

# TERMS & CONDITIONS

V2.0.0 8th May

- STUDENTS ARE EXPECTED TO ATTEND THEIR LESSONS PUNCTUALLY AND REGULARLY.
- STUDENTS MUST ATTEND CLASS DRESSED AND GROOMED APPROPRIATELY WEARING THE CORRECT UNIFORM. THIS IS FOR HEALTH & SAFETY REASONS.
- STUDENTS MAY BE REQUIRED TO TAKE PART IN PERFORMANCES AND OPEN CLASSES. PRIOR NOTICE WILL ALWAYS BE GIVEN.
- FROGMORE DANCE SCHOOL DOES NOT ACCEPT RESPONSIBILITY FOR ANY LOSS/DAMAGE OF PROPERTY WHILE ON THE PREMISES.
- IT IS THE PARENT/GUARDIAN'S RESPONSIBILITY TO ENSURE THAT THEIR CHILD IS SUPERVISED OUTSIDE OF THE SPECIFIED CLASS TIMES WHILE ONSITE.
- A CERTAIN AMOUNT OF RISK IS CARRIED BY ANY PHYSICAL ACTIVITY. STUDENTS TAKING PART IN ANY CLASSES OR EVENTS RUN BY FROGMORE DANCE SCHOOL DO SO AT THEIR OWN RISK
- FROGMORE DANCE SCHOOL DOES NOT ACCEPT RESPONSIBILITY FOR ANY ACCIDENTS OR INJURY THAT MAY INCUR DURING CLASS. SUPERVISION AND MATTS WILL BE USED WHEN PRACTICING ACRO WHERE NECESSARY.
- FROGMORE DANCE SCHOOL HAS THE RIGHT TO TERMINATE A STUDENT'S INVOLVEMENT IN CLASSES IF THEIR BEHAVIOUR IS DEEMED UNACCEPTABLE.
- IT IS THE RESPONSIBILITY OF THE PARENT/GUARDIAN TO NOTIFY THE PRINCIPAL OF ANY ILLNESS OR INJURY THAT MAY AFFECT THEIR CHILD'S PARTICIPATION IN CLASS.
- PHOTOGRAPHS AND VIDEO FOOTAGE CONTAINING YOUR CHILD MAY BE USED FOR PROMOTIONAL PURPOSES INCLUDING USE ON OUR WEBSITE AND FACEBOOK PAGE IF PERMISSION IS GRANTED OVERLEAF
- LESSONS ARE TIMETABLED ON A TERMLY BASIS. PARENTS/GUARDIANS ARE EXPECTED TO CHECK THE TIMETABLE FOR ANY CHANGES AT THE END OF EACH TERM.
- ALL FEES ARE PAYABLE STRICTLY IN ADVANCE AND BY THE FIRST CLASS OF THE NEW HALF TERM IN FULL. IF YOU HAVE ANY DIFFICULTIES PLEASE DISCUSS THIS WITH ME PERSONALLY. PAYMENTS CAN BE MADE BY CASH OR BANK TRANSFER.
- WITH THE EXCEPTION OF NEW PUPILS ENROLLING DURING TERM TIME, NO DEDUCTIONS CAN BE MADE FOR MISSED CLASSES (EXCEPTIONS CAN BE MADE AT THE PRINCIPAL'S DISCRETION SHOULD A STUDENT SUFFER A LONG-TERM ILLNESS).
- HALF A TERM'S NOTICE IN WRITING IS REQUIRED FOR PUPILS WISHING TO LEAVE THE SCHOOL OR CHANGE CLASSES IN ANY WAY. ANY STUDENT LEAVING THE SCHOOL MUST GIVE THE CORRECT NOTICE PERIOD OR THEY WILL BE LIABLE FOR THE FOLLOWING HALF TERM'S FEES.
- SHOULD IT BE NECESSARY TO CLOSE THE SCHOOL ON THE ACCOUNT OF EPIDEMIC, NATIONAL CRISIS OR ANY CIRCUMSTANCES OUTSIDE OF FROGMORE DANCE SCHOOL'S CONTROL, FEES CANNOT BE RETURNED NOR COMPENSATION MADE FOR ANY PERIOD OF LOST SCHOOLING.
- ANY MEDICATION FOR THE CHILD NEEDED ONSITE AS INDICATED ON YOUR REGISTRATION FORM, SHOULD BE KEPT IN AN AIRTIGHT CONTAINER, CLEARLY LABLED WITH CHILDS NAME, DOASGE AND USE. THIS MUST BE HANDED TO THE TEACHER AT THE START OF EACH CLASS
- IT IS THE RESPONSIBILITY OF THE PARENT/GUARDIAN TO ENSURE THAT WE HAVE THE CORRECT DETAILS FOR YOU AND THE STUDENT, AND KEEP US UPDATED OF ANY CHANGES TO CONTACT DETAILS OR HEALTH DETAILS.

