



## **Terms and Conditions**

### **Section 1 - Registration**

1. All students joining the school must complete the online Enrolment form, thereby agreeing to these Terms and Conditions.
2. Parents/Carers must provide an email address for the purpose of invoices and other communications from the school.
3. The school timetable may be revised at any time, but you will be notified of any changes.
4. Fees are payable for a full pay period (half termly) regardless of attendance unless explicitly arranged with the Principal.
5. Fees must be received before the beginning of a term or a £5 late payment charge is incurred to cover administration costs.
6. There are no refunds if a student is absent from class. If a pupil has a long-term illness or injury, fees may be refunded at the Principal's discretion. This does not include minor illnesses or holidays taken mid-term.
7. On the very rare occasion that a class is cancelled due to staffing availability it will be rescheduled. If it is not possible to reschedule, fees will be subtracted from the forthcoming term fees.
8. If a student is asked to leave a class due to a breach of any of the conditions detailed within this document, they will not be refunded.
9. Late collection of 15 minutes or over will be charged at £5 per 15 minute delay.
10. The preferred method of payment is via online payment – if paying by cash this must be in a named envelope.
11. Half a term's notice in writing is required for cancellation of classes. Half a term's fees will be charged if notice is not given.
12. Policies, including the Child Protection Policy, are available on request from the Principal.
13. To ensure the correct teaching of dance, physical contact may be necessary to guide students into the correct stance etc. We always make these corrections with due care and respect for dignity. Please contact the Principal if you have any queries about this.
14. Permission is collected via a tick box on the enrolment form for photographs and videos of students to be taken and used as promotional material on our website and/or social media. Please do not tick the box, or let us know in writing, if you prefer your child not to be included.
15. Lockdown and Pandemic T&C: If Belle Etoile Academy of Dance cannot deliver classes due to force majeure or government directive, we shall implement online classes via video conferencing software as a replacement. No refunds will be offered. If a child or household member is told to self-isolate by NHS Track and Trace (or equivalent service) classes will be provided to the student via video conferencing

software. If the student is unwell and cannot take part, this will be classed as missed sessions and as per Section 1 Point 6 above, no refund will be made.

## **Section 2 – Code of Conduct for Students**

16. Class uniforms are as described in the document Uniform Details. Clean and tidy class uniforms are mandatory after a student's first half-term of attendance. The uniform and good grooming is part of the School's discipline and forms an essential part of preparation for class. This includes the wearing of appropriate non-hole footwear. If the student is wearing inappropriate clothing or footwear the student may not be permitted to participate in the class.
17. All students, with the exception of baby ballet classes, should wear their hair neatly tied back off their face. This is an essential part of preparation for class.
18. Students should not wear any items of jewellery, including watches. Any items which the teacher feels may cause injury or is inappropriate for the class must be removed. Please inform the Principal if items are worn for religious or other specific reasons.
19. Students should aim to arrive 5 minutes before class is due to start. If late, they should enter the studio quietly and apologise to the teacher. This is to ensure that they are then recorded correctly on the register in case of a fire or evacuation.
20. Students are asked to wait quietly outside the studio until their class begins.
21. Students and parents/ guardians are expected to demonstrate mutually respectful behaviour to the teaching staff, fellow students and the halls. Dancing is fun and is designed to be enjoyed by all so we ask each and every pupil to abide by this simple philosophy at all times. Poor behaviour will not be tolerated. In the first instance a verbal warning will be given, followed by a written warning, if these are ignored it may result in the student being asked to leave the School. Bullying is not tolerated and should be brought to the Principal's attention immediately.
22. Students are not permitted to chew gum whilst in class.
23. Students should use appropriate language at all times.
24. Students are responsible for their own property and bring items at their own risk. Belle Etoile Academy of Dance is not responsible for any lost, damaged or stolen items.
25. Students are not permitted to use mobile phones during a class. Any mobile phone brought into the class is at the student's own risk and these must be switched off or on silent. In exceptional circumstances, the student may be able to use their phone at the teacher's discretion.
26. Students are not permitted to leave the studio without permission from the teacher.
27. Students are not permitted to sit out of a class unless they become unwell or injured during the lesson or written consent from the student's parent/ guardian is given in advance.
28. There is a lost property box at each venue – it is not secure and we are not responsible for any items left. Items of footwear or clothing should be clearly named and we will aim to return the item to you at the next class.
29. Food and drink should not be brought into class with the exception of water. Healthy snacks may be eaten in the hall/corridor/changing areas and all litter must be thrown away or recycled.

30. Children of primary school age and under must remain with the teacher at the end of the class until they are collected by a parent/carer. The teacher must be informed if collection is undertaken by persons other than the child's parent or legal guardian.
31. Pupils of the school should not send requests to members of staff on social networking sites such as Facebook, Twitter, Instagram etc. This is deemed as inappropriate by the school, and is a violation of staff's privacy. All requests will be rejected.

### **Section 3 – Code of Conduct for Parents**

32. Encourage your child to learn the rules and participate within them.
33. Arguing or threatening any staff members will not be tolerated.
34. Set a good example by recognising good sportsmanship and applauding good performances of all students.
35. Always ensure your child is dressed appropriately for the activity, and has an appropriate drink and healthy snack where required.
36. Keep teachers informed if your child is ill or unable to attend any classes.
37. Establish good communications with the school and staff, for the benefit of all.
38. Parents should use appropriate language at all times.
39. Never punish or belittle a child for a performance or making mistakes.
40. Make sure your child arrives on time.
41. Collect your child promptly at the end of each session. Late collection of 15 minutes or over will be charged at £5 per 15 minute delay.

The Principal reserves the right to terminate a contract at any time and will notify the customer in writing of the reasons why.

Policy Written by: Carly Jones, August 2020

Sate for Review: August 2021