

Hertsmere Academy of Dance & Performing Arts (HADAPA)

Terms & Conditions of Entry / School Requirements

As with all organizations there are rules/guidelines to help ensure everything runs as smoothly & professionally as possible. It 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 Code of Conduct. The aim of HADAPA is to ensure that all students experience dance and the performing arts in a fun, friendly, positive and safe environment, plus clarify and be open with our procedures in advance of joining. So, in order to achieve this, we require the following requirements to be read before signing up to the school and a pinpointed copy will be handed to new members upon signing up to have easy access to some of the important reminders. We would like to stress that these points are vital in assuring the well-being of all students. Failure to comply with the rules and regulations may result in withdrawal from the HADAPA or further action taken.

Rules and Regulations

Commitment to our School

To not interfere with our high standard of teaching, our advanced learning structure and follow through system, It is NOT advised for students to attend lessons of a similar nature at another school (especially in the Core subjects that we teach) as it is a conflict of interest and 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 the highest quality of training is maintained though all subjects and they are getting the most out of their abilities.

However, if they do attend another dance school/other classes, HADAPA **MUST** be notified of what they study and where they go for evaluation as this can affect PIN numbers for examinations for instance. If a students commitments to another dance/performance establishment starts to conflict with the ethos of HADAPA or effects the students progression with us, your child will be asked to consider giving up lessons at one of the establishments.

HADAPA do understand that students participate in shows/events outside of HADAPA 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 as HADAPA are providing the training and therefore should be given the recognition.

Punctuality

It is vital that students arrive in good time for their classes. If students are late, they may miss crucial 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. Also, younger students feel uncomfortable entering the studio. Please ensure students go to the toilet **BEFORE** the class begins, it is not fair to assume the teacher will be able to help and supervise them.

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. Students attendance will be monitored as they prepare for their examinations/ assessments or events/shows and students who fail to attend classes 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

Mobile phones/technology that can disrupt a class must be switched off/on silent whilst on the premises and in the dance bag at all times. Students **MUST** leave valuable personal items at home.

HADAPA is not responsible or liable for lost or damaged property. **All uniform MUST be named.** Parents/guardians should contact the venue to arrange collection of any lost item.

Arrival – Waiting - Collection

- Please Drive carefully by being ‘child aware’ and Park considerately around the venues.
- 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 and unless another procedure has been set in place, ALL students must be picked up by a parent/guardian **inside** the building at the correct time as the teacher will be responsible for other children.
- Teachers are not babysitters before or after classes, they are only responsible for the students in the studio during the time allocated for that particular class. Please do not request an early drop off which breaks the Child Protection Policy. The only exception would be with permission from a teacher because of an emergency whereby the student (age 7+) can watch the end of the class that is already in progress, however the teacher is not responsibility for their actions. Teachers will refuse to be left alone with a child due to the Safeguarding Policy.
- We **MUST** be informed if someone other than the usual parent/guardian is collecting ie. we cannot dismiss a child to leave with another parent unless we have express permission.
- The teacher must be warned (ie, through another parent) if a student will be collected late. After 10mins we have the right to charge a late fee of £1 per minute or the costs charged to us by the venue.
- Classes aim to be on time but parents must understand that with a creative activity, sometimes classes may run slightly late and parents should be aware of this. Occasionally, classes cannot run to schedule due to reasons beyond our control.
- **It is a parents responsibility to inform us of any new contact information and be able to immediately answer an emergency call.**

Changing area

- To reduce congestion in this area, the class waiting must be ready to 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.
- Venue’s are a public buildings so please **DO NOT** undress or change yourself or child in public areas or use the disabled toilets. This must be done in privacy behind closed doors.
- **NOISE MUST BE KEPT TO A MINIMUM** so not to disturb the class or affect others using the building, or you need to leave.
- **RESPECT THE PROPERTY** or damages must be paid for. Parents will be held responsible for the damage caused by their young children when left unsupervised ie.. touching/destroying items such as flyers/paperwork that do not belong to them. Most buildings will have CCTV and use this as evidence.
- Please be respectful to all members of the school and venue staff. 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/guardians only, please do not bring friends or relations to wait causing more congestion & safeguarding concerns.
- Rubbish must be removed or placed in the bin before you leave and students check they have all their belongings

Physical/Manual Support

In order to be more efficient in correcting a students movement in class to make them better and more accurate (in some cases for their safety), 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 HADAPA permission for teachers to give manual/physical support to make a correction when needed.

