

# Danceforce Performing Arts Academy Ltd

## Terms and Conditions

### **Fees**

Fees are paid via Direct Debit each month. Registration with GoCardless is required for the Direct Debit to be set up. Fees are taken a month in advance.

If a payment fails GoCardless will attempt to take the payment again. If payment is missed a second time students will be unable to attend classes until fees are settled.

### **Missed Lessons**

There will be no reduction in fees or refunds for lessons missed by the pupil for any reason.

If the teacher is unavailable to give any scheduled class, and a supply teacher cannot be arranged, the lesson will be carried forward to another date. If this is not possible, any fee already paid will be refunded.

### **Notice to Leave**

One calendar month's notice is required if a pupil will not be continuing with a class. Failure to do so will result in the months fee being charged.

## **Lost Property**

The school cannot undertake any responsibility for any money or articles left behind after classes.

## **Uniform**

All pupils must wear the correct uniform for each class. Hair must be tied back at all times and no jewellery is permitted in class. All uniform is available at [www.pandr.co.uk/dance-force-performing-arts](http://www.pandr.co.uk/dance-force-performing-arts) and ordered by emailing [www.danceforceuniform.com](http://www.danceforceuniform.com). Students who continuously attend class in wrong uniform or not appropriately groomed may be asked to sit out of class for their own safety.

## **Discipline**

Pupils and parents are expected to conduct themselves in a disciplined manner whilst attending Danceforce and be respectful to both teachers, teaching assistants and fellow pupils at all times. This will ensure the safety and wellbeing of everyone. Danceforce follows an anti-bullying policy and will adhere to this at all times. Any reports of bullying will be communicated to the respective parents and if not resolved will be asked to leave Danceforce.

## **First Aid**

Should a child become injured or unwell during a class, basic First Aid will be given and parents will be

informed after class or contacted if deemed necessary. If in an emergency an ambulance is required, we will call 999 and contact the parents as soon as possible.

### **Physical Contact**

Parents should be aware that due to the nature of dance it is necessary for the teacher to use physical contact when training young dancers.

It may be necessary for a teacher to manually assist a child during a lesson, to be in the correct position or to support when learning new steps. This is done in a respectful and appropriate manner and all teachers are trained and safeguarded.

### **Emails**

You shall receive Emails from Danceforce with any information you need regarding the dance school and classes. We also have a facebook student and parent page where information is posted ('Danceforce Students 22-23').

### **Festival/Competition Team**

Students may be invited to join our festival/competition team which involves performing solos, duets, group numbers etc in competitions and additional outside performances throughout the year. Students and parents involved must be committed, dedicated and attend all rehearsals/private classes that

are organised and required by the teacher. If a student does not exhibit the required dedication and commitment for the festival/competition team, they may be asked to leave.

### **Private Lessons**

Private lessons are available for all students if they require them for extra exam practice, solos, duets or any additional areas they wish to work on. PLs (Private lessons) are to be booked through Calendly (of which a link will be sent) and paid for in advance of the PL. Cancellation within 24 hours of the PL will incur full charge. PL's can be booked in 15, 30, 45 or 60 minute slots. If you are late the PL will still finish at the set time and no refunds will be given.

### **Mobile Phones**

Mobile phones must be turned off or switched to silent if brought in to class.

### **Photographs and Videos**

Pupils may on occasions be photographed or filmed during class and performances for our social media pages. By taking part in our school activities you are agreeing to this happening, unless you have otherwise informed us.

Danceforce Performing Arts Academy reserves the right to amend or alter these terms and conditions at any time without prior notice.