

Terms and Conditions

1) Liabilities of the School

- a) We are only responsible for children whilst they are in class.
- b) We do not accept responsibility for the loss or damage of personal property.
- c) We do not accept liability for personal injury to any child attending any of classes.

2) Terms of Payment

- a) Fees are calculated annually and will be payable via auto payment on a monthly basis (excluding August).
- b) Payment from classes within the main school AND the 'Dance upon a star' sessions will be taken from the 'Emily Hancock Dance Academy'.
- b) Parents will receive a monthly invoice detailing the auto payment via email.
- c) Discounts apply on certain occasions. Please refer to the separate document which explains this.
- d) We reserve the right to withhold Examination results and suspend your child's classes until overdue fees have been settled.

3) Child Protection

- a) All staff are aware that they have a professional responsibility to protect children.
- b) Due to the nature of dance, physical adjustments may be necessary in order to correct technical placement. This will always be conducted with the utmost care and professionalism.
- c) We recognise that all matters concerning children are confidential and we will only disclose information if necessary.
- d) On certain occasions we will need to take photographs or video recordings of the students and these will be used for advertising purposes (including the internet.) Any parent that is not in agreement with this must notify us in writing. If we do not receive notification, we will assume that you are happy for your child's photograph to be taken.

4) Cancellation of classes

- a) We reserve the right to cancel classes if necessary and will make every effort to inform you of this via telephone, internet or word of mouth.
- b) In the event of having to cancel a class we will invite the students to take part in another class of the same standard on another occasion, or may offer an alternative virtual class.
- c) In the event of a child having to cancel a private lesson every effort will be made to re-arrange it, however this is not always possible and it is at the discretion of the individual Teacher.
- d) If your child attends a private lesson and cancels at short notice, under no circumstances will the lesson be re-arranged. Short notice is less than 24 hours.

5) Termination of your child from the school

- a) If you wish to take your child out of the school then you must give at least four weeks' notice in writing. This must be during term time so does not include the school holidays. (This rule includes termination of single subjects).
- b) During this period payment will be taken of all the classes that your child is timetabled to take part in, regardless of whether they attend.

6) Data Protection

Please view our separate Data Protection Policy

Before entering the school, parents must agree with our terms and conditions.