Uniform Procedures

New students MUST be in our **FULL SCHOOL UNIFORM by WEEK 4**, otherwise we have the right to refuse entry under Health & Safety and insurance reasons. It is extremely important that students come to classes dressed correctly in FULL uniform in order to be able to train safely, plus present a neat and elegant appearance. Students are required to come to class with:

- **Hair Tied Up (in an appropriate style for that dance genre)**
- **NO Jewellery (newly pierced ears covered with tape),**
- **NO Nail Varnish,**
- **NO Visible Tattoos**
- **Make-up is not allowed in class unless requested by the teacher for exams, events, shows.**
- **Chewing Gum is FORBIDDEN!**

NOTE: IT IS NOT ACCEPTABLE FOR STUDENTS TO WEAR UNIFORM FROM ANOTHER SCHOOL

HADAPA Dance Store to Buy Uniform: <https://had.mydancestore.co.uk>

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

Please be careful to order the CORRECT uniform and note the details written ie... 'Full soled' or 'Pink Elastic' as exam boards are very particular and there are beneficial reasons for students to train in the correct gear as they are the tools of the trade.

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 instructed to for an event), otherwise this can ruin the footwear and damage the dance floor, so please wear outdoor shoes and change for class. Please make sure laces/bows are tied correctly. For safe dance practice, students should dress in warm out door clothing when leaving the building or in-between classes. We have hoodies & dance cardigans available for keeping warm in class.

Extra Items:

- For long intensive classes/Performing Arts Classes/Workshops, students should bring bottled water to class.
- Students must have breakfast/lunch before attending classes, however for some Performing Arts classes, workshops and special occasions, you may be required to bring one small 'non messy' snack.
- 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.
- Theatre school students should bring a wallet & pencil every week to keep their scripts, song sheets & letters in.

Fees / Payment

New students are offered a 2 week continuous trial period and pay a weekly rate (sometimes reduced rate) to try any classes that interest them. These trials should be booked in advance to ensure they are the correct levels or styles and there is availability. 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 TO ENSURE YOUR PLACE IS BOOKED. FEES CANNOT BE REFUNDED or TRANSFERRED FOR ANY REASON, THEY ARE A COMMITMENT OF ATTENDANCE FOR THAT SPECIFIC TERM (FOR THAT PARTICULAR CLASS) & ABSENCE IS AT YOUR OWN EXPENSE.

Fee-slips will be given out in good time for parents to arrange their finances. We try our best to do this with 6 weeks notification but this depends on the child's attendance & the amount of weeks in a term.

Fee-slips are given out directly (hand to hand) in order to make sure a parent has received the information (this is why we will not send them via emails). We cannot be held responsible for it being lost or not read thereafter, a duplicate should be requested by the parent asap should this happen.

Fee-slips usually come in an unsealed envelope that can be re-used to return the fees or pay-slip. Parents should also check the envelope for other vital information such as class changes.

The fee-slip will state 2 amounts, the 'Standard Rate' & the 'Early Bird Rate'.

Until payment has been received for a term whereby a student has been 'BOOKED IN' by the Principal, students **DO NOT** have a place within the class. Placements are on a first come basis.

EARLY BIRD RATE: To be eligible for the Early Bird Rate you **MUST** pay before Midnight on the deadline date given, otherwise the normal rate applies (no concessions). The Early Bird Rate is an incentive for paying in time to book your place in advance and allow the school to confirm classes & confirm administration. Anyone found to be violating the rules of this goodwill will be made exempt of the Early Bird Rate. **By paying the Early Bird Rate, you are confirming your place within the class and you do not need to check availability.**

STANDARD RATE: The standard rate is the amount paid after the deadline (no concessions). **The standard amount has to also cover the expense, time and administration for processing and re-organising your requirements. By paying the standard rate, you lose discounts & the ability to pay in instalments for large amounts.** As you are paying at a random time, close to the start of a new term, you **MUST** check a place is still available by contacting the school first. **Parents are responsible for immediately informing us of your intention to return & request a place be reserved.** (A 'reservation' is only temporary whilst there is availability, the only way to guarantee a place is to make payment and 'book') if a place no longer becomes available you will be informed that you are on a waiting list. You must then contact us when payment has been made, which must be at least 5 days in advance of the first class of term. Without receiving contact, your place will be cancelled (especially after sending reminders) and an invoice will be sent for not giving the standard notification of leaving (see below).

