

TERMS & CONDITIONS JANUARY 2023

FEES

- For the first half term of attending lessons please pay weekly. An email invoice will be generated for the number of upcoming weeks in the half term, and it can be paid via bank transfer (details of which are listed on the invoice), or by using a credit/debit card; cash and cheques are not accepted. Lessons operate all year round with approximately 8 weeks off throughout the year.
- The following half term, invoices must be paid in full by the date shown to secure the student's place. Failure to pay on time will result in the student being refused lessons.
- Fees are non-refundable and non-transferrable despite the students' attendance. The fees secure the students place in the class.
- Should lessons be cancelled for a reason of which the teacher or principal has no control, ie, snow preventing travel or heat preventing safe lesson delivery, lesson refunds or compensation cannot be given.

HOLIDAYS

- We operate lessons throughout the summer holidays to keep routine for the children and to continue their development.
- Throughout the academic year (September-August), you can request a maximum of 4 'holidays per subject', where you do not have to pay for lessons. The maximum holidays a family can apply for in the month of August is 2 weeks.
- Holiday requests must be placed via email at least 3 weeks prior to the start of the half term in which your holiday falls. Failure to request holidays in time will result in normal class charges being applied. Other missed classes are still chargeable.

PARENT-PORTAL <https://app.classmanager.com/portal/locomotion-dance-studios>

- ✓ Manage lessons, ✓ Invoices, ✓ Messages, ✓ Personal data such as address', ✓ Emergency contact numbers, ✓ and more!
- Locomotion Dance Studios uses the online payment system Class Manager to store data, generate registers, invoice customers and **is our main form of communication; please mark us as a trusted sender via email**, and view Class Manager's Privacy policy.

UNIFORM

- Students must attend in the correct class uniform with their hair neatly tied up on their faces and must remove all jewellery.
- Details of individual class uniform requirements are available on our website. Please label your student's uniform.
- Locomotion Dance Studios do not take any responsibility for the loss of or damage to any properties left on the premises.

STUDENT SAFETY

- Students and their guardians must inform their teacher of any injuries or illness prior to their class commencing.
- Locomotion Dance Studios do not accept any responsibility for accidents / injuries which may occur whilst participating in classes.
- Physical contact assists when demonstrating correct dance technique however, this is only practiced when absolutely necessary.
- By registering with us, you authorise LDS to provide first aid treatment where necessary. (Guardians will be notified of treatments).

BEHAVIOUR & ETIQUETTE

- Commitment, good attendance, and punctuality is expected. Continuous non-attendance or lateness will result in expulsion.
- Students must conduct themselves in a disciplined manner and be respectful to both teachers and fellow students at all times, ensuring the safety and well-being of everyone. Our behaviour management policy is available on our website.
- Mobile phones must not be used during lesson time and they should be switched to silent if brought into class.
- We reserve the right to exclude students who are not responding to training, misbehave or fail to follow the school rules.

ATTENDANCE & NOTICE TO LEAVE

- Should the student be unable to attend a lesson, please notify us prior to their class to ensure an accurate register can be taken.
- Should a student wish to withdraw from a class, a half a terms' written notice is required, or a half term's fees will be liable.
- Locomotion Dance Studios is a school and therefore, there is no joining fee and you do not re-enrol each September.

POLICIES and TERMS & CONDITIONS

- A wide range of our policies are available on our website. Additional policies are available upon request.
- We reserve the right to amend or alter these terms, conditions, and pricing at any time, updates of which will be emailed to you.
- Students cannot perform choreography learnt whilst studying at Locomotion Dance Studios in a public place without authorisation, nor can students use the choreography for any other purposes such as educational exams etc. This is a breach of copyright.

I have read, understood, and agree T&C's above, and agree to update our family's details on the portal when necessary.

PHOTO RELEASE AUTHORISATION

I have stated on the portal (yes/no) whether the named student can be photographed & filmed for the use of advertising on social media, leaflets, website etc.

THE ABOVE TERMS AND CONDITIONS HAVE BEEN AGREED TO ON THE CLASS PORTAL UPON REGISTRATION.