



Elite Dance & Theatre Tuition Ltd Terms & Conditions and School Policy

Terms & Conditions

Elite Dance & Theatre Tuition Ltd (Elite) offer weekly term time dance tuition to you/your child, the opportunity to take part in the Annual Showcase, the Annual Presentation & Awards Day, and to represent Elite at other Community Events from time to time.

You agree that you/your child will at all times adhere to the School Policy below.

The obligations of all parties are detailed in the School Policy below, and form part of the Terms & Conditions of our contract together.

School Policy

Fees

A fee of £20.00 is payable for enrolling your child with Elite.

A fee of £5.00 is payable for your child to attend a taster session of their preferred dance class. This fee will be deducted from your first monthly fee invoice.

The annual fee for the 36 term time sessions of the class or membership option you have chosen may be paid in one payment, or spread over a 12-month payment plan. Payment is required in full for all lessons regardless of attendance.

Monthly fees will be charged to your nominated debit or credit card on the 1st working day of each month.

All fees are non-refundable.

Uniform

A complimentary Elite t-shirt is provided to every student on enrolment.

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

In classes where no uniform is required, students are expected to wear a t-shirt, comfortable leggings, shorts or jogging bottoms, and appropriate indoor footwear.

In classes where uniform is required, students will be expected to attend every lesson in uniform by the end of their first half term.

Uniform can be ordered through the website, or via a uniform order form accompanied by payment in full. Please ask to see the Uniform Catalogue for more information.

In all Ballet classes, students are expected to wear their hair in a classical bun. This is compulsory from Grade 2 Ballet onwards. For advice about how to bun hair, please do speak to the class teacher.

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

Elite reserves the right to refuse inappropriately dressed students entry to their class. No refund will be given.

Class Etiquette

Elite 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 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 Elite team, and their environment.

In the best interests of both pupils and the Elite 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 Elite, please contact Miss Hayley to discuss this further.

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 Elite team.

We invite all parents to join us to view and celebrate their child's progress at our Annual Presentation and Awards Day, at our Annual Showcases, and at Community Events.

Queries

If you have queries or questions which may need to be discussed at length or in private, please do not raise them with the Elite team at the start or finish of dance classes as this causes delays to the scheduled timetable.

All grievances or concerns should be discussed in private with Miss Hayley and not directly with the Elite team, volunteers, students, parents or members of the public either in person or on social media or online forums.

Elite does not tolerate verbal, physical or online abuse towards any member of the Elite team or associated volunteers within the school or at external events under any circumstances.

Please contact Miss Hayley in relation to any queries or questions you may have relating to Elite, by email info@elitedanceandtheatretuition.co.uk or telephone 07842 902 207.

Class Cancellations and Cover

In the event that a dance class is cancelled due to adverse weather conditions, teacher illness or other unforeseen circumstances, all efforts will be made to timetable a replacement lesson for another day or time.

First Aid

The Elite 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 Elite team will act in loco parentis.

Confidentiality

Elite respects the privacy of every student enrolled at the school.

Our Privacy Policy at www.elitedancebicester.co.uk will provide for more information on how we process the information you provide to us on enrolment.

It is essential that we are able to 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 to enable us to care for you or your child. 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 as an indication of your agreement to the Terms & Conditions of your contract with Elite.

If a registration form is not completed by your/your child's second lesson, we will no longer be able to accommodate you/your child within the class.

Child Protection

The school follows a strict child protection policy which is available to view upon request.

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. Elite Dance & Theatre Tuition Ltd 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@elitedanceandtheatretuition.co.uk. Find out more about how we process your information in our privacy policy at www.elitedancebicester.co.uk
- The Elite 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 Elite Dance & Theatre Tuition Ltd 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 upon request or on the school website www.elitedancebicester.co.uk