Only advanced booking & confirmation is accepted. Paying the day before or on the day and just turning up expecting a place to be available is not acceptable and entry will be refused (safeguarding procedure).

The bottom part of the fee slip **MUST** be 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.

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/not been paid.

Anyone turning up just before the start of a class, expecting to pay & re-join will be refused as this is against our Health & Safety policy.

Students attending 2+ classes per week can be considered for half term payments. We also offer Discount schemes to help parents and where possible 'Scholarships' (view our website) but to help us maintain these and keep costs low, we ask parents to help us to promote the school.

All Discounts, Competitions, Scholarships & Goodwill gestures can be withdrawn at anytime by the school without any warning.

If any fee is still owing to the school we cannot offer opportunities such as Examinations where further money is required.

Several payment methods are available and 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. Backdated cheques are not accepted.

In the case that a child lives with separated parents who both play an active part in them attending classes, we need to be given a main contact and know who will be paying and whom to discuss matters with. We are happy to send any emails to both parents to keep them informed, however HADAPA is impartial and will not be involved in any action or correspondence involving issues such as passing messages between parents, this is why a direct contact must be stated.

If a parent/guardian is late bringing their child to class, they are not entitled to a reduced rate in fees.

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

Leaving

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.

Absence

If a student is ill or contagious in anyway, they MUST NOT attend classes.

Should the student become ill or contagious after being at HADAPA, the Principal must be notified immediately if it could have spread to other members or staff.

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 be considered as 'drop out' and will not be returning.**

Unless exceptions are made by a teacher (ie. 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 (the class you sign up for is the class that is attended), otherwise this is detrimental for the student/s and against our Health & Safety/Safeguarding procedures.

Absence from classes means students needing extra attention to catch up when they return, resulting in slowing down the advancement of the rest 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 HADAPA immediately so that alternative plans can be made. Dropping out in the weeks preceding a performance/exam, can have a catastrophic effect on the outcome, denting the morale of the team, leaving students without partners and not fulfilling the full potential that the Students deserve as a return for their efforts and hard work.

Should a student need to be absent due to having an accident or injury refunds of any kind are not available as overheads still need to be made for that term or event. However, HADAPA recommends that the student attends the class to watch in order to not fall behind on their learning. Once the student has recovered at the teachers discretion, alternative classes might be offered as an aid for the student to catch up.

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 may be cancelled:

- 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.
- The venue is unsafe and/or notification of sudden work has to be carried out.
- Due to a lack of students (ie 1- student) to safeguard the rights of our teachers.
- A teacher suddenly becomes ill and a cover cannot be found in time.
- Pandemic
- Government advice

Examples of reasons when a refund is not possible:

- Where a venue refuses to give a refund for the booking of their hall.
- Where a venue has suddenly become unsafe or denied entry.
- If any court action is being taken against a party
- Through any of the reasons defined in this Terms and Conditions relating to immediate dismissal or whereby the Terms & Conditions have been broken.

Types of refund available:

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

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

No monetary refunds will be given.

Should a student have an accident or injury refunds (of any kind) are not available as overheads and events still need to be made for that term. However, HADAPA recommends that the student attends the classes to watch in order to not fall behind on their learning. Once the student has recovered, at the teachers discretion, a good will gesture of alternative classes might be offered as an aid for the student to catch up.

In the unusual event of a refund needing to be made to an individual (with the principals approval) due to unusual circumstances (ie. Double payment), to adhere to the Data Protection Laws HADAPA will not request bank transfer details and will not accept any data of this type. In accordance with accounting advice a cheque will be made to the payee and a document to be signed in front of the teacher to confirm it has been received. Refunds will not be sent via post they must be collected in person. Refunds are issued once, it is the payee which is responsible for banking in time and making sure that the cheque details are correct before leaving.

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.

