

Ipswich School of Dancing

TERMS & CONDITIONS AND SCHOOL POLICY

Terms & Conditions

Ipswich School of Dancing offers dance tuition to you/your child, the opportunity to take part in the examinations, shows and competitions, and to represent Ipswich School of Dancing at other events.

You agree that you/your child will at all times adhere to the School Policy as detailed below. The obligations of all parties are detailed in the School Policy below, and form part of the Terms & Conditions.

Fees

Classes and one to one lessons are available on a PAYG basis or as part of a subscription package. When purchasing a subscription package, you are still required to book each class you will be attending via your account on our website. If you do not book a class you may not be permitted entry.

All lessons and classes have a 48 hour cancellation period. After this time your class or lesson will not be exchanged for another time slot. All fees are non-refundable.

Uniform

Uniform is preferred but not compulsory. Please see our website or speak to a member of staff to order any uniform items. We also have a second hand uniform shop.

If you do not have uniform, please dress appropriately for the activity you will be taking part in.

Students in all classes must wear appropriate footwear, ensure hair is secured away from the face and all long hair is tied back.

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

Ipswich School of Dancing reserves the right to refuse inappropriately dressed students' entry to the class, without a refund.

Class Etiquette

Ipswich School of Dancing is proud of its high standards of dance, skills and behaviour and its excellent reputation.

Whether in class or representing the school at an external event, all students and parents 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 Ipswich School of Dancing's team, and their environment.

In the best interests of both pupils and the Ipswich School of Dancing team we do not encourage the parallel attendance of another local dance school offering the same dance styles and syllabus. If you currently do, or wish to, attend another dance school as well as Ipswich School of Dancing please contact us to discuss this further.

Viewing classes

Only those partaking in classes will be permitted entry into the dance studio. If you would like to watch your child, especially if it's their first time with us, please get in touch and we will do our best to accommodate.

We invite all parents to join us to view and celebrate their child's progress at our events. Costs of participation, will be detailed in advance of these 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 sent in writing to info@ipswichdance.co.uk. They should not be discussed directly with any of the Ipswich School of Dancing team, volunteers, students, parents or members of the public either in person, on social media or on any other online forum. Ipswich School of Dancing does not tolerate verbal, physical or online abuse towards any member of the team or associated volunteers within the school, or at external events, under any circumstances.

Class Cancellations and Cover

Ipswich School of Dancing reserve the right to amend the class timetable or to cancel classes at their discretion. In the event that a class is cancelled due to adverse weather conditions, teacher illness or any other circumstances, a substitute class may not be offered. There will be no refunds to those on subscription packages although you may wish to exchange to a different class.

First Aid

The Ipswich School of Dancing 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. In the case of an emergency, and only if the parent/guardian is absent, a member of the Ipswich School of Dancing team will act in loco parents.

Confidentiality

Ipswich School of Dancing respects the privacy of every student enrolled at the school. Our Privacy Policy at ipswichdance.co.uk provides more information on how we process your data. 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.

Your/your child's enrolment/registration form must be completed with all necessary details and is considered to be an indication of your agreement to the Terms & Conditions of your contract with Ipswich School of Dancing.

Child Protection

The school follows a strict child protection policy which is available to view at ipswichdance.co.uk. We summarise some important points below:

- Because of the physical nature of dance, there may be times when the teacher will physically correct you/ 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. Ipswich School of Dancing cannot be held responsible for children outside of their lesson times. 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 students must arrive on time for their class and participate in the warm-up at the start of the lesson. This routine is a vital part of the prevention of injuries in class.
- There will be occasions during school shows and events when you/your child will be videoed/ photographed and images may subsequently be used for school notice boards or to promote the school in other media. You have the opportunity to give or withhold consent in this regard on enrolment. You may update your preferences by contacting us on info@ipswichdance.co.uk

- The Ipswich School of Dancing team and volunteers are unable to assist with toileting young children due to child protection. Please ensure your child has been to the toilet before starting their class and, if they are unable to independently use the toilet, please be available for the duration of the class to assist in this regard.

Attending any class at Ipswich School of Dancing implies that:

You understand and agree to these Terms & Conditions; and that You/your child understand and agree to follow the School Policy.

Failure to comply with the School Policy may lead to you/your child being asked to leave the School without refund of any fees already paid.

Please note this document will be updated from time to time. The current version of this document and our Privacy Policy can be viewed at ipswichdance.co.uk

All Ipswich School of Dancing decisions are final.