

# Terms & Conditions

Please find below our full terms and conditions. By completing the registration form to enrol your child with the dance school, you are hereby agreeing to the terms and conditions detailed below.

Any child currently enrolled with the school who has not signed our new registration form is also bound to these terms and conditions by their continuing to attend classes.

## 1) PAYMENT

- a) Invoices for timetabled classes are usually emailed at the end of each term for the following term.
- b) Payments can be made by cash, online, standing order or debit card/credit card
- c) Any payments returned unpaid will incur a £10.00 handling charge.
- d) adf reserves the right to refuse payment by failed form if this form of payment has been abused in the past
- e) All Accounts must be settled by the first day of term
- f) Accounts unsettled after 14 days will have a 5% Surcharge added to their account
- g) We reserve the right to suspend your child's classes and withhold examination results until any overdue payments have been received.
- h) Statements are available at any time by contacting the adf office.

## 2) UNIFORM

a) Correct uniform must be worn for all classes. The uniform is all available from adf office

## 3) MISSED CLASSES

a) Fees are not waived in respect of family holidays, school trips, school exams or short term sickness or injury.

b) Instances of long term sickness or injury will be assessed on an individual basis.

## 4) EXAMINATIONS

a) Invoices for examinations are distributed when the occasion arises.

b) All examination invoices must be settled within 14 days of the invoice date.

## 5) EXAM PRACTICE

a) Invoices for extra exam training classes are distributed on an ad hoc basis. All exam practice invoices must be settled within 14 days of the invoice date.

b) Invoices unsettled after 28 days will be re-issued with a 5% surcharge added to them.

## 6) TERMINATION OF CLASSES

a) If a pupil wishes to give up a class adf must receive written notice 8 weeks prior to the commencement of the term for which notice is being given.

b) Absence of notice or late notice for exceptional circumstances will be addressed on an individual basis.

c) In the event of a pupil leaving adf with fees still outstanding, adf reserve the right to pursue recovery of the debt by all legal means including court action.

## 7) MISCELLANEOUS

a) All teachers are qualified, DBS checked and insured. However, due to the nature of teaching performing arts, sometimes it is necessary to correct positions physically. This is always conducted with care and professionalism.

b) The safeguarding of children is of paramount importance. On school trips and at school events, if parents are not present, then adf staff will be the responsible adults. adf have many licenced chaperones who will always be present at adf shows and trips.

c) Any changes to these Terms and Conditions will be announced on the facebook page, website.

## 8)adf LIABILITIES

a) adf do not accept responsibility for loss, damage or injury arising from errors or omissions on the registration form whether completed by you or the person in charge of your child at the time of enrolment.

b) adf do not accept liability for personal injury to any child attending class, with the exception of such injury being caused by negligence or default of any member of our staff or any other default on our part.

c) adf do not accept any responsibility for loss or damage to personal property.

d) adf do not accept responsibility for any loss or expense due to circumstances beyond our control.

e) adf is only responsible for pupils while they are in their class. Children cannot be supervised whilst they are outside class. Young children must be collected promptly at the end of their class.

f) adf holds Public Liability Insurance.

## 9) RESPONSIBILITIES OF PARENT OR GUARDIAN

a) These terms and conditions, and any enrolment forms constitute an agreement between you and us in connection to classes or any services superseding any prior agreement.

b) Attendance at class is deemed to be acceptance of the current Terms and Conditions.

c) It is the responsibility of the Parent or Guardian to notify adf of any illness or injury that may affect the child's participation at class.

d) It is the responsibility of the Parent or Guardian to ensure that we have the correct details for you and your child and keep us updated of any changes to health.

e) It is the responsibility of the Parent or Guardian to regularly read the website/facebook/emails in order to be fully aware of all upcoming events.

f) In the event that we consider you to be in breach of these terms & conditions or that your child is disruptive to other pupils or staff, teachers or venue staff, we reserve the right to exclude your child from any activity within the school.

g) Photographs and video footage of pupils taken by adf may be used on our website/facebook/Instagram page and for publicity purposes. If you do not wish your child's image to be used for these purposes you must inform us in writing.