

Hertsmere Academy of Dance & Performing Arts

Terms & Conditions of Entry / School Requirements

As with all organizations there are rules/guidelines to help ensure everything runs as smoothly & professionally as possible. This is of particular importance within a Dance School as a registered member of the I.S.T.D & R.A.D, we are bound by their conditions. The aim of Hertsmere Academy of Dance & Performing Arts is to ensure that all students experience dance & the performing arts in a fun, friendly, positive and safe environment. In order to achieve this, please read and follow these guidelines. Failure to comply with the rules and regulations may result in withdrawal from the Dance School or further action taken. We would like to stress that these points are of great importance in assuring the wellbeing of all students.

Rules and Regulations

Commitment to our School

So not to interfere with our high standard of teaching and follow through system, It is NOT advised for students to attend lessons at another school of a similar nature (especially in the Core subjects that we teach) as it is a conflict of interest and is DETRIMENTAL to the students progression & safe training we provide. The more classes students do with us the better they will become because the teacher can ensure they are getting the most out of their abilities.

We MUST be notified if they do attend another dance school/other classes and where they go for evaluation as this can affect PIN numbers for examinations. If your child's commitments to another dance/performance establishment starts to conflict with the ethos of Hertsmere Academy of Dance & Performing Arts or effects the students progression with us, your child will be asked to consider giving up lessons at one of the establishments.

Hertsmere Academy of Dance & Performing arts do understand that students participate in shows outside of the dance school and support this, providing 'Hertsmere Academy of Dance & Performing Arts' are immediately informed and the school name appears along side the students name in any advertising/programmes.

Punctuality

It is vital that students arrive in good time for their classes. If students are late, they may miss vital information which will impede the learning of others and place themselves at risk of injury should they miss the warm up section of the class. Please ensure students go to the toilet BEFORE the class begins.

Attendance

Regular attendance is extremely important and for Health & Safety reasons, a record is kept by way of a register of all the students attending the class. If students do not attend on a regular basis then the development of the class and the individual student will be affected. Exam students attendance will be monitored as they prepare for their examinations or assessments and students who fail to attend classes and additional lessons will be given a warning or be withdrawn. Extra exam coaching classes are vital and MUST be attended to ensure the student reaches the desired pass level.

Personal Property

Hertsmere Academy of Dance & Performing Arts is not responsible or liable for lost or damaged property. **All uniform MUST be named.** Parents should contact the venue or email the Principal immediately to check if an item has been found. Students MUST leave valuable personal items at home or make sure that they are kept with them. Mobile phones/technology that can disrupt a class must be switched off/on silent and in the dance bag at all times.

Arrival – Waiting - Collection

Parents/guardians are responsible for their child before and after the class and must ensure their child enters the studio. For short classes with children under 5 years, parents are required to stay in the waiting room in case of an emergency. Dependant on the venue set up, unless another procedure has been set in place, ALL students must be picked up by a parent Inside the building at the correct time as the teacher will be responsible for other children. Teachers are not babysitters before or after classes. **It is a parents responsibility to inform us of any new contact information and be able to immediately answer an emergency call.**

We MUST be informed if someone other than the parent is collecting and parents MUST warn the teacher/another parent if they are going to be late. After 10mins we have the right to charge a late fee of £1 per minute as charged to us by the venue. Parents/guardians are asked to drive with due care when dropping off and collecting their children from classes.

Classes aim to be on time but parents must realise that with a creative activity, sometimes classes may run slightly early/late and parents should be aware of this. Occasionally, classes cannot run to schedule due to reasons beyond our control.

Changing area

These areas get congested. To reduce this, older children will enter the studio first to allow their parents to clear, then those collecting must be waiting at the door to take their child. Please wait for the teacher to dismiss students as they cannot leave without seeing a parent/guardian. Please keep the studio door clear, especially from toddlers and refrain from talking to the teacher until they have checked that all the children have been collected. Please DO NOT change children in disabled toilets and try to change your child behind a closed door where possible as venue's are public buildings.

All people using the waiting areas need to show respect to all other members of the school and venue staff. Please ensure that your conversations are child friendly and no-one should overhear bad language or negative gossip. Please note that waiting areas are for students and their parents/carers only, please do not bring friends or relations to wait for you during classes.

NOISE MUST BE KEPT TO A MINIMUM & THERE MUST BE RESPECT TO THE PROPERTY or you will be asked to leave & pay for damages. Rubbish must be removed or placed in the bin before you leave and please make sure children do not touch items such as flyers/paperwork that do not belong to them.

