



ELIZABETH SCHOOL OF DANCE

Gatehouse Farm, Coggeshall Road, Earls Colne, Essex, United Kingdom,

CO6 2JZ

07969 043883

info@elizabethschoolofdance.com

ELIZABETH SCHOOL OF DANCE TERMS AND CONDITIONS

Payment

- Invoices are sent via email 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 are automatically enrolled and invoiced for each half term. To avoid being charged for the following half term, written/email notice of cancellation must be received at least two weeks before the end of the current term. If notice is received after this deadline, fees for the following half term will still be payable.
- The sibling discount is available for siblings only and does not apply as a general family discount. Where eligible, the sibling discount will be automatically deducted from the half-termly invoice, so parents/guardians do not need to apply for the discount separately. The sibling discount applies only while the eligible siblings remain enrolled and attending classes at Elizabeth School of Dance. If one sibling leaves or stops attending, the sibling discount will automatically cease, and the remaining student(s) will be charged at the applicable full rate from the following invoice. The sibling discount cannot be transferred to other family members or used in conjunction with any other family discount unless otherwise agreed by Elizabeth School of Dance.
- 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 or ESOD show jumper, ESOD black t-shirt and shorts.
- 6-11 years- Purple leotard, purple skirt (required for exams)/ESOD leggings/black shorts, ESOD t-shirt or jumper.
- 12+ years Black ESOD leggings or shorts and T shirt/vest, black leotard.
- Black tap shoes, ballet shoes in line with UTD examination requirements (please add names to these).
- Acro - leotard, black shorts or ESOD leggings, ESOD T-shirt and bare feet.
- Commercial - Joggers, ESOD t-shirt and clean trainers.
- Hair to be tied up and off the face, no jewellery.



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- We do not accept any responsibility for items lost or damaged whilst at class.
- For the safety of all students, appropriate footwear must be worn during classes. Students are expected to wear properly fitting dance shoes suitable for the class. If a student's dance shoes no longer fit, they must not attend class wearing Crocs, sandals, flip-flops, or other footwear that is unsuitable for dance activity. Such footwear does not provide adequate support, protection or stability and may increase the risk of injury. Parents/guardians are responsible for ensuring that students have correctly fitting, appropriate dance footwear before attending class. Where suitable dance shoes are unavailable, the teacher may ask the student to observe rather than participate in physical activity. Socks are not permitted to be worn as an alternative for shoes or bare feet.

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.
- Whole school 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
- Occasionally, there may be additional opportunities for dancers to perform publicly outside of their regular classes. These opportunities may include our Senior/Junior Show. Participation in all performances is optional and not mandatory. Families and dancers will be given details of any performance opportunities in advance, including any relevant rehearsal requirements, so they can decide whether they wish to take part.
- All costumes provided remain the property of Elizabeth School of Dance and are supplied to students on a hire basis only. Parents/guardians are responsible for ensuring that costumes are looked after carefully while in their child's possession. Costumes must be returned in the same condition in which they were provided, allowing for reasonable wear and tear. Parents/guardians may be held liable for the cost of repair or replacement where a costume is damaged, lost, or otherwise returned in an unsuitable condition. By accepting a costume, parents/guardians agree to these hire conditions and accept responsibility for the costume while it is in their child's care.
- 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/extreme 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.
- For any outdoor fete performances or events, parents/guardians are responsible for ensuring that their child has appropriate sun protection before arriving at the event. This includes applying sun cream before the child arrives and providing any additional sun protection they may require, such as a suitable hat or



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additional sun cream. Teachers and other adults are not permitted to apply sun cream to students. Parents/guardians remain responsible for their child's sun protection throughout the event.

- At external events, such as fetes, performances and community events, other members of the public, event organisers or attendees may take photographs or video recordings. The dance school cannot be held responsible for photographs or recordings taken by third parties at these events. If a parent/guardian has chosen not to give permission for their child to be photographed or recorded by the dance school, but subsequently chooses to bring their child to an external public event where photography and recording may take place, responsibility for managing this rests with the parent/guardian. Parents/guardians should be aware that it may not be possible to prevent their child from appearing incidentally in photographs or videos taken by members of the public or event organisers. By attending such an event, parents/guardians acknowledge and accept this possibility.
- Regular class fees cover the scheduled weekly dance classes only. Additional events and activities outside of the regular class timetable are not included in the standard class fee and will incur separate charges. These may include, but are not limited to, performances, competitions, shows, workshops, examinations, costumes, venue hire, entry fees, travel, or other special events. Parents/guardians will be informed of any additional costs and relevant details in advance. Participation in these events is optional unless otherwise stated, and payment for an additional event will be required separately from the regular class fees. Additional event fees are non-refundable once bookings, entries, costumes or other arrangements have been made on the student's behalf, except where otherwise stated by the dance school.