## HOW WE USE YOUR DATA - PLEASE SEE OUR GDPR POLICY FOR FURTHER INFO

- FOLLOWING REGISTRATION, YOUR DATA IS HELD ON A PASSWORD PROTECTED DATABASE WHICH IS ONLY ACCESSIBLE BY THE PRINCIPAL OR REQUIRED STAFF. THE PAPER REGISTRATION FORM WILL BE HELD ON FILE BY THE PRINCIPAL UNTIL THE STUDENT LEAVES THE DANCE SCHOOL. AT THIS TIME, THE STUDENT WILL BE REMOVED FROM THE DATABASE AND THE REGISTRATION FORM WILL BE DESTROYED AFTER 10 YEARS. DATA FOR CHILDREN THAT DO NOT CONTINUE THE CLASS FOLLOWING A TRIAL WILL BE DESTROYED BY THE END OF THAT SCHOOL YEAR.
- ANY FINANCIAL DATA AND REGISTERS WILL KEPT FOR 10 YEARS FOR TAX LEGISLATION PURPOSES.
- ANY DATA HELD IN THE ACCIDENT BOOK WILL BE HELD FOR 25 YEARS FOR INSURANCE PURPOSES.
- ANY PHOTOS OR VIDEO FOOTAGE OF YOUR CHILD TAKEN WHILE AT THE SCHOOL IF PERMISSION IS GRANTED OVERLEAF, CAN BE USED INDEFINITELY FOR PROMOTIONAL PURPOSES AND FOR THE SCHOOLS HISTORY.
- FROGMORE DANCE SCHOOL WILL NOT PASS ON ANY PERSONAL DETAILS TO A THIRD PARTY UNLESS IN INTEREST OF THE STUDENT, IE FOR EXAMINATION OR COMPETITION ENTRY.
- EMERGENCY CONTACT INFORMATION WILL BE AVAILABLE ON THE CLASS REGISTER FOR THE CLASS TEACHER IN CASE OF EMERGENCY.
- SHOULD YOU WISH TO SEE THE DATA WE HOLD FOR YOU, PLEASE ASK THE PRINCIPAL. THE DATA WE HOLD FOR YOU WILL BE THEN BE SHARED WITH YOU WITHIN 1 MONTH.

## PHYSICAL CORRECTION

There may be times when teachers in the school use physical intervention in respect of good teaching (adjusting arm lines, for example). It must be understood by all parents and guardians of students that this is deemed necessary in the safe and effective teaching of dance technique.

The Principal monitors the level of physical correction on a regular basis. If a parent/guardian is unhappy with this teaching technique, their concerns must be raised with the Principal immediately. The Principal will make a record of the concerns and will ensure that appropriate action is taken where necessary.

## FIRST AID

All Frogmore teachers and staff are trained first aiders. It is understood that first aid will be administered to students when deemed necessary and accidents and injuries recorded in the accident book. Severe injuries will be reported to RIDDOR. In the case on an emergency, and if the parent/guardian is absent, it is understood that teachers will act as loco parentis where necessary. An ambulance will be called and the parents contacted.