Discipline, Behaviour, Slander & Reasons for Dismissal

- 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 HADAPA.
- Dance & Performing Arts is a disciplined activity which we will expect from students, however we remind parents/guardians that we do not correct behavioural issues. Students are attending to learn how to perform/dance, HADAPA should not be treated as a creche or social club where children are able to behave inappropriately for this activity. On signing up to a trial class, parents must be absolutely transparent if their child has got a SEND needs or has any issues that we should know about. Disrupting other students learning is not acceptable. If we feel that joining the school is too early for a student, who is clearly not ready due to our expertise, we will give guidance to parents to what will be the best approach to ensuring their child can be ready in the future.
- Students represent HADAPA outside of class and during events, so it is important that they act with professionalism & safety at all times and listen to staff.
- Disrespect to a teacher will result in a meeting where the Principal will decide if the student should be dismissed or be given a warning.
- Disrespectful, disrupting, threatening behaviour or inadequate manners from either students or parents/guardians, will lead to immediate dismissal, this includes shouting, argumentative attitude, aggressive mannerisms, abusive gestures, disrespectful hand/facial gestures. Should this happen, you forfeit any fees (including event or exam fees) that have been paid from that day on.
- Parents/guardians must refrain from gossip which can spread miss-information and please do not discuss/compare or make negative comments about students.
- **Information and Photographs displayed or sent are the intellectual property of HADAPA and downloading, copying or sharing any details (unless advertising on HADAPA's behalf) is strictly prohibited and 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 HADAPA 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.**
- Any reason for being dismissed means any fees do not get refunded and the reason will be made clear to the parent/guardian.

Watching

- Parents/guardians are not invited to watch daily classes, this is for Child Protection and Health & Safety reasons. Instead Parents/guardians are to wait in the changing area or leave the venue until collection (dependant on the class and venue).
- Should a young child (3-4 years) 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.
- It is appreciated that parents like to see the progress of their children but please refrain from looking through windows of studios or letting younger siblings disturb classes, as even the visual presence of an adult usually has a debilitating effect on the students, making them more self conscious and causing a general distraction, it also stops children from creating friends (in turn not encouraging a sense of belonging) and Child Protection cannot be maintained.
- Parents will get the opportunity to see their 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.
- Due to Child protection Laws, NO PHOTOGRAPHY or FILMING by a Parents/Guardian is allowed on the premises, without advanced permission from the Teacher and the other parents, we must protect a child's right to remain anonymous.
- Some students can become very anxious during watching week and act differently, so please be aware and patient.
- During watching week we invite only parents/guardians to come to watch, it is not a show.
- When watching please be respectful and watch quietly, do not disrupt the class by talking, walking around or eating for example or you will be asked to leave. Parents with a baby should also sit close to a door to exit if they need attention.
- 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.

Examinations / Events

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

Dance & 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, challenging their expertise or rudeness 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 requires 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.

Advertising/Visual & Social Media

On entering the school and signing the terms and conditions, parents/guardians are giving permission for HADAPA to use ANY performing material created by HADAPA 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 were possible.

HADAPA will have the right to use photographs and successful/testimonial statements about past and present students, plus follow and promote their career.

Attending any classes provides HADAPA with the right to promote any students achievements as they are representing HADAPA and showcasing the skills that they 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 materials, choreography, training methods taught by HADAPA remains the property of HADAPA and may not be used without the permission of the Principal.

Permission from the Principal must be sort by anyone using any method of recording what we do, so you are not breaking copyright laws/Safeguarding policy.

To help keep tuition fees down, we do encourage parents and students to share their memories or photographs on our HADAPA 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 HADAPA is represented when posting, commenting and blogging on any websites. Please report any concerns regarding this subject to the Principal.

Information

HADAPA students attend many events throughout the year. Therefore it is vital that parents take responsibility in reading any information given carefully and keep up-dated at all times. HADAPA try to display and deliver information in many different ways, including:

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

Social Media: Reminders, Information and a way for parents to see the 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 vital parents/guardians keep their contact information up to date with us, plus check if anything has been given to their child such as fee slips. Please also view emails regularly, including the Junk mail if you have not saved our address. It cannot be the responsibility of HADAPA if a student misses out. H.A.D.A.P.A 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.