Watching

For Health & Safety reasons, Parents/guardians are to wait in the changing area or leave the venue until collection, this is dependant on the class and venue. Sitting in on a class is not permitted and please also refrain from looking through windows of studios or letting younger siblings disturb classes. It is appreciated that parents like to see the progress of their children, however the presence of an adult within the classroom usually has a debilitating effect on the students, making them more self conscious and causing a general distraction, It is also against the Child Protection Policy. Therefore, Should a young child need to be settled into a class for the first few weeks, the parent must join in the class (not sit and watch) to encourage their child and not distract the others.

Parents will get the opportunity to see there child in organized watching classes and during events. The teacher will decide when the most appropriate time for 'watching week' will be and will notify parents. Watching week comes in rotation, on show years there will not necessarily be one. For exams you maybe invited to watch, to help with home practice.

During ALL events we ask parents, family members and friends to have a Positive attitude towards all participants and provide maximum support to the school. Anyone found doing the contrary should be reported to the Principal immediately.

Physical/Manual Support

In order to correct a students movement in class to make them better, a small amount of contact by the teacher is required when necessary. By entering the school and signing the terms & conditions, parents/guardians are giving permission for teachers to give manual/physical support to make a correction.

Equal Opportunities

All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to have protection from abuse, with those particularly vulnerable having their needs taken into account. Therefore Hertsmere Academy ask parents to ensure that their child can understand indifferences and how best to react to them, for instance if a child with a disability attends, to make sure their child knows the best ways in which to accept them and how to get along.

Discipline, Behaviour & Slander

Students are expected to behave in an orderly, civilised and well-mannered way and to show respect to their teachers and other students when attending Hertsmere Academy of Dance & Performing Arts. We do maintain discipline but we remind parents that we are not here to correct behavioural issues. Students are also representing Hertsmere Academy of Dance & Performing Arts outside of classes and during events, so it is important that they act with professionalism at all times.

Disrespectful, threatening behaviour or inadequate manners from either students or parents, will lead to immediate dismissal, this includes abusive hand/facial gestures. Should this happen, you forfeit any fees (including event or exam fees) that have been paid from this day on.

We ask parents/guardians to refrain from gossip as this is how miss-information is spread and please do not discuss/compare or make negative comments about students.

Downloading, copying any details from the Hertsmere Academy of Dance & Performing Arts Website is strictly prohibited and you will be in breach of copyright. Please ask if you would like information to share about us and we will be happy to.

Any person found to be advertising another company, using this school for their own gain in anyway (ie. Poaching students, copying our material, using choreography or teaching methods) or slandering our name or reputation will immediately be asked to leave and will be liable for court action.

Uniform Procedures / What to bring

New Students MUST be in our FULL SCHOOL UNIFORM by WEEK 4, otherwise we have the right to refuse entry under safety & insurance reasons. It is extremely important that students come to classes dressed in Full dance school uniform in order to be able to work correctly and safely in class plus present a neat and elegant appearance. We ask that all students to come to class with their HAIR TIED UP, NO Jewellery, NO nail varnish, visible tattoos & food, drink and Chewing Gum is Prohibited. IT IS NOT ACCEPTABLE FOR STUDENTS TO WEAR UNIFORM FROM ANOTHER SCHOOL.

Correct Uniform can be purchased online from our Dancestore:

<https://had.mydancestore.co.uk>

The Dancestore has been set up by the company 'International Dance Store' (IDS) using the Hertsmere Academy name & logo, so that parents can have easy access to the Hertsmere Academy of Dance uniform, plus the uniform prices are much lower. By using the store customers are making transactions solely with IDS and any advice, difficulties or complaints must go directly to them. Hertsmere Academy are only a third party.

If you purchase the uniform from an alternative source, it must be exactly the same regulation uniform or it will not be suitable. Dance footwear is for studio use only, unless given instruction to wear outside for an event. Please wear outdoor shoes and change when you get to class. Please make sure laces/bows are tied correctly. For Health & Safety, students should dress in warm out door clothing when leaving the building.

Students should be responsible for bringing all their props and extra uniform/costumes with them to every class. We also advise older students to make sure they bring a hand towel/deodorant as well.

For the long Performing Arts Classes/workshops, water and one small 'non messy' snack should be brought. During busy periods students will not eat, so they should have a suitable breakfast/lunch anyway.