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 class what's app chats/ESOD community 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 class what's app chats/ESOD community 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 class what's app chats/ESOD community or via email. In cases where classes are cancelled due to extreme weather, an alternative class will be provided or if 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 reasons. 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



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ensure a space in class upon return. We are not enforcing this, however, we are unable to “save” class spaces without this payment.

- As children progress through the dance school, class times, days and/or the duration of their classes may change. These changes may be necessary to ensure that classes are appropriately structured and work effectively for all students within the group. We will always endeavour to take individual needs into consideration and accommodate students wherever reasonably possible. However, we cannot guarantee that every individual request or preference can be accommodated, as class arrangements must also take into account the needs, abilities and progression of the wider group. Please note that where a student moves into a class with a longer lesson duration, the lesson fee will increase accordingly to reflect the additional teaching time. Parents/guardians will be notified of any changes to class arrangements and associated fees wherever possible.
- Class placement and progression are determined by the teaching team based on each child's individual ability, development, experience, confidence, technique, maturity and readiness to progress. Please be aware that children who are working at a similar level, or who have been in the same class for a similar length of time, may not necessarily be ready to progress at the same pace. Being at a particular level does not automatically mean that a child will move to the next class or level at the same time as another student. The final decision regarding a child's class placement, level and progression rests with the teacher. We will always aim to place each child in the class where we believe they will be best supported and able to develop their skills safely and confidently.

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 - unless you have given consent for your child(ren) to walk home without an adult.
- 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.
- Toys, teddies, fidget toys and similar items are not permitted in class, as they can be distracting and may affect the safety and focus of students.



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Responsibilities - Teacher, parents, students and chaperones

- Dance, acrobatics and partner work may require teachers to use appropriate physical contact to ensure the safety of students and to assist with the correct execution of movements. Teachers may physically assist, support or spot students during lifts, acrobatic skills, stretches, balances, jumps and other movements where required for safety, technique or progression. Teachers may also use appropriate physical contact to provide hands-on technical corrections and help students understand correct body alignment, positioning and movement. Any physical contact will be appropriate to the student's age, the activity being taught and the requirements of the technique, and will be carried out professionally and respectfully. Where appropriate, students will be informed before physical assistance is provided, and parents/guardians are welcome to discuss any concerns or specific boundaries regarding physical contact with the teaching team.
- 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.
- The dance school accepts responsibility for the supervision and safety of children only once they have been received by the class teacher and the class has commenced. Parents/guardians are responsible for their child until the class teacher is present in the designated classroom and ready to receive the children. Children must not be left unattended before this time. Parents/guardians are responsible for collecting their child promptly at the end of the class. Once the class has finished and the child has been handed back to their parent/guardian or responsible adult, responsibility for the child returns to the parent/guardian. Parents/guardians must ensure that children arrive and are collected at the appropriate times and should not leave the premises until the class teacher has taken responsibility for their child.
- 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.
- Abusive, threatening, aggressive or disrespectful behaviour towards students, parents/guardians, staff or teachers will not be tolerated. The dance school reserves the right to take appropriate action, including refusing attendance or terminating enrolment where necessary.
- We operate with flexible working hours to allow us to balance the running of the dance school with our own personal and family commitments. As a result, communications may sometimes be sent outside of traditional working hours. We do not expect parents/guardians to read, respond to or act upon our communications outside of their own usual working hours or at times that are inconvenient for them. Equally, we ask that parents/guardians understand that we cannot always respond to messages or emails immediately. Communications received late at night, at weekends or outside of our usual working hours will be responded to when we are next available. We are committed to maintaining a healthy work-life



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balance for everyone and appreciate your understanding, patience and respect for our flexible working arrangements.

