



TERMS & CONDITIONS **UPDATED** NOVEMBER 2025

STUDENTS REQUIRE A FRESH, SPORT CAPPED WATER BOTTLE FOR LESSONS.

Updates to Locomotion Dance Studios' Terms & Conditions are emailed to families and the latest version is always listed on our website.

Digital Payments Only – Cash and Cheques Are Not Accepted

Lesson Invoices & Payments

- Invoices are issued via email 4 weeks in advance to cover two paydays and are also accessible through the Class Manager Portal App – please download it 😊.
- Families can plan payments using the term dates, timetable, and lesson costs listed on our website.
- Payment is due on the first day of the half term, as shown on the invoice.
- Payments are preferably made via bank transfer:
 - **Locomotion Dance Studios** **Sort Code: 40-39-07** **Account Number: 42755785**
- Invoices can also be paid via credit/debit card through the app which incur high charges for Locomotion.

Payment Schedule

- For the first half term, payments should be made weekly via bank transfer.
- After the initial half term, invoices must be paid in full by the first day of the half term.
- Payments secure your student's place in classes, camps, workshops, or special events. All payments are non-refundable and non-transferable, regardless of attendance.

Dance Camps / Workshops / Movie-Nights

- Dance camp, workshop, or movie-night invoices must be paid within 7 days of booking to secure your student's place. Fees are non-refundable and non-transferable.

Lesson Cancellations

- If lessons are cancelled due to reasons outside the studio's control (e.g., snow, extreme heat, school cancellations, or teacher illness), 60% of the lesson cost will be credited to the student's Class Manager account.

Late Payment Fees

- A £7 late fee will be applied to invoices that remain outstanding 2 days after the due date.
- For each additional week from the payment date that an invoice remains overdue, a further £7 fee will be added.
- Automated reminders will be sent on the invoice due date and before any late fees are applied.
- Participation in classes may be paused until all outstanding payments are settled.

Disputed Payments

- If you believe an invoice is incorrect, please notify us by email within 7 days of receiving it.
- Fees on the disputed amount will be paused while we review the situation.

Collection Costs

- In rare cases of continued non-payment, any costs incurred by Locomotion Dance Studios to recover fees, including legal or collection costs, will be added to the outstanding balance.

Term Dates

- Term dates can be found in the Newsletters, on the Class Manager Portal, and on our website.
- Syllabus lessons operate for approximately 46 weeks per year, including sessions during the Easter and Summer holidays. After-school clubs operate during school term times only.

Parent Portal [<https://app.classmanager.com/portal/locomotion-dance-studios>]

* View lessons * Access invoices * Update personal details * Manage emergency contacts *...and more!

- Locomotion Dance Studios uses Class Manager to securely store data, generate registers, and issue invoices. Their Privacy Policy is available on the Class Manager website.
- Please add our email address to your trusted sender list as email is our primary method of communication.



Uniform

- Uniform requirements for each class/grade are listed on page 5.
- Students must attend in the correct uniform, with hair neatly tied away from the face and no jewellery
- All clothing and shoes should be clearly labelled.
- Locomotion Dance Studios cannot accept responsibility for the loss or damage of any personal items brought onto the premises.

Student Safety

- Students/guardians must inform the teacher of any injuries or illness before class begins.
- By registering with Locomotion Dance Studios, guardians authorise staff and approved chaperones to administer basic first aid if required. Guardians will be notified of any treatment given.
- Locomotion Dance Studios is not liable for accidents or injuries that may occur during classes or performances.
- Physical contact may be required to support correct dance technique; teachers will always seek permission first.

Behaviour & Etiquette

- Commitment, good attendance, and punctuality are expected. Ongoing non-attendance or lateness may result in the student being removed from the class.
- Students and families must conduct themselves respectfully, ensuring the safety and well-being of others. Persistent negative behaviour may result in a student's registration being revoked. Our full Behaviour Management Policy is available on our website.
- We reserve the right to exclude students who consistently misbehave, do not respond to training, or disregard school rules.
- Mobile phones must not be used during lessons. If a student needs to keep a phone nearby for personal reasons, the teacher must be informed.

Attendance & Notice to Leave

- If a student is unable to attend, please notify us before their class so the register can be accurately updated.
- To withdraw from a class, half a term's written notice is required. Without notice, half a term's fees will be charged.
- Locomotion Dance Studios does not charge a joining fee, and annual re-enrolment is not required.

Policies and Terms & Conditions

- Many of our policies are available on our website. Additional policies can be provided on request.
- We reserve the right to amend these terms, conditions, and pricing at any time. Updates will be emailed to families.
- Choreography taught at Locomotion Dance Studios is protected by copyright. Students may not perform, share, or use choreography in public, online, or for any other purpose (including exams) without written permission.

Photo/Video Authorisation

- Consent for photographs and filming is recorded on the Class Manager Portal (Yes/No). Media may be used for promotional purposes including social media, leaflets, and our website.