Theatre school students should bring every week a wallet & pencil for students to keep their scripts, song sheets & letters in.

First Aid

We will react to each individual incident as it occurs. The venue has a first aid kit on site however, due to allergies or parental beliefs, there is a restriction on how much aid can be administered without the parent being present. Therefore, in the event of a medical emergency, a students parent/guardian will be contacted for them to collect their child or permission asked to take the child to the nearest medical centre. In the event of a serious emergency an ambulance will be called.

We ask that parents give us their Emergency contact number (which must be kept up to date and accessible), plus a child's medical needs and their GP on the Emergency Contact form. This is to ensure that we can inform any medical professional quickly of any allergies or medical needs should the need arise.

Students with any medication MUST keep it on them at ALL times during classes and inform the teacher

Fees / Payment

New students are offered a 2 week trial period and pay a weekly rate (sometimes reduced rate) to try as many classes as discussed with the school, in order to find the correct levels or styles. The trial period ensures students are happy to continue within their chosen classes and to give parents an idea of the requirements before fully committing.

On entering the school we charge a one off administration fee to help cover insurances & admin etc... this is non-refundable. If you leave and re-join after 6 months, it will need to be paid again.

FEES ARE PAID IN ADVANCE OF EACH TERM & FEES CANNOT BE REFUNDED or TRANSFERRED FOR ANY REASON, THEY ARE A COMMITMENT OF ATTENDANCE FOR THAT TERM (FOR THAT PARTICULAR CLASS) & ABSENCE IS AT YOUR OWN EXPENSE.

If payment has not been made by the deadline to reserve your place in the class, you need to:

1) Check your place is still available by contacting the school via the Office

2) Pay the Late Payment Surcharge (No Concessions).

The Surcharge is to cover the added expense, time and administration for processing and re-organising your requirements.

Students attending 2+ classes per week can be considered for half term payments. To help parents we offer Discount schemes (view our website) and to help us maintain these and keep costs low, we ask parents to help us to promote the school. It is unlawful to attend classes or take uniform without paying for them and we have the right to refuse a student to enter a class if fees are late. If any fee is still owing to the school we can not offer opportunities such as Examinations where further money is required.

Payment methods are: Cheque (not post dated), Cash or Bank transfer, please carefully follow the instructions on the fee slip as we are not responsible for banking issues. NO Cash Deposits at the bank are accepted as a reference cannot be given.

We require the bottom part of the feeslip completed and returned with ALL payments so that we can process students easily and can book their place, if we do not receive this, processing will take longer and we cannot be responsible for mistakes.

Private parties and Private tuition must be organised and paid for through the principal.

Cancelled Classes

Hertsmere Academy of Dance & Performing Arts will always try to be fair on both parties if a class is cancelled for reasons beyond their control, where both parties have also lost out.

Examples of when a Class maybe cancelled:

- 1) Adverse weather conditions, where it is unsafe for any individual to attempt to go outside and the Principal has decided that staff will also not be able to get to the class.
- 2) The venue is unsafe or notification of sudden work has to be carried out.
- 3) Due to a lack of students (ie 1- student) to safeguard the rights of our teachers.
- 4) A teacher suddenly becomes ill and a cover cannot be sort in time.

Examples of reasons when a refund is not possible:

- 1) Where a venue refuses to give a refund for the booking of their hall.
- 2) Where a venue has suddenly become unsafe or denied entry.

Types of refund available:

When a venue will give a refund, then depending on the circumstances the Principal will decide to either:

- 1) Give Vouchers for students to attend another Hertsmere Academy class to make up for it
- 2) Re-schedule a class if this is feasible
- 3) Last resort – Discount the class on the forthcoming termly fee

No monetary refunds will be given.

Absence/Leaving

If your child is ill or contagious in anyway, you should NOT attend classes and notify the teacher. Unless an important event is coming up, we do not need to be informed of a short term absence (1-2 classes) but 3 or more weeks without parental contact will lose their place. Unless exceptions are made by a teacher due to an exam, we regret that it is not possible to make up missed classes by attending another class for which you are not registered, this is detrimental and against our Health & Safety procedures.

Absence from class means students catching up when they return, resulting in wasted time and slowing down the advancement of the class. Sporadic attendance may result in students being pulled from performances or exams.

Advanced dates are given for public performances and exams so if you cannot attend, you must inform us immediately so that we can then plan around this, however someone dropping out in the weeks preceding a performance/exam, can have a catastrophic effect on the outcome, denting the morale of the team and not fulfilling the full potential that the children deserve as a return for their efforts and hard work.