- 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.
- Stomach bugs - Students that have a sickness bug must not attend class unless it has been 48 hours since their last episode of vomiting and diarrhoea.
- 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.
- The dance school reserves the right to cancel a class or classes where enrolment numbers are too low. Where possible, an alternative class or suitable arrangement will be offered.
- 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.
- Students are responsible for bringing their own water bottle to every class. We cannot guarantee that water or bottle-filling facilities will be available at every venue.
- General taking of photographs or filming of students whilst at class by parents is not allowed without permission from the class teacher.
- Any changes to a student's medical information after the enrolment form has been completed must be communicated to the dance school in writing as soon as possible.
- All chaperones are responsible for ensuring their DBS certificate is registered with the DBS Update Service and remains up to date. If a new DBS check is required because a chaperone's DBS is not registered with the Update Service or cannot be verified, the cost of obtaining a new DBS certificate will be payable by the chaperone.
- During our dress-up weeks, children are welcome to dress up in fun and creative outfits while taking part in their dance classes. All outfits must be suitable and appropriate for dancing, allowing children to move freely and safely. Clothing should not be excessively long, restrictive, loose, or contain accessories that could cause a trip, injury, or interfere with participation in dance activities. Please ensure that children wear suitable footwear for dancing and that costumes are comfortable enough to be worn throughout the class. The safety and comfort of all children must remain the priority when choosing a dress-up outfit.

Social Media and class what's app chats

- 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.



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- 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.

Dance camps

- Following confirmation of a place at the dance camp, payment must be received in accordance with the payment instructions provided in the confirmation email. A place at camp cannot be held or guaranteed without payment. Places are limited and will only be confirmed once full payment has been received. If payment is not received, the place may be released and offered to another participant without further notice. By booking a place at the camp, parents/guardians agree to the advertised camp fees and payment terms. Payment confirms acceptance of the booking and secures the participant's place at camp.
- Dance camp bookings are non-refundable. If a child becomes unwell and is unable to attend the camp, no refund or credit will be provided. Similarly, if a child does not attend the camp for any reason, no refund or credit will be provided. Parents/guardians should only send children to camp if they are well enough to safely participate in all activities. If a child becomes unwell during the camp, parents/guardians may be contacted and asked to collect them.
- We reserve the right to cancel a dance camp if there are insufficient participants to run the camp safely and effectively. If we need to cancel a camp for this reason, parents/guardians will be notified as soon as possible and will offer an alternative date or receive a full refund of the camp booking fee. We are unable to accept responsibility for any additional costs incurred as a result of a camp cancellation, including travel or accommodation expenses.
- Children attending classes or dance camps must be able to use the toilet independently. - Teachers and staff are not permitted to assist children with toileting, including dressing, undressing, wiping or other personal hygiene. Parents/guardians are responsible for ensuring that their child is able to manage their own toileting needs before attending.
- All children attending camp must bring a healthy, nutritious packed lunch each day. For the safety of all children, all packed lunches must be completely nut-free. This includes nuts and nut-containing products such as peanut butter, nut spreads, cereal bars containing nuts, and other foods that may contain nuts. Parents/guardians are responsible for ensuring that their child's packed lunch complies with these requirements. Please check food packaging carefully for allergy and nut warnings before sending food to camp.
- For dance camps and any activities taking place outdoors, parents/guardians are responsible for applying sun cream to their child before they arrive at camp. Teachers and other adults working at the camp are not permitted to apply sun cream to students. Parents/guardians should ensure that children arrive with adequate sun protection already applied and provide any additional sun protection their child may need during the day.



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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 with the General Data Protection Regulations.
- For children under the age of 4, a parent or responsible adult must remain on the premises for the full duration of the class. This requirement is in place for safeguarding and insurance purposes. The parent/guardian must remain on site and be contactable throughout the session and may be required to assist their child if necessary. Children under 4 will not be permitted to participate if a parent or responsible adult is not present on site.
- Smoking and vaping are strictly prohibited on any premises or sites used by the dance school for lessons, including indoor and outdoor areas.
- We are happy to receive, store and pass on second-hand belongings. Please ensure all items are clearly named before handing them to us.
- Any lost or unclaimed property will be kept for a maximum of six weeks. After this period, unclaimed items may be disposed of or donated.