

# **The Brenda Key School of Dance**

**Established in 1972**

## **Terms and Conditions**

1. Fees are payable termly in advance, invoices must be settled no later than the due date, or following the receipt of an invoice where a student has enrolled during the year.

Brenda Key School of Dance (BKSOD) may not allow a child to participate if fees are unpaid, unless prior written agreement and arrangements are in place for settlement. A reminder for fees not paid by the due date will incur a £10 administration charge.

2. Fees are based on the number of weeks in a term which may vary; this is usually 10-14 weeks per term. Fees will be pro rata when a student starts during the term.

Payment by cheque will incur a £3.00 handling fee.

3. Fees and timetable are subject to change and BKSOD will advise accordingly.

4. Half a term written notice is required for any pupil wishing to discontinue any class or leave the school prior to the end of term. If the required notice is not received, the full payment of the pupil's fees for the following half term will be due.

5. Should any pupil wish to discontinue any class or leave the school during the term, refunds for any unused classes will not be given.

6. Absence or non-attendance of classes will not be refunded.

7. Private lessons, whether for exam coaching, festivals, competitions or otherwise, must be paid in advance for these classes when they are booked. Refunds will not be given in the event of the pupil not attending pre-booked private lessons. Private lessons will be booked in writing and agreed by pupils, parents and BKSOD.

8. Pupils are required to attend class wearing the correct uniform.
9. Please ensure that your child goes to the toilet before class and brings a bottle of water, if desired, into the studio.
10. BKSOD does not accept any responsibility for any loss or damage to property left on the premises.
11. BKSOD ballet, tap dance and modern theatre classes will work towards RAD and ISTD exams. Pupils will only be entered when they have reached the required standard decided by the teacher. Pupils taking Graded exams will be required to attend a second weekly class in the term before the exam. Parents will be notified at the appropriate time.

Students wishing to take exams in Grades 4 and above, and pointe work, must attend two ballet technique classes weekly. BKSOD has the right to withdraw any pupil from an examination at any stage.

12. Fees for ballet, tap dance and modern theatre exams must be returned by the deadline; pupils will not be entered for exams unless cleared funds have been received.
13. BKSOD endeavors to ensure that your children are dancing in a safe and comfortable environment. We ask you to bring and collect your child promptly and provide us with written details of changes in drop off/pick up arrangements, special medical needs or any matter of concern which we should be aware of.
14. Pupils will not be allowed to leave the dance areas until they are collected. Written permission is required should you wish your child to be allowed to leave unsupervised.
15. Students must be registered for the classes, a record of attendance is held for health and safety and security purposes. Unregistered children will not be allowed to participate in the classes.
16. Please ensure that BKSOD is notified of any changes to pupil's contact details in writing. All details will be held in strict confidentiality (GDPR) and will not be passed on to outside parties, except to the examination bodies for children doing dancing exams where prior parental permission will be sought.
17. Parents/guardians are invited to watch classes during watch week, which is generally held at the end of each term. BKSOD reserves the right to cancel watch week. Filming and photography are not allowed except by permission and with the discretion of the teacher during watch week.
18. Pupils will be asked to leave without notice for any serious breach of the school's terms and conditions or for any other serious misconduct.

19. The school does not discriminate on any grounds, regularly monitors staff to maintain the school teaching policies and adheres to Health and Safety procedures to ensure that each child dances in a class appropriate to their level of development.

20. From time to time it is necessary for teachers to use safe touch to aid teaching and learning, to improve pupils' posture or assist in demonstrating movements. All touch should have a clear and legitimate purpose, the intent should be professional and unambiguous. This may include positioning of e.g.hands, legs, head. BKSOD will treat everyone with dignity and respect, and never touch a child in a way that would be considered indecent. Parents and students should feel free to object to these corrections and to ensure the teacher will respect their decision.

21. BKSOD is not registered as a body that offers childcare, therefore it is essential that a parent or carer/guardian remain on the premises while a child under 8 years is in class.

**By enrolling my child into The Brenda Key School of Dance, it is confirmed that parents and guardians accept the above terms and conditions.**