

TERMS & CONDITIONS SEPTEMBER 2021

FEES

- For the first half term of attending please pay weekly by placing the correct fees in an envelope with the student's name on the front.
- Following this, our online payment system (Class Manager) will generate invoices, in advance for the upcoming half term, (inclusive of all your lessons), and email them directly to you. Upon receiving the invoice, you have the option to pay via bank transfer (BACS as detailed on your invoice), using your credit/debit card, or cash; cheques are not accepted. Invoices must be paid by the date shown on the invoice to secure the students place for the upcoming half term. Failure to pay on time will result in the student being refused lessons. Fees are non-refundable and non-transferrable despite the students' attendance.

HOLIDAYS

- Throughout the academic year (September – July) you can request up to a maximum of 4 'holidays', where you do not have to pay for lessons. Holiday requests must be placed via email at least 4 weeks prior to the start of the half term in which your holiday falls. Failure to do so will result in normal class charges being applied. Other missed classes are still chargeable.
- Should lessons be cancelled for a reason of which the teacher or principal has no control, refunds or compensation cannot be given.

COVID-19

- If a member of your household tests positive for Covid-19 we ask that you inform us and you do not attend lessons.
- In the event of a local-lockdown, or if your dancer is self-isolating, lessons will be delivered via Zoom; refunds cannot be given.

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

✓ Manage your 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

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

STUDENT SAFETY

- Students and their guardians must inform their teacher of any injuries or illness prior to their class commencing.
- We do not accept any responsibility for accidents / injuries which may occur whilst participating in classes.
- Physical contact may be necessary when helping to demonstrate correct dance technique however, considering 'Covid-19', this will only be practiced when absolutely necessary, and personal protective measures are in place for both student and teacher.
- 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 may result in expulsion.
- Pupils must conduct themselves in a disciplined manner whilst attending classes 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 from 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 via email Hello@LocomotionDance.co.uk or via the Facebook page 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. If they are not returning after the summer holidays, notice must be given by the end spring term 2.

POLICIES and TERMS & CONDITIONS

[Please view our Covid-19 policy on our website.](#)

- A wide range of our policies are available on our website. If you require a policy not listed, let us know and this will be emailed to you.
- 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 LDS 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 to the Covid-19 policy. I have read, understood, and agree terms and conditions above.
I agree that I personally, will continue to check the class portal and update our family's details where necessary.

PHOTO RELEASE AUTHORISATION YES / NO [delete as appropriate]

I give permission for the named student to be photographed & filmed for the use of advertising on social media, leaflets, website etc.

STUDENT NAME **DATE OF BIRTH**

PARENT/GUARDIAN **SIGNATURE**

DATE