**NATALIE TOUGH SCHOOL OF DANCE LTD**

**TERMS AND CONDITIONS**

The safety of all pupils is taken extremely seriously while in dance classes. All pupils must complete a Registration Form when joining classes with clear information regarding emergency contacts and any relevant medical history. Please read the below very carefully prior to your child beginning classes.

**RULES AND REGULATIONS**

1. It is the parent/guardian’s responsibility to notify of any changes to their emergency contact details.
2. Parents/Guardians understand that dance is as active an engagement as any sport and whilst every effort is made to avoid them, injuries can happen. The dance school accepts no responsibility for injuries sustained via any means other than the teacher’s negligence.
3. Parents/Guardians are responsible for purchasing the correct footwear/dancewear to ensure safe dance practice.
4. Pupils will be supervised during class time only and parents/guardians must ensure the safety of their children outside class time.
5. It may be necessary at times to physically touch a pupil to correct positioning/technique and the parent/guardian understands that this is part of dance teaching.
6. Payment is to be made on time, in full, by the date outlined in the invoice each term. Failure to do so will result in a 10% late fee being added which is to be paid as soon as possible. If there are still fees outstanding by mid-term the teacher reserves the right to refuse pupils entry to class until all fees have been paid.
7. Notice should be made, in writing, to the **principal** by the end of the previous term if any pupil will not be returning to classes the following term. If no such written warning is stated, parents/guardians will be liable to paying 50% of the upcoming term fees.
8. Key cards are given to all families of the school attending classes at Natalie Tough School of Dance HQ in order to gain access to the building. Any lost/stolen cards should be reported immediately to the Principal for security reasons, and will incur a £10 charge. All key cards must be returned to the Principal upon any un-enrolment.

**DUTY OF CARE**

1. The class teacher has a valid PVG Disclosure, First Aid Certificate, and relevant Insurance, and each of these can be provided on request.
2. A fully equipped First Aid box will be kept by the class teacher. In the event of an accident, First Aid will be performed and an Accident/Incident report made.
3. Regular risk assessments will be undertaken of the premises and any concerns will be raised with the providers.

**CLASS ETIQUETTE**

1. All uniform must be adhered to. Any pupil not wearing appropriate uniform may be refused entry to class.
2. No jewellery is permitted in class, other than studded earrings. This prevents injury to the pupil and others in the class.
3. Hair must be neatly groomed and off the face, and in a classical ballet bun in all ballet classes. Any pupil not adhering to this rule may be refused entry to class.
4. No pupil will be allowed entrance to class if more than 10 minutes late, as the warm-up is essential for prevention of injury.
5. No food or drink is allowed in class, including chewing gum, except bottled water. Suitable water breaks will be provided under teacher’s instruction.
6. We believe in providing a friendly and happy environment but to do so requires a certain amount of discipline both in and out of lessons. All pupils are expected to be polite and respectful to their classmates and class teacher. If any student is found to be disrespectful suitable action will be taken against them.
7. The school does not tolerate any form of bullying and if anyone is seen bullying then we have the right to refuse entry to the pupil.

**DATA PROTECTION**

The safeguarding of personal data has always been taken very seriously within the dance school, and will continue to be compliant in future years.

1. All information from the enrolment form is stored on a password protected database on a PC which is also password protected and solely used by the Principal. Class teachers also have access to their own class registers and emergency contact details via their own password to the database.
2. Paper copies of the class registers with emergency contact details are kept by the principal and are shredded at the end of each term.
3. All students from Pre-Primary level are registered with the ISTD (Imperial Society of Teachers of Dancing) to obtain a PIN number, whereby only the students’ name and DOB is processed. We promise not to share your information with any other third parties without your prior consent.
4. The information we hold on all our customers can be viewed, if requested, at any time.
5. For us to be able to enroll your child in our classes the enrolment form must be fully completed, and updated if necessary, and you must consent to us being able to contact you via email and/or phone in relation to invoicing, term dates, upcoming events, exam results, closures and in the case of emergency.
6. You have the right to withdraw your information at any time, upon request, however this will result in no longer being able to attend classes at the dance school.
7. We store all information on ex pupils for up to a year after leaving the dance school unless requested to delete the information at an earlier date.

**CLASS CANCELLATION**

1. If teachers are unable to make it to class for any reason (illness, travel issue etc) then suitable cover will be arranged. If no such cover can be arranged, then classes will be cancelled and credits will be issued to customer accounts to be used against future term invoices.

2. Classes may be cancelled due to bad weather (snow, storms etc) and updates will be made no later than 2pm on a weekday or 8am on a weekend/weekday morning class. In the event of classes being cancelled due to bad weather, no refunds/credits will be issued.