By registering with Locomotion Dance Studios, you confirm that you have read, understood, and agree to these Terms & Conditions and will keep your information on the Parent Portal up to date.

These Terms & Conditions were agreed to upon registration, are available on our website, displayed in the Welcome Room, and sent termly via our Welcome Email.



What Your Lesson Fee Covers:

- **Class Assistants:** Student Assistants are paid for the valuable work they provide during their contracted hours, recognising the responsibility, professionalism, and commitment required to support both the teacher and the class. Their role includes preparing lesson equipment, demonstrating exercises, supporting behaviour management, helping to organise groups, guiding younger pupils through routines, offering one-on-one encouragement, and ensuring the class runs smoothly and safely. Their presence allows the teacher to focus on high-quality instruction, technical correction, and class progression, while the assistant provides additional eyes, hands, and support. This creates a more personalised learning environment for every child. Students benefit enormously from having assistants in the room — they receive more individual attention, additional reassurance, and faster practical help, which is especially valuable for new, shy, or younger dancers. Having positive role models present also strengthens confidence, nurtures teamwork, and helps build a warm, encouraging, and well-supported studio atmosphere.
- **Hall and studio hire:** hall hire costs securing a safe, accessible, and appropriate space for classes.
- **Professional insurances:** public liability, employers' liability, teacher indemnity, equipment insurance.
- **Music licensing fees:** PRS, PPL, and other legal licences required for playing, editing, or performing to music.
- **Examination board memberships:** enabling students to take accredited exams (e.g., IDTA, Acrobatic Arts, Society for Education and Training) and maintaining professional standards.
- **DBS checks & safeguarding compliance:** including annual safeguarding training, plus Level 3 First Aid qualifications for teachers and chaperones.
- **Class Management System:** subscriptions for booking systems, registers, policies, tuition tracking, and communication tools.

Teaching Resources & Equipment

- **Specialist flooring and safety equipment:** Harlequin dance floors, floor tape, acrobatic mats, yoga blocks, resistance bands.
- **Learning aids:** skill cards, hula-hoops, bean bags, ribbons, scarves, wands, balance tools, musical instruments, and other age-appropriate props.
- **Educational materials:** subject-specific books, teaching manuals, activity cards, and syllabus guides.
- **Rewards and recognition items:** stickers, certificates, "Star of the Week" awards/trophies.
- **Uniform stock:** holding items on site for convenience and faster access for parents and students.

Technology & Studio Tools

- **Music and sound systems:** speakers, microphones, PA equipment, cables, adaptors etc.
- **Lighting & effects:** bubble machines, projectors, small show lights, and portable staging accessories.
- **Office and printing equipment:** ink, laminating pouches, folders, paper, pens, highlighters, whiteboard pens, chalk board pens, scissors, other stationery, arts & crafts tools, and storage boxes.

Administrative Work (Often Unseen but Essential)

- **Timetable** organising.
- **Responding** to emails, texts, WhatsApps, and social media messages.
- **Managing** social media content (Facebook/Instagram/TikTok)
- **Sourcing, editing, and purchasing** music for classes and performances.
- **Costuming:** researching, ordering, organising, labelling storage boxes, and fitting show costumes.
- Lesson **planning**, term mapping, and syllabus upkeep.
- **Uniform ordering.**



- **Completing BOPA forms** and other local authority documentation.
- **Writing** and reviewing **school policies**, safeguarding protocols, and risk assessments.
- **Coordinating** hall hire, exam days, workshops, and performance **events**.
- **Designing** posters, schedules, and marketing materials.
- **Liaising** with schools regarding **after-school clubs** and **community performances**.
- Communicating with the **IDTA** regarding exams, scheduling, and paperwork.
- **Completing examination** forms, result entries, and candidate submissions.
- **Maintaining** attendance **systems**, registers, and safety records.

Creative & Artistic Responsibilities

- **Choreographing** routines for classes, exams, and performances.
- **Researching, selecting, & editing** appropriate **music** and concepts for each age group.
- **Creating** engaging warm-ups, games, and technical exercises.
- **Designing** show themes, staging ideas, and costume concepts.

Communication

- With parents to discuss progress, concerns, or goals.
- With venues, schools, examiners, and industry professionals.

Ongoing Personal & Professional Development

- **Attending CPD** courses, workshops, and annual training.
- Keeping up to date with **syllabus changes**, dance trends, and industry standards.
- **Researching** new teaching methods and creative approaches.

Event & Show Management

- **Organising** timetables, dress rehearsals, tech rehearsals, and backstage supervision.
- **Producing** running orders, cast lists, and backstage documentation.
- **Managing** ticket sales, programme design, advertising, and logistics.

And So Much More...

Thank You

As a small business, Locomotion Dance Studios has many bills to cover, and timely payments help us continue providing a safe, fun, and inspiring environment for all our dancers.

I sincerely thank you for your understanding and support.

