



Terms and Conditions for Dance Classes and After School Clubs

Please read the following terms and conditions for dance classes and after school clubs before booking your child onto any of our dance sessions:

By completing the online booking form/registering in the parent portal on dance studio pro you are confirming you agree with our terms and conditions in the first instance.

You will be notified by email or other method of communication i.e. Phone, Text, Facebook Message of your booking and payment (if paying for the term).

Spaces in each after school club and dance classes are limited due to health and safety therefore bookings are taken on a first come first serve basis.

Fee Payment

- * Our dance classes can be paid weekly, monthly or half termly (this does not apply to after school clubs). If parents decide to pay weekly if their child misses a session unfortunately payment is still due for this session. For the first half term when a new student joins the school classes are pay as you go to ensure the child enjoys the session. After the half term the fee for the term will be applied.
- * All course/class fees including after school clubs must be paid in advance and are non-refundable unless an agreement has been arranged with Lisa from Lisa Hurst Dance.
- * Fees must be paid within 14 days of receiving the invoice or a £5 late payment charge is incurred to cover administration costs unless a valid reason can be provided.
- * There are no refunds if a student is absent from class. Students are welcome to make up any missed classes at another venue of their choice.
- * If a pupil has a long-term illness or injury, fees may be refunded at the Principals discretion. This does not include minor illnesses or holidays taken mid-term.
- * Lisa Hurst Dance reserves the right to cancel or postpone any session for any reason. In the event of this happening an alternative session will offered or a refund offered if the term has already been paid for.
- * If your child cannot attend a session for any reason please notify Lisa by message via email, Facebook message or by text. This can also be done in advance in person. (Please note: class fee's will still need to be paid if told in advance depending on circumstances)
- * If your child no longer wishes to attend classes for any reason please notify us at admin@lisahurstdance.co.uk so we can remove their name from the register. If we haven't heard from you and your child hasn't been to classes within a month we reserve the right to take your child's name off the register and give their space to someone else unless you have paid for the term upfront which saves your child's space.

- * Half a term's notice in writing/in person with Lisa Hurst is required for cancellation of classes. Half a term's fees will be charged if notice is not given.
- * 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.
- * In the event of a school closing or if a school/venue cancels a session Lisa Hurst Dance cannot be held responsible as this will be out of our control, please be aware no refunds will be issued.
- * After School Clubs will run for the full academic year, however, parents/guardians will need to book per term. Priority booking will be given to parents of children who already attend. However, they must book before the date given on the letter.

Classes

- * All students must complete the online pupil registration form upon joining the school after their trial period.
- * Parents will be provided with an online portal where they can see account payments, sign students up for classes as well as see shared documents.
- * Lisa Hurst Dance does not accept responsibility or liability of any loss or damage to personal property or effects.
- * 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.
- * Students are not permitted to chew gum whilst in class as this poses a health and safety risk.
- * A certain amount of risk is carried by any physical activity. Students taking part in any of our classes or events run by Lisa Hurst Dance do so at their own risk.
- * 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.
- * Photographs and videos of students may be taken and used as promotional material on our website and/or social media. We will require parents to complete a consent form for photos and videos..
- * Our Safeguarding and Child Protection Policy is available on request.
- * Our Security Information Policy is available on request.
- * 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 and 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.

* The School is affiliated with the United Kingdom Alliance of Dance (UKA) Entry for any examination is at the discretion of the class teacher and Principal. Students who do not adhere to our examination Terms and Conditions risk being withdrawn from the examination without a refund.

Communication

* All invoices and other materials will be presented online via email or in the parent portal. Parents/ Guardians must provide a valid email address for this purpose.

* The school timetable may be revised at any time but you will be notified of any changes.

* From time to time we may revise our terms and conditions please read and check these before paying the term fees. We will notify parents in the parent portal if the terms are changed as well as putting a copy in the portal and can be found on our website under bookings. The payment of the term acts as agreement to our terms and conditions.