

## TERMS & CONDITIONS

- STUDENTS ARE EXPECTED TO ATTEND THEIR LESSONS PUNCTUALLY AND REGULARLY.
- STUDENTS MUST ATTEND CLASS DRESSED AND GROOMED APPROPRIATELY WEARING THE CORRECT UNIFORM. THIS IS FOR HEALTH & SAFETY REASONS.
- STUDENTS MAY BE REQUIRED TO TAKE PART IN PERFORMANCES AND OPEN CLASSES. PRIOR NOTICE WILL ALWAYS BE GIVEN.
- TEAM DANCE ACADEMY DOES NOT ACCEPT RESPONSIBILITY FOR ANY DAMAGE OR LOSS OF PROPERTY WHILE ON THE PREMISES.
- TEAM DANCE ACADEMY DOES NOT ACCEPT RESPONSIBILITY FOR ANY ACCIDENTS OR INJURY THAT MAY INCUR DURING CLASS. SUPERVISION AND MATTS WILL BE USED WHEN PRACTICING ACRO WHERE NECESSARY.
- IT IS THE PARENT/GUARDIAN'S RESPONSIBILITY TO ENSURE THAT THEIR CHILD IS SUPERVISED OUTSIDE OF THE SPECIFIED CLASS TIMES WHILE ONSITE.
- A CERTAIN AMOUNT OF RISK IS CARRIED BY ANY PHYSICAL ACTIVITY. STUDENTS TAKING PART IN ANY CLASSES OR EVENTS RUN BY TEAM DANCE ACADEMY DO SO AT THEIR OWN RISK
- TEAM DANCE ACADEMY HAS THE RIGHT TO TERMINATE A STUDENT'S INVOLVEMENT IN CLASSES IF THEIR BEHAVIOUR IS DEEMED UNACCEPTABLE.
- IT IS THE RESPONSIBILITY OF THE PARENT/GUARDIAN TO NOTIFY THE PRINCIPAL OF ANY ILLNESS OR INJURY THAT MAY AFFECT THEIR CHILDS PARTICIPATION IN CLASS.
- PHOTOGRAPHS AND VIDEO FOOTAGE CONTAINING YOUR CHILD MAY BE USED FOR PROMOTIONAL PURPOSES INCLUDING USE ON OUR WEBSITE AND FACEBOOK PAGE.
- LESSONS ARE TIMETABLED ON A TERMLY BASIS. PARENTS/GUARDIANS ARE EXPECTED TO CHECK THE TIMETABLE FOR ANY CHANGES AT THE END OF EACH TERM.
- ALL FEES ARE PAYABLE STRICTLY IN ADVANCE AND BY THE 2<sup>ND</sup> WEEK OF THE NEW TERM IN FULL. PAYMENT MADE ADTER THE HALF TERM WILL INCUR A 10% SURCHARGE. IF YOU HAVE ANY DIFFICULTIES PLEASE DISCUSS THIS WITH ME PERSONALLY. PAYMENTS CAN BE MADE BY CASH OR BY BANK TRANSFER.
- WITH THE EXCEPTION OF NEW PUPILS ENROLLING DURING TERM TIME, NO DEDUCTIONS CAN BE MADE FOR MISSED CLASSES (EXCEPTIONS CAN BE MADE AT THE PRINCIPAL'S DISCRETION SHOULD A STUDENT SUFFER A LONG-TERMILLNESS or INJURY).
- IN THE EVENT OF A COVID-19 LOCKDOWN OR WHERE QUARANTINE IS REQUIRED CLASSES WILL NOT BE REFUNDED BUT WILL CONTINUE ONLINE.
- ANY MEDICATION FOR THE CHILD NEEDED ONSITE AS INDICATED ON YOUR REGISTRATION FORM, SHOULD BE KEPTIN AN AIRTIGHT CONTAINER, CLEARLY LABELED WITH CHILDS NAME, DOASGE AND USE.

### HOW WE USE YOUR DATA

- FOLLOWING REGISTRATION, YOUR DATA IS HELD ON A DATABASE, WHICH IS ONLY ACCESSIBLE BY THE PRINCIPAL. THE PAPER REGISTRATION FORM WILL BE HELD ON FILE BY THE PRINCIPAL UNTIL THE STUDENT LEAVES THE DANCE SCHOOL. AT THIS TIME, THE REGISTRATION FORM WILL BE DESTROYED AND THE STUDENT REMOVED FROM THE DATABASE
- TEAM DANCE ACADEMY WILL NOT PASS ON ANY PERSONAL DETAILS TO A THIRD PARTY UNLESS IT IS IN THE STUDENTS INTEREST, IE FOR EXAMINATION OR FESTIVAL ENTRY.
- EMERGENCY CONTACT INFORMATION WILL BE AVAILABLE ON THE CLASS REGISTER FOR THE CLASS TEACHER IN CASE OF EMERGENCY. IT IS THE RESPONSIBILITY OF THE PARENT/GUARDIAN TO ENSURE THAT WE HAVE THE CORRECT DETAILS FOR YOU AND THE STUDENT, AND KEEP US UPDATED OF ANY CHANGES TO CONTACT DETAILS OR HEALTH DETAILS.
- **REQUEST ACCESS** SHOULD YOU WISH TO SEE THE DATA WE HOLD FOR YOU, PLEASE ASK THE PRINCIPAL. THE DATA WE HOLD FOR YOU WILL BE THEN BE SHARED WITH YOU WITHIN 7 DAYS.
- **REQUEST ERASURE** SHOULD YOU REQUEST ERASURE OF YOUR PERSONAL INFORMATION. THIS ENABLES YOU TO ASK US TO DELETE OR REMOVE PERSONAL INFORMATION WE HOLD FOR YOU.

### PHYSICAL CORRECTION

There may be times when teachers in the school use physical intervention in respect of good teaching (adjusting arm lines, for example). It must be understood by all parents and guardians of students that this is deemed necessary in the safe and effective teaching of dance technique.

The Principal monitors the level of physical correction on a regular basis. If a parent/guardian is unhappy with this teaching technique, their concerns must be raised with the Principal immediately. The Principal will make a record of the concerns and will ensure that appropriate action is taken where necessary.

### FIRST AID

All TEAM DANCE ACADEMY teachers and staff are trained first aiders. It is understood that first aid will be administered to Student's when deemed necessary and accidents and injuries recorded. In the case on an emergency, and if the parent/guardian is absent, it is understood that teachers will act as loco parentis where necessary. An ambulance will be called and the parents contacted.