



Terms and Conditions / Rules & Regulations

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

- Safeguarding.
- Marketing purposes.

You can request to have your information withdrawn at any time by emailing hello@phillomenadanceschool.co.uk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

A £1.50 miscellaneous fee, per student (not including adults) will be added to each of your half term invoices. This is to help towards the costs of insurances, music licences & cleaning products we have to purchase to enable us to operate lawfully.

VAT:

As off September 2023 Phillomena Dance School has become Ltd and registered for VAT which will be added accordingly to your invoice.

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 it is sometimes impossible to travel to our venues. If classes are cancelled refunds are not available. However, we will endeavour to make up the class at another time.

If ever we have to cancel a class due to unavailability of a venue, a make-up class will be scheduled at a later date – again refunds are not available. We always know

in advance any dates that are not available for us and we ensure that you are notified at the beginning of every term of any changes.

Missed classes

All classes are required to be paid for whether your child can attend or not. We are more than happy for you to request to make the missed class by attending another class that week if we have not to offer you. If we do not have an alternative class for you attend, then the class missed is non-refundable.

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 we feel should be noted. 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. A message to your teacher via your child's class Whatsapp chat, is the best way to inform of absence from classes.
4. Correct uniform must be worn for all classes (with the exception of trial classes). Details of which have already been emailed to you and can be found 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 and safety purposes, jewellery is not permitted to be worn in class with the exception of small studs in pierced ears.
 7. Jewellery, temporary tattoos or nail varnish are not 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. Please ensure you drop & collect your child at the correct times of classes. Five minutes before class is acceptable and collection up on time is appreciated.
10. All class fees must be paid in advance and in accordance with the details on your invoice. Persistent non-payment may result in your child being excluded from classes until arrears are cleared.
11. Four week's notice in writing via email is required should you wish for your child to be withdrawn from any classes or the school in general. Failure to do so will result in a charge of 4 week's fees being applied to your account.
12. 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.
13. Exams fees must be paid by the date requested. Failure to do so may result in your child being excluded from the exam session. Exams fees must be paid by the date requested. Failure to do so may result in your child being excluded from the exam session.
14. Any queries with regards to invoices/payments please contact the office direct – please do not speak to your teacher as they cannot help you – hello@phillomenadanceschool.co.uk
15. 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 (not during covid).
16. 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.
17. Photos or videos of Phillomena Dance School students must not be posted onto social media/internet without permissions from all those involved.

We really appreciate your cooperation with the above points and hop they make sense for a smooth and safe running dance school.

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.