

TERMS AND CONDITIONS

Observance of the following rules and the Terms and Conditions relating to fees, entry and withdrawal is implicit in the acceptance of a place in the school.

The school reserves the right to refuse entry to classes if these rules are not complied with.

FEES

All fees must be paid on or before the first class of term. Fees are non-returnable and will not be remitted for absence.

That all the prices shown for school fees are based upon payment received on or before the first day of each term.

Discounts are only available if fees are paid in advance of the start of the term. Fee payments made after the beginning of a term are not eligible for discounts.

A £10 administration fee will be added to all accounts if it is necessary for the school to send a reminder regarding the payment of fees.

An administration charge of £10.00 will be levied on any cheques that are returned to the school by the bank as unpaid – and this must be added to the overall amount due.

NOTICE OF WITHDRAWAL FROM CLASSES

A minimum of one full working term's written notice (being nine (9) complete working weeks) is required for the withdrawal of any student from any class or programme offered by the School.

1. Students shall remain registered and liable for all applicable fees until valid written notice has been received and acknowledged by the School.
2. School holiday periods, half-term breaks, public holidays and any other non-working periods shall not count towards the required notice period.
3. Notice of withdrawal must be submitted in writing and must be received by the School on or before the first working day of the student's final intended term of attendance. Failure to provide notice within this timescale shall result in a full term's fees becoming immediately payable in lieu of notice.
4. Once a term has commenced, any notice submitted during that term shall not be accepted as notice for that term and will not satisfy the required notice period.

5. Verbal notice shall not be accepted under any circumstances. Notice provided to a teacher, administrator, or any other member of staff verbally shall be deemed invalid and shall have no contractual effect.

6. Where a parent, guardian, or student is unable to deliver notice in person, it is their sole responsibility to ensure that written notice is delivered in sufficient time for it to be received by the School on or before the first working day of the final intended term of attendance.

7. Any letter providing notice of withdrawal must be accompanied by a stamped addressed envelope. Upon receipt, the School will issue a written acknowledgement by post. The School's written acknowledgement shall constitute confirmation that notice has been received.

8. If a student continues to attend classes after notice has been submitted, such notice shall automatically become null and void. In such circumstances, a new notice period must be submitted and shall commence only from the first working day of the newly intended final term of attendance.

9. The School does not operate a rolling, continuous, or open-ended notice arrangement. Each notice of withdrawal relates solely to the specific final term stated in the notice and must comply fully with the requirements set out above.

IMPORTANT

The obligation to provide a full working term's notice, or alternatively to pay a full term's fees in lieu of notice, forms part of the contractual Terms and Conditions of enrolment. By enrolling a student and continuing attendance at the School, parents, guardians and adult students acknowledge and agree to be bound by these requirements. Failure to comply with the notice provisions shall not remove the liability to pay the applicable fees.

Binding Contract and Non-Waiver

The School's Terms and Conditions, including but not limited to the notice requirements set out above, form a legally binding contract between the School and the parent, guardian, and/or adult student upon enrolment and continued attendance.

No waiver, exception, variation, concession, or relaxation of these requirements shall be valid unless expressly agreed in writing by an authorised representative of the School.

A failure by the School, at any time, to enforce any provision of these Terms and Conditions shall not constitute a waiver of its rights, nor shall it prevent the School from enforcing such provisions in the future.

Parents, guardians and adult students remain fully liable for all fees arising under these Terms and Conditions, including fees payable in lieu of notice, regardless of any misunderstanding, failure to read the Terms and Conditions, verbal discussions, or assumptions that the notice requirements are not enforceable.

For the avoidance of doubt, the notice provisions are mandatory and legally binding, and non-compliance will result in the School's entitlement to recover the applicable fees due under this agreement.

Recovery of Outstanding Fees and Costs

Where any fees, charges, or sums due under these Terms and Conditions remain unpaid, the School reserves the right to take all reasonable and lawful steps to recover such amounts. This may include, but is not limited to, the use of debt recovery services, legal proceedings, and any other enforcement action available to the School.

The parent, guardian, and/or adult student shall remain liable for all outstanding fees together with any reasonable costs, administrative charges, legal fees, court fees, and recovery expenses incurred by the School in the process of recovering such sums, where permitted by law.

The School's decision to pursue recovery action shall not constitute a waiver of any rights under these Terms and Conditions, all of which are expressly reserved.

By enrolling a student and/or continuing attendance at the School, parents, guardians and adult students expressly acknowledge and agree that these Terms and Conditions are legally binding and enforceable, and that the School reserves the right to pursue recovery of all outstanding sums arising from any breach of these requirements.

UNIFORM AND HAIR

The **full and correct uniform** must be worn at all classes and rehearsals. Hair must be either worn in a bun or a crown for all classes excluding baby and pre-primary classes. Ponytails, pigtails, plaits or loose hair is not allowed, and pupils may be refused entry to class if hair is not correctly styled and the correct uniform is not worn. The only hoodies permitted are the regulation school uniform.

Jewellery must not be worn during classes, and, for security reasons, we recommend it is not brought into the school.

Dance shoes must not be worn outside.

EXAMINATIONS

Examinations are not compulsory, but if the parents of pupils wish examinations to be taken for those who do not already attend two ballet classes per week, it is essential that for the

term leading up to any examination **two lessons are attended each week**. These will be charged at the second lesson per week rate.

We advise that pupils should not take part in any hazardous activities, such as hockey, horse riding or gymnastic classes at school, in the lead up to examinations. The preparation for the examination should be paramount and refunds may well not be available if such an activity has taken place in the immediate weeks before an examination.

Examination Fees include payment to cover pianist/music operator and examiner hospitality.

SMOKING/VAPING AND GUM

These are **absolutely not allowed** anywhere on the premises at any time. Anyone found with these will be asked to leave.

BEHAVIOUR

The school prides itself on its **discipline**. If you have any problems with your child being disciplined during their time with us, it is essential that you bring this to our notice immediately as it may have implications in the acceptance of a place in the school.

ILLNESS AND INJURIES

It is essential that any illness or injury be reported to the school immediately.

GENERAL

Students must request their family and friends not to telephone them at the school as students may not use the telephone and no messages can be taken. Indeed, due to class disruption, no incoming calls will be accepted by the school. Mobile telephones must be switched off during classes!

In the event of an accident or extreme illness and parents cannot be contacted, we are in loco parentis and we will call an ambulance unless we have received specific advice to the contrary from parents.

No valuables should be left in the dressing room as the school will not accept responsibility for any losses incurred on the premises.

Students should not arrive at the studio earlier than 15 minutes before their class and will then be expected to behave impeccably whilst waiting.

Food and sticky type drinks are not permitted in the dressing room or the studio. Each student should bring their own named water bottle.

Students must wait for parents in the dressing room. They are not allowed to wait in the porch or on the pavement. May we also point out, that, owing to limited space, parents cannot be accommodated in the dressing room, and, regretfully, we must insist that no gentlemen are in the dressing room at any time.

Parents are not permitted to watch classes. There are opportunities for parents to view classes at Watching Weeks. These times are communicated to parents. This is subject to change at the discretion of the School.

Children will be entered for examinations at the discretion of the Principal.

In the event of bad weather, the School will do everything possible to ensure that classes are not disrupted. However, if deemed too dangerous and classes do have to be cancelled, fees will not be refunded, but pupils may take an extra lesson at an **alternative branch** to replace the cancelled class.

The school reserves the right to change **timetables**, staff, and also parent viewing days if deemed absolutely necessary.