

## Terms and Conditions

### Registration

- All new pupils are offered one class as a no obligation trial before committing to half termly bookings.
- Our registration forms must be completed in advance of the first/trial class and returned via email or post so we have medical and contact details BEFORE the pupil enters the premises.
- All students will be automatically re-enrolled in classes every half term unless we receive notice in writing/email to stop classes.
- All classes that fall under 3 students in total will be cancelled, or will be treated as a private lesson and charged for accordingly. This will be at the school's discretion.
- Any medical condition must be disclosed upon registration and thereafter. It is important that any learning difficulties are also disclosed so we can provide support and nurture the student.
- It is imperative that you keep your details with us up to date; especially email addresses and mobile phone numbers as we use these for our main forms of communication with parents/carers.
- On signing our registration form, you are agreeing to:-
  - Receive invoices, newsletters, timetables and general emails from us.
  - Your data to be held electronically, and a paper copy to be held in a secure location.
  - For the use of your child's full name for all administrative show correspondence and material to include show programmes and show costume lists.
  - The use of your child's image for promotional and marketing use; this includes all platforms of social media and the dance school's website.

### Fees

- From January 2021 we will be changing our pricing structure. Each class will have its own fee and multiple classes will attract large discounts (details below).
- We will be charging half termly for our classes to make payments more manageable and to help those affected by the pandemic.
- Invoices for classes will be emailed at the end of each half term for the following half term based on a minimum 33-week academic year.
- All fees must be paid prior to the first class of the half term.
- If fees are not paid by the end of the second week of the half term, a £10.00 admin fee will be charged.
- We reserve the right to suspend a student's classes or withhold examination certificates until any overdue term or examination payments have been received.
- Payments can be made by bank transfer (see invoice for payment details), cash, cheque or direct via the Class for Kids website. PLEASE NOTE: This will incur an additional fee of 4%. This is an online booking fee which will be charged and kept by Class for Kids.
- Any cheques returned unpaid will incur a £10.00 handling charge.
- No refunds are given for days when the student is not in attendance.
- In the unlikely but unavoidable event that a class has to be cancelled due to an act of God i.e. bad weather, infectious diseases including viral outbreaks, government lockdown or isolations, no refunds will be given, however, an alternative will be offered.
- Examinations are encouraged but are not compulsory. When undertaken an additional fee will be payable and includes the extra coaching classes which must be attended.

## Discounts

We offer multi-class discounts per child with the following discount structure:

- 2 classes: 20% off with Discount Code.
- 3 classes: 35% off with Discount Code.
- 3 - 4 classes: 35% off with Discount Code.
- 5 - 6 classes: 40% off with Discount Code.
- 7 or more classes: 45% off with Discount Code.

If payments are being made via the Class for Kids website, you must enter the correct discount code BEFORE payment is complete. Refunds cannot be given for missed discount codes.

## Policies

- **First Aid:** Our current First Aid qualified teachers are Miss Bosworth and Miss Adams
- **Physical Contact :-** Teaching dance is a physical activity and appropriate physical contact between students and teachers in class is essential to training. We understand this is a potentially complex area and we are passionate about safeguarding our dancers and teachers. Any physical contact will be conducted with the highest care and professionalism.
- **Anti-Bullying Policy:** Every child has the right to enjoy a life free from bullying; therefore, here at June Rendell Academy of Dance, we will always take seriously all allegations of bullying and are committed to deal with it effectively when it does happen. We will always work with students and parents to prevent it from happening.
- **Insurance:** June Rendell Academy of Dance has Public Liability Insurance and Employers Liability Insurance. Current certificates are on display at the studio.
- **Lost Property:** No responsibility is accepted by June Rendell Academy of Dance for any items lost or damaged, whether in class, in the changing room, or anywhere on the premises including the car park.
- **Further School Policies:** These include our Health and Safety Policy; Child & Vulnerable Adult Protection Policy; Equal Opportunities Policy; Data Protection Policy; and the Code of Professional Conduct. These can be accessed via the website, and must be adhered to, by parents, teachers, pupils and visitors.

## **Responsibilities of Parents/Guardians and Dancers**

- Dancers should attend lessons in correct uniform and with their hair tied back neatly. Dancers should not wear jewellery, watches or Fitbits (or similar).
- Any rude or discriminatory behaviour to other pupils, parents or to teachers will not be tolerated.
- June Rendell Academy of Dance is not responsible for your children before, between, or after lessons. Please ensure their safety and ensure your son/daughter is collected promptly. (especially during the COVID-19 pandemic).
- Enrolment into and attendance to our classes is seen as acceptance of these Terms and Conditions.

## **On-line Classes**

When taking part in a 'Zoom' lesson parents/guardians of students under the age of 16 must be present to supervise their child. Parents of younger children should make sure that they can see the tutorial on the screen but must not be seen in front of the camera, so that we can clearly see the student and nobody else.

The email invitations for classes will only come from June Rendell Academy of Dance and from this email address [dancing@junerendell.co.uk](mailto:dancing@junerendell.co.uk). Do not open any emails which appear to have any other title/senders address. Do not share the link for classes.

- ✓ Make sure there is enough space to move safely, we recommend at least 2 square metres and at least 2 metres of head height, per participant. Move things to the side of the room, if possible, to create enough space to move safely.
- ✓ Ensure the floor surface is suitable and is not slippery – If you are taking part in a tap lesson we recommend you test-out a small area to make sure it doesn't damage. You do not have to wear tap shoes to participate in zoom tap classes; jazz shoes or hard-soled shoes can be worn instead.
- ✓ All participants will be on mute. If you do not understand any part of the lesson, older students should use the chat to communicate and ask questions.
- ✓ We strongly recommend wearing the correct uniform for your dance class. The correct attire means safe dance practice – wearing unsuitable clothing could result in injury.
- ✓ Please be set up and ready for the zoom class 5 minutes before the lesson starts, if the lesson is ballet and tap combined please have tap shoes nearby. Late participants may not be accepted into the class for health and safety reasons.
- ✓ The teacher may conduct classes with video ON or video OFF and similarly with Microphones ON or OFF. With videos ON the teacher and pupils will be able to see each other. Please make sure you are comfortable with all settings and their uses before taking part in any online class. By participating in the lesson, you understand that we cannot completely control the peripheral activity in a home/place of transmission of the tutorial.
- ✓ On-line technology requires the use of a webcam, so we recommend that you have good computer antivirus software installed. We also recommend that you ensure your wireless network has strong security settings and a good password.
- ✓ No photos or videos to be taken of the Zoom class transmission.
- ✓ If possible, set up the device with the first name or surname of the student participating so it can be visible to the teacher.
- ✓ Participation in on-line tutorials is at your own risk, neither June Rendell Academy of Dance, nor its teachers can accept liability for damage or injury howsoever caused

All our policies are available on our website: [www.junerendell.co.uk](http://www.junerendell.co.uk)

**Enrolment for and attendance at classes indicates acceptance of these terms and conditions.**