



### Terms and Conditions

These terms and conditions are put in place to ensure that the dance schools can be run as smoothly and efficiently as possible. Please take a moment to read the terms and conditions and keep them for your records. If you have any questions about anything stated below, please contact the dance school. You will have had the option to read this online as well and signed for it electronically. This is just for your reference.

#### **Fees**

Fees must be paid by the first week of every term. You will be billed accordingly at the end of each term. Invoices will be sent via email. We accept payment by BACS transfer or GoCardless, which is our preferred method of payment. **We no longer accept cheque payments.**

Bank details for fees are:

Please reference your son/daughters full name when paying your fees.

Account Name: Inspire Academy of Dance

Account Number: 41434896

Sort code: 40-24-37

#### **Joining fee**

On your first invoice you will be required to pay a £15.00 joining fee. This will include your dance school t-shirt which will either be given to you in class or posted.

#### **Notice**

Half a terms notice is required if a student wishes not wish to continue attending our dance classes. A half terms fees will be charged if you do not inform us that you wish to leave the dance school with adequate notice.

#### **Discounts and offers**

Inspire Academy of Dance offer a 10% discount of additional classes and siblings. The first class would be full price and then any subsequent classes would be discounted. All offers that the dance school promote are subject to availability and specific terms and conditions will apply.

#### **Absence**

We regret that refunds and deductions to fees will not be given due to the odd class being missed or holidays and illness. Only under extreme circumstances would this be considered.

#### **Examinations**

Ballet, Modern and Tap examinations are all taken with the ISTD (The Imperial Society of Teachers of Dancing). It is not compulsory for your child to take exams if they do not wish to. We feel that dance is to be enjoyed and if this is affected by exams then the decision can be made not to participate in exams.

#### **Mobile Phones**

Mobile phones should be turned off or switched on silent when in class.

#### **Disabilities**

Please inform us when joining the dance school if your child has any disabilities or illnesses that you feel we should be aware of. This is to ensure safe and effective teaching.

### **Contact**

From time to time we may want to advertise new classes and events, which we will send you via email. We also send our school newsletters via email, which we feel, is efficient and environmentally friendly. Please check our GDPR policy if needed.

### **Uniform**

Uniform is available to purchase through our very own online dance shop. Once purchased, uniform should be worn at all times and specific to the dance genre your child is attending. 'Inspire Academy of Dance' logo merchandise can also be purchased from our website. Orders for our logo uniform are only down once every half term.

### **Hair/Jewellery**

Please ensure hair is off the face and back for class. Other arrangements will be made for show and exams. Hair must be, where possible, in a ballet bun for all our ballet classes. Due to health and safety it is required that students do not wear any jewellery other than stud earrings.

### **Behaviour**

Inspire Academy of Dance, will not tolerate bad behaviour and students must have a mutual respect for other students and their teachers. Dancing is to be enjoyed and we hope to provide a fun environment for them. The dance school has the right to ask for a pupil to be removed from the class or school.

### **Punctuality/Attendance**

Please ensure your child arrives on time for class in the correct attire. If there is continuous absence to class, we may have to withdraw your child from class.

### **Shows**

Students may be required to purchase costumes for the schools show or other such events. You will be informed of this in plenty of notice and we will try our best to keep costume prices to a minimum.

### **Cancelled Classes**

If we have to cancel classes for any reason, a text message will be sent to all the parents or carers of the classes. We will then follow up this up with an email to confirm the reasons for the cancellation (staff illness, issue with the venue) and also confirmation whether the class will be rescheduled and when this would be or if we will be issuing a credit for the following term.

In a case where cancellations are out of our hands (weather issues or like the recent COVID-19 pandemic) credits or rescheduled classes may not always be possible but Inspire Academy of Dance will endeavour where possible to offer one of these two solutions.

### **Confidentially**

All personal information given to the school will remain completely confidential and only viewed by the owner and admin staff of the dance school.

### **Photography**

When signing our enrolment form, you are asked if you give permission for your child to have their photo taken for marketing and advertising reasons. Our bi-annual dance show is also filmed and photographed. We really hope that you can agree to this but if for some reason you do not, please ensure you mark that you do not wish for us to take photos. Every student that takes part in our shows, however will be filmed.

### **Our teachers**

All of our teachers have their own insurance, DBS checks and correct experience and teaching qualifications to teach your child's chosen classes.

When signing our enrolment form online you are agreeing to all of the above unless we are informed otherwise and then this will be discussed. It is really important that you understand that the dance school require half a

terms notice if you wish to leave, that fees are due by the end of the first week of term and that photography may be taken within classes and productions.