

## Terms and Conditions

### Joining the school

Following a free trial class, should your daughter/son wish to join the school, a parent or guardian must complete a registration form in agreement to the following Terms and Conditions.

When your child joins a class, she/he is part of a school and it is assumed that your child will attend regularly, continuing from one term to the next, progressing throughout the levels. If you wish to withdraw your child from the school, please inform the principal in writing giving half a term's notice. Inadequate notice will result in being charged for half a term of fees.

### Personal Information - Please read the full Privacy Policy on the website

It is the responsibility of the parent or guardian to provide correct emergency contact details and to update or amend when necessary. Personal data will be collected and processed fairly and lawfully for specified and legitimate purposes only.

Individuals' data will not be processed without their knowledge and only with their consent.

In order to contact families, the school requires to have a contact email address, an emergency phone number and the parent's names of each dancer. This is listed on the class registers along with the dancer's name and date of birth. The class teacher will have a copy.

Your attendance at the school is your agreement to be contacted via email for class updates, notices and fees.

You have the right to request to delete your data where there is no compelling reason for its continued use.

Information and data will be removed in the case of giving notice and leaving the school.

### GDPR - Special Category Data

(In event of Imperial Society of Teachers Dance examinations or Dance Performances)

In the event of a Dance Performance, the council requires that we collect and manage certain data. For each dancer, we shall need to know their full name, addresses, date of birth and education school. This information is sent to the Local Authority via a secure electronic file transfer.

In the event of ISTD Exams, the examining board will require their full name, date of birth and ethnic origin.

This information is sent to the ISTD via a secure electronic file transfer.

The ISTD is committed to a policy of access and fair assessment for all those wishing to take our dance examinations. The information requested enables the ISTD to provide statistical information on achievement rates analysed by factors such as ethnic origin and gender. It also enables the ISTD to identify the candidates uniquely thereby ensuring that a record is kept of each candidate's achievement.

When Special Category Data is needed for special events, each family will be contacted for the relevant information and for their consent for it to be processed.

### Paying for classes

Fees are paid per term, three terms a year. Fees are due no later than the third week of term. A £10 late payment fee will be added after this time. Fee details are sent via email before the start of term.

Fees are non-refundable and non-transferable from term to term or person to person.

The school does not allow drop in classes.

In case of cancellation due to Acts of God, classes are non-refundable.

Should a teacher or venue need to cancel a class, you will be contacted via email and offered an alternative class.

### Taking part

All allergies, injuries, illnesses or special requirements must be made known to the teacher before participation in an event.

In the event of allergies, a care must be submitted by the parent or guardian to the teacher.

All dancers must wear appropriate dance clothing and footwear, with hair neatly tied back.

The school reserves the right to refuse participation especially if the teacher deems there to be a health and safety risk.

Any dancer or parent whose behaviour is disruptive or threatening towards a teacher, dancer or other parent will be asked to leave the activity and possibly the school. This is at the teacher's discretion.

### Child Protection

In the interest of child protection we have a strict no photography or videography policy for parents, spectators and visitors at classes and events. Please make your guests aware of the policy.

Please only photograph your own child. Do not photograph a child other than your own

No not record any part of the class or event.

First Aid trained teachers will adhere to basic first aid training in class if needed.

In the unlikely event of an emergency teachers may need to give the immediate necessary authority on behalf of a parent or guardian for any medical or surgical treatment recommended by competent medical authorities where it would be contrary to the dancer's interest, in the doctor's medical opinion, for any delay to be incurred by seeking parental consent.

In response to the Child Protection Act 2000; In order to facilitate learning and development as a dancer, it is sometimes helpful to have a 'hands' approach. This aids safe dance practice to help alignment, posture, placement and to enhance the quality of learning. If you are not happy for teachers to continue in this professional manner, please let us know immediately.

The school may wish to take photographs or film in classes or performances. By agreeing to these Terms and Conditions, you permit the school and its licensees or assignees to use photographs or film referred to above either complete or in part, alone or in conjunction with wording and/or drawings, for publicity materials. If you are not happy for the school to do this, please let us know immediately.