



## TERMS AND CONDITIONS / RULES & REGULATIONS

With regards to Data Protection – your consent for your information being held is purely for:

- Safeguarding.
- Marketing purposes.
- To be shared to authorities if a positive case of COVID-19 is reported.

You can request to have your information withdrawn at any time by emailing [hello@phillomenadanceschool.co.uk](mailto:hello@phillomenadanceschool.co.uk)

### **Half Termly Fee Invoices**

All invoices for classes will be raised and emailed on the first day of the new half term month.

All fees for that month will be required to be paid in full by the third day of each month.

### **Miscellaneous Half Term Charge:**

As from April 2021 a £1.50 miscellaneous fee, per person, will be added to each of your half term invoices. This is to help towards the costs of insurances, music licenses & cleaning products we have to purchase to enable us to operate lawfully.

### **Set Uniform for all classes**

There is a set uniform for all children's classes. Uniforms for our Poppets and IDTA graded classes can only be purchased from us.

### **Notification to withdraw from classes or the Dance School in general.**

We require one months (4 weeks) notice by email to withdraw from any class or the school in general. Failure to do so will result in one months (4 weeks) payment to be submitted.

### **Cancelled Classes**

Cancelling classes is very rare, however, in bad weather or the unavailability of any of our venues, refunds are not available. We will ensure to make the date up for you at another time or offer an online replacement class.

Refunds will not be available if any classes are cancelled due to COVID-19. Any classes cancelled will be made up online.

### **Absence due to Sickness**

We are unable to refund or credit for classes unattended due to the student being unwell.



### **Show Payments**

Payment for show rehearsals and costumes must be paid by the date requested. Failure to do so may result in your child being excluded from certain show numbers or performances.

### **Exam Payments**

Exam fees must be paid by the date requested. Failure to do so may result in your child being excluded from the exam session.

### **Rules & Regulations**

To ensure the smooth, safe running of Phillomena Dance School and to enable us to create an enjoyable experience for all, we have certain rules, regulations and behavioural expectations which must be adhered to. If any of the requirements below seem unclear, or you wish to discuss them further, please get in touch.

1. Disruptive behaviour in class will not be tolerated and may result in the students concerned being asked to leave the class.
2. Disrespectful or discriminatory behaviour will not be tolerated. This includes, but is not limited to, physical, mental or emotional bullying by parents, staff, volunteers or students. Any such incidents will be reported to the Principal and may result in dismissal / exclusion from the school.
3. Notification of planned absence from classes should be made to the teacher and/or Principal in advance. We would appreciate it if absence due to sickness is also reported.
4. Correct uniform must be worn for all classes (with the exception of trial classes). Details of which can be found in this pack and on our website.
5. Hair should be worn off the face for all classes and tied back if possible. Long hair should be worn in a bun for ballet classes.
6. For health & safety purposes, jewellery is not permitted to be worn in class with the exception of small studs in pierced ears.
7. No jewellery whatsoever, temporary tattoos or nail varnish are permitted for exams or performances.
8. Phillomena Dance School cannot take responsibility for any personal belongings brought to class, so please ensure that all belongings, including uniform items and shoes, are clearly named.



9. To keep disruptions to a minimum, parents / guardians / family members are permitted to watch trial classes and open days only and at the discretion of the teacher.
10. It is not permitted for anyone to take photos or videos of Phillomena Dance School students without prior permission from all those involved. This includes open days and trial classes.
11. Photos or videos of Phillomena Dance School students must not be posted onto social media / internet without prior permission from all those involved.

### **COVID-19 Safety Procedures**

Please ensure you have read our COVID-19 Safety Procedure Document.

### **Liability Waiver**

Any bodily or personal injury consisting of or arising out of any participation in any physical training or athletic activity following non compliance of rules and regulations will not be covered by Phillomena.

*On enrolment to Phillomena Dance School, your agreement to our Terms & Conditions will be recorded through our Studio Software when you register with us.*