Making Contact

We will do our best to reply or answer your calls, emails, messages etc.. however the Principal is only one person whom has full working commitments like attending meetings/courses, organise events/shows/exams, sift through admin etc.. all before a 5-12 hour teaching shift. Therefore, please respect the rules here:

- Please only contact the school via OFFICIAL METHODS as seen on the website ie, Please do not send Facebook message or text the office landline as it will not reach HADAPA.
- 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.
- If you wish to speak to your child's teacher please contact the office.
- The best way to make contact is by sending an email. It is not always possible to get answers to your questions on the same day, so questions should be sent in advance. Should you not receive an answer within 2 days, contact the office again as there could be a problem with either parties service.
- For phone conversations, please respect the hours provided (view website).
- Please make contact in plenty of time as a teachers phone will only be used for an emergency during a class and therefore will not receive or respond to any messages.
- During holidays there can be a delay in responding. Please follow the instructions on the 'holiday message'

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

Parents/Guardians will receive a pinpointed copy of these Terms and Conditions so they can keep some important reminders to hand. However, to sign the Emergency Detail Form they must have read and understood this document.

Information and Photographs displayed or sent are the intellectual property of HADAPA and downloading, copying or sharing any details (unless advertising on our behalf or it has been displayed for everyone to share) is strictly prohibited and in breach of copyright. Please ask if you would like information to share about us and we will be happy to.

Emails sent by HADAPA are intended for the addressee only, any information and/or attachments are private.

The Parent or sole guardian who completes and signs the Emergency form (and pays the fees) will be the the sole contact in which any matters relating to the child will be discussed. A relative, friend, P.A, au pair, cannot discuss a students fees, classes or make any arrangements on their behalf, HADAPA are not at liberty to discuss any details with anyone that is not the parent or sole guardian as matters not only become confusing but this type of sensitive information is private (Safeguarding).

In the case that a student has separated parents whom both want an active part in their attendance, we will firstly only deal with the main contact (person paying) whom we will discuss matters with (Safeguarding). With permission we are happy to send any emails to both parents to keep them informed, however HADAPA is impartial and will not be a 3rd party passing messages between parents, this is why we want a direct contact.

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 answered at all times**), 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.

If a student has got an injury:

- The Teacher must be notified immediately
- A doctors note may be required to allow physical activity to continue or commence again.
- Students are advised to watch classes (if possible) so not to fall behind
- Should an injury fall before an exam then the exam board rules apply
- As much knowledge about the injury should be given to the teacher, who should be up-dated regularly

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 require parents to ensure that their child can understand indifferences from themselves 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. HADAPA welcome parents/guardians to discuss any matters concerning their child.

Data Protection Policy

On entering HADAPA 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:

- Permission is being given for HADAPA to hold personal details via the Emergency Form and database. This is to ensure the safety of the students and to keep parents up to date with beneficial Information using the contact details and the other methods written on the form for us, ie Email or Phone.
- The Data held will not be shared with any third party. HADAPA staff members are not at liberty to enter into conversation with or disclose any information to parents/guardians relating to other students either.
- Emergency detail information is strictly confidential and retained by HADAPA 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.
- Data is only stored for as long as needed, after which it is destroyed/safely disposed of. Our main source of collecting any data is paper as it can easily be destroyed & not a threat to online hackers.
- 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.
- Emergency services and child welfare maybe given details or a contact should a childs safety or life be at risk (Safeguarding).
- A parents permission will be requested should a photo including an identifying name be needed for Hertsmere Academy's publicity.

Although HADAPA 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.

Health and Safety / Safeguarding (Child Protection)

HADAPA 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. All medication should be brought with a student 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 meal or snack before/after classes. In some venues, snacks must only be eaten in certain areas (Bar/Cafe) and definitely not in a studio or during a class (items should not be shared due to allergies).

Students must be supervised at all times when entering/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.

We take Safeguarding very seriously and if we feel a student is experiencing any harm, we will re-act upon this appropriately.

Please view our Health and Safety, Safeguarding & Fire Regulations and Safety in a Dance Studio policy on our website.

At Hertsmere Academy of Dance & Performing arts we teach Life Skills and give students the best start possible. We value your patronage & support and want to thank you for choosing us for your child's dance and education.