

## Terms & Conditions

We are an established local dance school registered with The Russian Ballet Society, PTD, Trinity, NATD, & Acrobatic Arts. Our motto of "Always aspire to being more" shines through from the heart of our family friendly school encouraging a love of Dance; making life long friendships, and establishing the values of loyalty and self discipline. We hope that by joining our school each and every student will have the confidence to see them through life's challenges and to use our values wherever life eventually takes them. When you join Aspirations School of Dance we expect you to be aware of, and have accepted our conditions as listed below:-

## Accounts

- A one off non-refundable registration fee of £20 is charged to all new students. (from June 2019)
- Term fees must be paid regardless of class attendance.
- Fees are not waived in respect to family holidays, school trips, or short term sickness.
- Fees are to be paid in advance of the term on the **set dates** given.
- Fees are paid in advance to reserve your school place for the new term.
- We offer discount for early-bird payment, siblings and multiple classes.
- Overdue fees will incur an administration charge of £10.
- A further £10 will be applied per 7 days overdue up to and including a period of 28 days.
- During this period of non-payment time your child will be requested to watch classes.
- After 28 days your account may be transferred to Debt-Guard Solicitors..
- Refunds will only be given if we cancel a class and cannot offer an alternative date.
- ½ fees are to be paid in respect of Long Term Sickness (4 weeks or more).
- Fees are payable by BACS and cheque only.
- Please make cheques payable to Mrs A Lines
- All cheques must have the attendees name on the back.
- Any cheques returned unpaid will incur a £7.50 handling charge.

TERM 1 SEPT - DEC	Earlybird discount applies before 30th July	Full fees due 1st Aug	£10 surcharge applied from 2 Aug	account may be transferred to Debt- Guard if still overdue on 29 Aug
TERM 2 JAN - APR	Earlybird discount applies before 30th Nov	Full fees due 1st Dec	£10 surcharge applied from 2 Dec	account may be transferred to Debt- Guard if still overdue on 29 Dec
TERM 3 MAY - JUL	Earlybird discount applies before 31st March	Full fees due 1st April	£10 surcharge applied from 2 April	account may be transferred to Debt- Guard if still overdue on 29 Apr

## Notice

- Notice will only be accepted if given in writing.
- Upon receipt of your notice you must receive confirmation in 'an acceptance of notice email'.
- Note: without notice acceptance you are still contracted as per your signed terms and conditions to pay fees to the school.
- Notice must be received before the fee due date on the dates as given.
- Notice can only be taken from a parent.

If you are not returning to the school and/or dropping a class in the **SEPT-DEC** term have you:-

1. Notified the school in writing **before 15th MAY**
2. Received and retained 'confirmation of acceptance of notice

If you are not returning to the school and/or dropping a class in the **JAN- APR** term have you:-

1. Notified the school in writing **before 15th OCT**
2. Received and retained 'confirmation of acceptance of notice

If you are not returning to the school and/or dropping a class in the **MAY-JULY** term have you:-

1. Notified the school in writing **before 15th FEB**
2. Received and retained 'confirmation of acceptance of notice

If notice has not been received by the correct notice date **a half terms fees will be payable in full**. Failure to give the correct notice as outlined above and failure to pay the half terms fees due may result in your account being transferred to Debt Guard Solicitors.

### **Responsibility of the Parent or Guardian**

It is the responsibility of the Parent or Guardian to:-

- ensure we have the correct details on file
- You must keep us updated of any personal detail changes
- You will need to inform us of any continued or new health conditions
- You will need to advise us about any medication your child is taking.
- You will need to advise us about any physical or psychological issues, to include but not limited to changes in parental circumstances that may affect the child in our care, recommended STEM support, statements, injuries or any other matters that may affect the wellbeing of your child in our care.
- It is the responsibility of the Parent or Guardian to regularly read the school notice board, emails, and look at the school's website. Whilst we will always try to produce notifications on paper, for urgent changes it is sometimes quicker to have information sent electronically .
- We expect both students and parents to behave in a manner befitting our school. As a school we do not accept abuse of any kind whether verbal, physical or on social media. Such cases will be treated with instant dismissal, with no refund of any fees paid.

### **Premises**

- Aspirations School of Dance hire the premises they use from a Third Party, therefore all our Staff, Parents, Guardians and Pupils must abide by the Code of Conduct as set out by those third parties.
- We are only responsible for students while they are in their dance class, and children are not supervised whilst they are outside that class ( particularly in the car park area) Please remember your child is your responsibility when they are not dancing.

### **General Housekeeping**

#### **Mobiles**

- Students mobile phones must be switched off during class and left on the teacher's table
- We request that adults turn their phones to silent if they are remaining on site

#### **Jewellery**

- Jewellery of any nature, unless for religious purposes , may not be worn to class.

#### **Uniform**

- Correct uniform must be worn at all times, including correct dance shoes. To this end we do not like our students to wear supermarket ballet shoes. These are not only unsightly but not of the quality required to be worn in a regular dance class and often have no arch support nor the correct vamp and heal height.

#### **Hair**

- Hair must be tied back and worn off the face in a bun for ballet, or plaits/french plaits for other disciplines. No pony tails please. No hair accessories.

#### **Parking**

- We ask that you are considerate to the neighbours when parking your car and picking up students.

#### **Photos**

- Unless previously advised by the parent we will assume photos taken at the school show by our official photographer can be used on our web site.
- Photos are not to be taken in class unless given permission by the teacher in charge.

#### **Venue, Times and Days.**

- At times the school may have to use several venues. There are times when pupils need to move up to a higher level in their dancing, especially after exams. At these times it is sometimes necessary to move pupils to a different dance venue, day and/or time of class. Wherever possible the School tries not to move the pupils around too much – but you will be notified as soon as possible if any changes need to take place.

#### **Watching**

- We ask that Parents please DO NOT WATCH classes during term time as this can be distracting to the students and may go against other parents expressed wishes. All parents will be invited to watch their child's classes on designated dates. To this end each child then may have an informed choice of whether they wish to be watched. In the event that a parent decides that a watching session is not conducive to their child's development we will support them in every way we can so that their child's self confidence can blossom.

#### **Siblings**

- classes are specific to the child that is attending them. We do not allow siblings to enter the room. In the past we have been lenient and allowed younger siblings to watch, however as this was becoming a regular occurrence, this can now only be done with prior agreement and once per term.