

Florian School of Dance

Terms and Conditions

April 2024

THE
FLORIAN
SCHOOL of
DANCE

Enrolment, Trials and Fees

Enrolment takes place over the summer ahead of the new academic year beginning each September. Unless notified in writing, enrolments last for the academic year, i.e. there is no need to re-register for the spring and summer terms once registered in the autumn. A fee is charged for each class enrolled in per term and the fee structure can be requested from the principal.

Fees are invoiced for a whole term and sent at the beginning of each term: September, January and April. Fees will only be pro rata when a student enrolls after a term has begun. Invoices will be sent via email. Please make sure that we have the correct name and contact details for the person who is responsible for paying the class fees.

We offer trials for all classes on the timetable. In the case of trial classes, an invoice will be raised if a student decides to join the class and the trial will be counted as the first lesson. If a student decides not to enrol, there is no charge for the trial.

Discounts

We have two discount offers for clients and their families:

- 10% discount on second classes and/or classes attended by siblings
- 15% discount on fourth and subsequent classes per week for an individual

The discount will be removed if payment is not received in accordance with the terms and conditions.

Private lessons

Private lessons can be arranged via the principal and will be invoiced separately to term fees. Private lessons are not subject to any discounts. Please ask for pricing.

Payments

Payment should be received within 14 days of issue. Florian School of Dance reserve the right to exclude students from class until payment is received. Payment can be made online via Stripe or by bank transfer. Cash is not accepted. For bank transfers, please use the invoice number quoted on the invoice or the student's surname.

Florian School of Dance does not accept any liability for bank charges that you may incur. The responsibility lies with you to ensure all payments are settled at the time of booking.

Late payments

The payer will receive written notice via email if payment has not been received in accordance with these terms and conditions.

Registration, attendance, absence, venue alteration or cancellation

A register will be taken at the start of every class by the teacher. This records attendance for purposes of safety and security.

Students are expected to attend classes regularly and punctually. Late arrivals disrupt the class and means that the latecomer misses instructions and/or the warmup at the start of class, which is important to prepare the body and mind for class, but also to prevent injury.

No deductions or refunds can be made for missed classes. Exceptions may be made at the discretion of the principal in the event of unexpected long-term illness.

If a class needs to be moved to a different venue, or has to be cancelled due to teacher illness or some other unforeseen event within our control, Florian School of Dance will endeavour to reschedule the class. This may be on a different day or time to the normal schedule or may involve an extension to term time dates. If we need to make an alteration to a dance lesson venue or cancel a class, we will endeavour to give as much notice as possible and reschedule the class to the best of our ability. We will post any changes to venue or cancellations on our social media sites and by means of contact via email. No refunds will be given in this case. If a class cannot be rescheduled in this way, then any missed classes will be credited and applied to the next term's fees.

If a class needs to be cancelled due to circumstances beyond our control such as adverse weather conditions or road closures etc then we will post any cancellations on our social media sites and endeavour to contact you via email or mobile. In these instances, classes will not be rescheduled, and we are unable to offer a refund or alternative class.

Except as noted above, we do not issue refunds for any reason, including non-attendance.

Florian School of Dance reserves the right to alter the advertised teaching schedule and teaching staff without prior notice. Any changes to classes or teachers will be communicated in written format as soon as possible. Please make sure your contact details are always up to date and check communication methods regularly for any changes.

Parental/ carer/ guardian responsibility

It is expected that the parents/carers of children age four and under who attend nursery classes will remain at the venue whilst the lesson takes place.

All students under the age of 11 must be collected by a parent/carer. If a student is leaving with a friend, the principal/teacher responsible should be notified in advance by the parent/carer. Permission must be given in writing to the principal for any secondary age students wishing to leave classes alone.

Children should ideally come ready dressed in uniform for class with outdoor clothing over the top and younger children should have been to the toilet before the class starts. Please do not send your children to class with any items of clothing that they cannot put on or take off easily by themselves. Toilets and/or a room to change are available at all venues where classes take place if required.

Waiver

Physical contact may be necessary time to time by teaching staff at Florian School of Dance. It is also required to offer comfort to distressed children or to administer First Aid. Please refer to our Child and Vulnerable Adult at Risk Protection Policy and Professional Code of Conduct for Teachers for detail. Any concerns please contact the principal.

Right to attend, change class, withdraw, and terminate attendance.

We politely request 6-weeks/ half a term's notice in writing if you or your child/children do not wish to continue lessons. Half a term's fees will be charged if notice is not given before the start of a new term.

