers/assistants. Behaviour deemed to be disruptive and not conducive to the smooth running of the class will be dealt with on a case by case instance and could lead to students being asked to leave the school
- Students are expected to follow our code of conduct and arrive to/ behave in class in the correct manner.
- All teachers have their own DBS, insurance and are first aid trained.
- Parents/students are expected to notify their class teacher of any injury or illness that may affect the student or themselves at the beginning of their lesson
- Sickness bugs- Students that have a sickness bug must not attend class unless it has been 48 hours since their last episode of vomiting
- Chicken pox- Students with Chicken pox may not attend class until all spots are scabbed over
- Covid- Students with Covid may not attend class until they test negative

- Parents are expected to inform us of any changes to their child's details, providing us with up to date contact and health information
- Attendance at class is deemed as acceptance of the current terms and conditions
- Photographs may be taken for promotion and publicity purposes, please notify us by email if you do not wish for your child to be photographed
- General taking of photographs or filming of students whilst at class by parents is not allowed without permission from the class teacher

### **Social Media**

- ESoD has a presence on Social Media. Links to these sites can be found at the bottom of our email signature
- Our closed parents Facebook page will be used as a way of communicating with current parents and students. You can also contact us on our school email address or by direct contact with your class teacher
- Please only share photos/ videos of your own child on any social media platform
- Please be respectful of others' views and feelings whilst posting on this page. Abusive or unnecessary posts will be removed and where necessary, access to the group removed

### **Miscellaneous**

- The safeguarding of the students at the Elizabeth School of Dance is of paramount importance. To view our safeguarding policy, please request this from your class teacher or look on our website
- Personal information is collected and stored in line the General Data Protection Regulations
- Changes to our terms and conditions will be announced on our Facebook page or via email