WE REQUIRE AT LEAST 6 WEEKS (of Term Time) WRITTEN NOTICE IF A STUDENT IS LEAVING EITHER THE SCHOOL OR A CLASS.

If we do not receive this, you will be sent a bill for overhead costs lost on the new term, which you are obliged to pay, as not informing us in good time can result in us keeping classes going/places open unnecessarily.

Advertising/Visual & Social Media

On entering the school and signing the terms and conditions, parents/guardians are giving permission for Hertsmere Academy of Dance & Performing Arts to use ANY performing material created by us or others, which can include their child/their name for publicity purposes henceforth, ie. Website or promotional video.

We do take safeguarding students seriously so we do only use suitable images for publicity and also use professional photographers/production companies where possible. Hertsmere Academy will have the right to use photographs and successful statements about past and present students.

Attending any classes at this school provides us with the right to promote any students achievements as they are representing us and showcasing the skills that we have taught (in partial or in full), therefore we **MUST** be provided with details if a student is performing in shows/events outside of this school henceforth and **OUR** school should also be named in any programme / advertisement that is publicised or distributed from the time you begin with us.

To preserve the intellectual property of our creative team of teachers, all choreography taught by Hertsmere Academy of Dance & Performing Arts remains the property of Hertsmere Academy Of Dance & Performing Arts and may not be used without the permission of the Principal. Our permission must be sort by anyone using any method of recording what we do, so you are not breaking copyright laws/child protection policy.

We do encourage parents and students to share their memories or photographs on our Hertsmere Academy social media pages but we ask that all parents, guardians, students and their associates to ensure that they use social media and the internet in a safe and positive way. This includes the way in which Hertsmere Academy of Dance & Performing Arts is represented when posting, commenting and blogging on any websites. Please report any concerns regarding this subject to the Principal.

Data Protection Policy

On entering Hertsmere Academy of Dance & Performing Arts and completing/signing the Emergency Form to say you have read these Terms and Conditions, Parents are giving their consent and agreeing with the following information:

- 1) Permission is being given for Hertsmere Academy of Dance & Performing Arts to hold personal details via the Emergency Form and database to ensure the safety of the students and to keep parents up to date with beneficial Information via the contact details and the methods written on the form for us, ie Email or Phone.
- 2) The Data held will not be shared with any third party. Hertsmere Academy of Dance & Performing Arts staff members are not at liberty to enter into conversation with or disclose any information to parents/guardians relating to other students either.
- 3) Emergency detail information is strictly confidential and retained by Hertsmere Academy of Dance & Performing Arts only. The Principal holds the data which is kept safe (password protected) or locked away. The Teachers/Members of Staff will hold the parents Emergency Contact numbers on their register for Emergency purposes only.
- 4) Data is only stored for as long as needed, after which it is destroyed/safely disposed of.
- 5) Notifications or New forms will be given to parents to complete that require any data that needs to be shared with a named company/society, to benefit their child for instance with the Council (for BOPA licensing) and Examinations boards.
- 6) Emergency services and child welfare maybe given details or a contact should a childs safety or life be at risk.
- 7) A photo including an identifying name will be allowed for Hertsmere Academy's publicity and the parent will be made aware of the intention.

Although Hertsmere Academy of Dance & Performing Arts take care in the studio to maintain privacy and to make sure students and Parents follow the terms and conditions, we cannot be responsible for what other parents / persons may share on their social media, whether by word or photos. If a parent sees something inappropriate, that shares personal data this should be taken up immediately with the person directly and the school informed about any activity of this nature.

Examinations / Events

Separate information and Terms are given to parents in regards to Shows, Events and Exams.

Dance & the Performing Arts are subjects that require hard work, dedication and commitment and every student will be different to others in their ability, which all progress at a different rate. It is always the Teachers decision as to whether a student is ready or not to take an exam or enter a competition etc..., under no circumstances should a parent or student try to interfere with this decision. Teachers are highly experienced and want the best for a student and this sometimes can mean a student has to wait until they are fully ready. Teachers also do not have to be expected to give a detailed list of their reasons why as this can only be understood by a fully trained teacher, instead teachers are happy to give ideas to a parent on how the student can progress quicker. Teachers will report any unwanted conduct, malicious falsehood questioning their expertise or rudness that parents may attempt in order to pressurise them into changing their decision.

