



Terms and Conditions

Dance Theatre Arts Academy offer weekly term time dance tuition to your child with the opportunity to take part in the wide variety of classes offered as well as other school events including the Annual Awards Ceremony, Examinations, School Holiday Events (Halloween Events, Summer Fun and Spring Parties) as well as the school's Annual Show. Students also have the opportunity to represent Dance Theatre Arts Academy at other Community Events from time to time.

You agree that you/your child will at all times adhere to these Terms and Conditions.

The obligations of all parties are detailed below and form part of our contract together.

Class Registration

On registering with the Dance Theatre Arts Academy it is essential that we can contact you in an emergency and that we know of any medical conditions which may affect you or your child during dance classes or associated events, so please provide us with this information. It is your responsibility to inform us of any change of contact or medical details so that our records are fully up-to-date at all times.

You can book an initial trial which is chargeable through our website booking page. Once your child has completed their introductory session we will send you an email asking you to confirm if your child will be returning and ask you to complete registration and payment plan procedures.

Confidentiality

Dance Theatre Arts Academy respects the privacy of every student enrolled at the school. Our Privacy Policy at www.dancetheatreartsacademy.co.uk/dtainfohub provides more information on how we process your information.

Fees

- Students are offered a trial session.
- Yearly fees have been divided into 12 equal monthly payments and are payable over a 12 month period (this includes the August summer holidays).
- All fees are paid in advance via direct debit on the first of each month.
- Once the trial session has been completed any additional fees due in the current month will be added to next month's fees and will be taken on the 1st of the next month.
- In the event that a parent wishes to cancel classes at the end of the school year – the last payment will be taken on the 1st August as this will complete that year's payable fees.
- In the event of classes being cancelled Dance Theatre Arts Academy will reschedule the sessions, unfortunately if students cannot attend no refunds will be issued.
- There are no reductions for missed classes due to sickness, holiday, school events etc.
- If you decide to withdraw your child from Dance Theatre Arts Academy classes **a month's notice is required in writing.**

All class fees, exam fees, event fees and show fees are non-refundable.

Fees will be reviewed annually.

Fees will be charged as follows:

- 45 minute class = £23.00 per month
- 60 minute class = £28.00 per month
- 30 minute class = £15.00 per month
- 75 minute class = £30.00 per month

DTA Academy offer the following discounts:

A 10% discount is offered to all students who take 3 or 4 classes per week.

A 15% discount is offered to all students who take 5 classes or more per week.

We also offer a 10% sibling discount to all children in the same family if they do not qualify for other discounts

IDTA & ISTD Examinations

All students are given the opportunity to take the International Dance Teacher Association (IDTA) or Imperial Society of Teachers (ISTD) examinations. The cost of exam entrance and extra coaching is not included in your school fees. These are payable separately prior to the exams being undertaken. Once paid the exam fees are non-refundable.

Uniform

All students must wear the correct uniform for class and this should be in place by the end of their first half term, the full uniform requirements for each class are listed on our website - www.dancetheatreartsacademy.co.uk/uniform

All uniforms should be ordered via the Dance Theatre Arts Academy website. If you have any queries please email us.

Students in all classes must wear appropriate footwear for that class and ensure that hair is secured away from the face and all long hair is tied back. Students taking ballet classes must wear their hair in a classical bun.

This is compulsory from Primary onwards. For advice about how to put hair in a bun, please speak to Charlotte Thompson or Linda Higgs or visit the DTA Info Hub page on our website www.dancetheatreartsacademy.co.uk

Jewellery (except small stud earrings) and watches are not permitted to be worn. Dance Theatre Arts Academy is not responsible for loss of or damage to any valuables which are brought into, or left at the school.

Mobile phones

The use of mobile phones is strictly forbidden during class and we advise students to leave these at home, unless they are travelling to and from the venue on their own. In which case they must remain in their bags at all times. We will have a designated area for bags and they will not be accessed during class. Students found using a mobile phone during class will have them confiscated until the end of their final session of the day.

Dance Theatre Arts Performance Teams

If you are invited to join one of the Dance Theatre Arts Performance Teams it is compulsory that you purchase the team uniform and attend the additional team classes. Attendance will be monitored and should you fail to attend the lessons or do not take part in a performance then your place may be offered to someone else. Full performance team terms and conditions will be sent out with the invite.

Annual Shows

- Dance Theatre Arts Academy Annual Show information pack will be sent to parents four to six months before the show date.
- Costume and Show Fees must be purchased by parents – details will be included in the pack including costs.
- Costume and Show Fee payments can be made in instalments or in full by the date listed in the pack.
- Show Fees are non-refundable.
- Students' costumes will not be ordered until full payment has been received.
- All students are required to attend all dress rehearsals and ALL show day performances.
- Failure to do so may result in the child being removed from the show.

