



TERMS AND CONDITIONS

FEES

Each term must be paid for in advance. If a participant's fees have not been paid they will not be permitted to take part in the class.

If the participant decides to discontinue classes we request half a term's notice to be emailed to info@ashleydanceacademy.co.uk or half a term's fees in lieu.

Ashley Dance Academy (ADA) cannot offer a refund if the participant is absent from class. We are also unable to offer a 'makeup' class for any that are missed.

Fees will only be pro rata for new students starting part way through the term.

Refund requests for illness or injury will be considered on a case-by-case basis. Once the term has started, no refunds will be given.

Invoices will be emailed before the start of term and payment must be made via GoCardless. Adult 'Pay as you Go' classes must be paid in cash to the teacher at the end of the class.

ADA reserves the right to charge a late fee if an invoice remains unpaid after the start of the term.

If a participant has been asked to leave ADA Classes due to breach of any of the conditions listed below, fees will not be refunded.

CLASSES

The timetable is subject to change. Notice will be given if any changes are necessary.

Students must not enter the studio until a teacher is present.

Participants must provide an emergency contact name and number when participating in any class. If these contact details change, it is the responsibility of the parent/guardian to notify ADA.

It is the parent/guardian responsibility to inform ADA of any illnesses or injuries that may arise during class or are pre-existing. A written note from the parent passed to teacher (if you cannot attend) or email in advance is best.

Prior to and after class, children must be supervised at all times. If students are to be dropped off/collected outside the building the parent must inform the teacher of this arrangement.

Teachers are responsible for the students when they are in the dance studio. In other areas of the building they are the responsibility of the parent/guardian. **Autumn term 2020 – Parents will not be permitted to enter our venues due to Covid transmission risk. ADA take responsibility for students as soon as they enter the venue until they are handed back to parent/guardian at the end of their class.**

Participants must arrive on time and be ready to start their class at the stated time. Any latecomers may not be admitted. This is at the discretion of the class teacher.

Participants are asked to wait quietly and sensibly and respect that others are using the building. There should be minimal disruption in between classes.

Participants will be placed in the class ADA staff feel will best meet their needs.

If ADA have to cancel a class, you will be given as much notice as possible. We will always endeavour to find a suitable cover teacher for sessions. If this isn't possible the class will be cancelled and an alternative make up class offered. Refunds will not be given.

ADA want all participants to feel included and valued. We expect all participants to be respectful of their teachers and of each other. ADA takes a zero-tolerance approach to bullying and any participants found to be involved with such behaviour will be asked to leave immediately.

CLASS CONDUCT

Food should not be brought into the studio. Cold drinks may be taken into the studio in sports bottles with closed lids.

Personal belongings can be taken into the studio and safely stored away from the dance space to prevent trip hazards. Please provide a dance bag for your child so items don't go missing.

We ask that all dance clothing/uniform and shoes are clearly labelled. ADA cannot be held responsible for any loss or damage to any items.

Mobile phones must be silenced/switched off during class.

Students must be wearing clothing suitable for physical activity during a class. Please see uniform specification on ADA website. Variations of uniform are not permitted.

Long hair should be tied back away from the face and a bun is required for ballet. No Jewellery.

EXAMS

At the discretion of the class teacher, participants may be invited to take part in examinations. Each participant is considered as an individual and some may progress quicker than others. All decisions are made with the best interest of the participant in mind.

When participants/parents/guardians sign and agree to an examination, all relevant fees are to be paid by the due date stated in full. There are no refunds if the participant later declines participation.

PHOTOGRAPHY AND FILMING

No filming or photography unless permission has been granted from the Principals and other parents.

ADA may occasionally take photos video in a class setting for marketing purposes or as a teaching tool. Please opt out (by email) if you would prefer your child not to be photographed. Student names are never disclosed.

During end of term watching week, parents may take a photograph of their own child in the class but are not permitted to take group photos unless all parents' consent prior to the event. Parents are not permitted to post videos or photos of other children on social media.

WAIVER

There is a certain level of risk by participating in any physical activity. Participants taking part in any class are doing so at their own risk.

Physical contact may be necessary by teaching staff. If you have concerns please contact the Principals.

DATA PROTECTION

Only necessary information is collected when students sign up for classes and this data is stored within a password-protected database. The only people who have access to this information are the school principals and teachers. This information is collected for both the safety of the class and class participants. The information will only be used in conjunction with the selected activity. For exams, children are registered with the Royal Academy of Dance using their name and Date of birth and then issued with a PIN number for examinations.

We will never share your details with anyone else.

When participants register online with ADA, we use 'Member Meister' which is connected to the online payment system GoCardless. All of the above are trusted online services. Please see their Data Protection

Policies below:

<https://secure.membermeister.com/gdpr>

Agreement to the Terms and Conditions

Customers (Parents, Guardians and Students) are required to acknowledge their acceptance of the terms and conditions when enrolling online. Terms and Conditions must be accepted in order to enroll in classes at ADA.

Version 1.1 July 2019