Teachers are given guidance as to how many hours students must study Exam work before even being entered for an exam, therefore Examinations are organised when the school feels ready and it is feasible.

Coaching Classes are organised when a class needs extra one to one tuition to work on fine details to improve a students ability or needs students to increase their tuition hours to improve quicker. If these are requested, it is vital that students attend. If students are unable, they will not be put forward for an exam.

Parents should remember that students can only study for an event OR an exam at any one time. With opportunities being offered to the school and an ever increasing client base, it is not possible for ALL students to be involved in everything at the same time. Some organisers ask specifically for certain genres or ages to perform at their event, so parents should be understanding that the Principal is the one with the knowledge to decide which students will be most suitable to use and when. Obviously dedicated students who train in many classes, will have more opportunities and will progress quicker.

Information

Hertsmere Academy of Dance & Performing Arts have many events throughout the year. Therefore it is vital that parents take responsibility in reading any information we give carefully and keep up-dated at all times. We try our best to display information in many different ways, including:

Website: Day to Day running like Timetable, Term Dates, Venue Addresses, Discount Schemes etc.

Facebook: Reminders, Information and a way for parents to see our latest news, related topics and photos

Notice Board at certain venues: Timetables, Reminders, Copies of Notes and Newsletters.

Email: Most important information is sent by email as these can include links and attachments.

Letters: Mainly for anything that needs to be filled in like Exam/Show Forms, Fee slips.

It is not appropriate to speak to the teacher between classes wasting valuable teaching time. Quick 'yes' & 'No' questions are fine but any discussion required that takes time out of a class is not acceptable. Please remember that if you wish to speak to your child's teacher please contact the office. The Principal has a busy schedule and full work commitments so the best way to make contact is by sending an email. For phone conversations, please respect the hours provided (view website), although the office phone number cannot always be answered everyday as the principal can be working or at meetings.

Please do not send Facebook message or text the landline as we will not be able to respond.

A Teachers phone will only be used for an emergency during a class and therefore will not receive or respond to internet messages, so parents trying to contact us must do this in plenty of time. During holidays there can be a delay in us getting back to your messages.

If a class has to be cancelled for unforeseen circumstances (ie. Teacher is ill) we will send out a message via Email/Facebook for specific classes or alternatively a notification on the website for general information. If the class has to be cancelled at short notice then we will do our best to inform the venue to pass on the message to you or put up a sign.

It is vital parents/guardians keep us up to date with their contact information, plus check if anything has been given to their child such as feeslips and to view their emails regularly, including their Junk mail. It cannot be our responsibility if their child misses out. Hertsmere Academy of Dance & Performing Arts only need to provide parents with one piece of documentation and if it is lost or unread, it is not our responsibility to follow it up.

It is also the parents/guardians responsibility to review our studio policies with their children and help them understand why it is important for everyone to follow the studio rules.

Parents/Guardians will receive a pinpointed copy of these Terms and Conditions on their first day with us and will be asked to sign the Emergency Detail Form to say that the full Terms & Conditions have been read & understood.

Health and Safety / Child Protection

Hertsmere Academy of Dance & Performing Arts is committed to providing a safe and healthy workplace for employees, contractors, dancers and visitors. Although suitable measures are taken to minimise accidents/hazards, we cannot be held responsible for any accident or injuries occurred on the premises. signing the emergency contact form you are agreeing that you understand that dance is a physical activity and although rare, injuries can happen.

If students have an existing injury, medical condition, hurt themselves in class or feel unwell at any point, they should tell their teacher or member of staff immediately. If they require medication, this should be brought with them and left with the teacher/member of staff. It is important that students always keep themselves warm between classes in order to protect against injury. Students should drink plenty of water and ensure they keep their energy levels up by eating a healthy snack in between classes. In some venues, snacks must only be eaten in certain areas (Bar/Cafe) and definitely not in a studio or during a class. Students should have a good meal before/after a class in case they do not have time for a snack.

Students must be supervised at all times when leaving the building. A car park is not a play ground and children's scooters, skate boards and roller Skates must not be ridden/used anywhere inside the building or around the car park. The venues are NO Smoking areas and have a strict No Drugs or Alcohol policy. Anyone found using drugs or alcohol whilst attending classes within the school, will be presented with a verbal warning. Parents will be advised if the pupil is under the age of 18 years. Please view our Health and Safety policy for more details on Fire Regulations and Safety in a Dance Studio.

We value your patronage & support and want to thank you for choosing us for your child's dance and education.