Class Etiquette

Whether in class or representing the school at an external event, all students are expected to promote a positive atmosphere and to behave in a way which shows care and respect for the needs of the students, the Dance Theatre Arts Team and their environment. Negative comments will not be tolerated and Dance Theatre Arts Academy reserves the right to exclude your child from any activity where they deem there has been a breach of the Terms and Conditions.

Viewing Classes

Parents are not permitted to watch the weekly dance classes from within the dance studio/hall as this can be distracting for both the students and the Dance Theatre Arts Academy team.

We invite all parents to join us to view and celebrate their child's progress at our parent viewing days, Annual Awards Ceremony and the Annual School Show. Charges may be required for watching some events.

When students are participating in community events, family and friends are usually welcome to attend. Entry fees may be payable to the event organisers.

Queries

If you have queries or questions which may need to be discussed at length or in private, please do not raise them with our team at the start or finish of dance classes. This can delay the scheduled class timetable.

All grievances or concerns should be discussed in private with Charlotte Thompson, Principal and not directly with any of the Dance Theatre Arts Academy team, volunteers, students, parents or members of the public either in person, on social media or on any other online forum.

Dance Theatre Arts Academy does not tolerate verbal, physical or online abuse towards any member of the Dance Theatre Arts Academy team or associated volunteers with the school, or at external events, under any circumstances. Please contact Charlotte Thompson, Principal by telephone to discuss – 01708 922219.

First Aid

The Dance Theatre Arts Academy team are trained first aiders. First aid will be administered to students when deemed necessary. Accidents and injuries will be recorded in the accident book. Severe injuries will be reported to RIDDOR.

In the case of an emergency, and only if the parent/guardian is absent, a member of the Dance Theatre Arts Academy team will act in loco parentis.

Child Protection

Dance Theatre Arts Academy follows a strict child protection policy which is available to view www.dancetheatreartsacademy.co.uk/dtainfohub

Because of the physical nature of dance, there may be times when the teacher will physically correct your child in order to ensure all movements and positions are correctly executed, and to avoid injury.

You are responsible for the supervision of your children in all areas of the dance school location prior to the class starting, for any additional children waiting with you during the class, for collecting your children immediately their class is finished and for the supervision of your children in all areas of the dance school location following the class. The Dance Theatre Arts Academy cannot be held responsible for children outside of their lesson times (except for the scheduled lunch breaks). If there is an issue with collecting your children after a class, please speak to the class teacher prior to the start of the class.

All parents are required to drop off and collect their children at the beginning and at the end of class. Our venues do not provide us with waiting areas.

Photo Policy and Consent

Dance Theatre Arts Academy will take photos of the students in class and at special events for advertising purposes.

Photos may be used for the following:

- Production of flyers, advertisement in newspapers for advertising purposes.
- Website open pages for advertising purposes.
- Facebook and Instagram open pages for advertising the school. Please note that these are linked and content placed on one page will automatically appear on the other pages.
- Facebook closed pages for parents viewing only.
- You Tube Dance Theatre Arts Academy page.
- Annual School Show – photos and videos will be taken during performances – please note if you do not want your child to be photographed they will NOT be able to take part in shows.

All parents agree to photos being used by accepting the Dance Theatre Arts Academy Terms and Conditions. If you do not want your child to be photographed for any of the above uses please let us know in writing detailing your exact requirements.

Online classes

Dance Theatre Arts Academy will not be held responsible for any damage or injuries incurred during online dance classes. Participants must agree to follow sensible precautions before taking part in any online dance class.

- There should be a minimum of 2mSq of floor space and a minimum 2 metre clearance from floor to ceiling per participant in the room when undertaking the dance/exercise class.
- There is no glass, china or other breakable material that may lead to injury in the room for the duration of the dance/exercise.
- For any participant aged under 16, an appropriate adult (parent/carer 18+) must be present in the room at the same time.
- If the participant is unable to follow the instructor's instructions they should cease the class immediately until it is possible to ask the instructor for further guidance.
- Participants should have access to water in a closable/spill proof container.

- There should be a maximum of two participants undertaking the dance class in the room at any one time (or two participants plus one supervising adult).
- There are no animals in the room for the duration of the dance class.
- No photography or videoing is permitted unless authorised by the principal.
- All participants are required to wear suitable dancewear for online classes.
- Online classes are for Dance Theatre Arts Academy members only and strictly the copyright of Dance Theatre Arts Academy they are not to be shared, duplicated or published on any other platforms.

Dance Theatre Arts Academy reserves the right to amend or alter these terms and conditions at any time without prior notice.

Last updated 05/08/24