Changing classes is possible, but please contact the principal to discuss and arrange transfer to ensure there is space in the class and that it is a suitable standard.

Students who have enrolled with the school will automatically be re-enrolled each spring and summer term into the same class unless we have received written withdrawal notification as per the terms and conditions above, or a change of class has been negotiated and confirmed in writing from the principal.

Please do talk to us if there is a problem and you think you may not be continuing. It is much easier for us to know well in advance so we can plan classes, and this will prevent us having to charge you.

Communication and correspondence

Please ensure you provide the details of the person who is to be communicated with on the registration form. Any changes to this must be received in writing to the principal from the primary account holder. Florian School of Dance cannot be held responsible for any information not received due to emails being incorrect, internet not working, incorrect contact details given at time of enrolment, or any other details out of our control.

Code of Conduct

Please refer to our Professional Code of Conduct for teachers and Code of Conduct for students. Failure to observe the code of conduct will result in students being asked to

leave the school and in this case no refund will be given. Florian reserves the right to refuse any student prior to or after enrolment if the code of conduct is not adhered to.

Medical permission

Parents are required to give permission (for students under 18) for an authorised First Aider to give any immediate and/or necessary first aid treatment. This includes any emergency medical treatment recommended by competent authorities including emergency medical staff.

Photographic and video permission

Parents/carers are asked to opt in or out of photographic and video consent for their child/children on the registration form.

Data Protection and GDPR

Florian School of Dance are committed to protecting your privacy. We only use your information in a lawful, appropriate and relevant way. We are legally obliged to keep some of your personal information to fulfil statutory obligations. We keep your personal information only for as long as we need to or as is set out in any agreement.

Please see the Data Protection and GDPR Policy for further details.

Liability and Insurance

Florian School of Dance does not accept liability for loss or damage to property, sickness, personal injury or death of any participants unless directly caused by proven negligence of the company or its staff. Where misleading or incorrect information is provided on the booking form, Florian School of Dance will not be held responsible for any personal injuries or otherwise.

Organisers and their staff providing the facilities where classes and activities are conducted, are under no liability whatsoever in respect of personal injuries, loss or damage to property whilst attending activities and neither Florian nor the organisers providing the venue shall be liable for direct or indirect losses if Florian, a venue or facility we use closes.

Our Public Liability Insurance policy covers all children under our care.

Hired Facilities

Please be respectful towards the facilities we use and do not litter, show inconsiderate behaviour, accidental or intended damage. Teachers, parents, carers and children are only permitted to use the rooms hired out by Florian School of Dance.

Progress

We invite parents and carers to watch the last lesson of the Autumn and Summer terms (unless we are preparing for a show in which case the watching will be the show!). Watching week, presentation classes, shows and examination results all give parents

and carers a chance to see progress in their children. We work towards preparing students for RAD and ISTD examinations and class awards (as appropriate).

Uniform, Class Etiquette and Behaviour

The website provides full details and images of our uniform.

The uniform should be worn to every lesson and should be clean and neat. This is mandatory after the first half of term. The school uniform and good grooming is part of the discipline of ballet and dance and is essential in preparing for class. Please ensure that any dance kit or uniform is clearly named so we can return it to the owner. Any unclaimed personal property will be donated to charity or our nearly new uniform sale at the end of each term.

All students should wear their hair neatly and tied back for class. From Grade 2 upwards, hair should start to be worn neatly in a classical ballet bun (using hairnet and pins and no hair donuts, bows or other ornaments please). Fringes should be clipped out of the face.

Students should arrive for class, preferably already wearing their dance clothing as changing areas and toilet facilities are limited. Other clothing such as sweatshirt and joggers should be worn on top to keep warm and for safeguarding reasons. Please do not wear dance shoes outside as it will ruin them and bring dirt into the studio.

Jewellery and watches must not be worn for reasons of safety and presentation. Any items of jewellery which the teacher feels are distracting or may cause injury will have to be removed.

Please do not bring food and drink into class other than water bottles.

Students are not permitted to use mobile phones or other electronic devices during a class and such items must be switched off or on silent. Parents must explain to their children the dangers of mobile phone use and explain that photos are not permitted to be taken or posted on any social media platform without the permission of the relevant student (if over 18) or the student's parents.

Students are not allowed to leave the studio without permission of the teacher. In the case of children deemed old enough to leave the studio to go to the toilet alone, then this will only be allowed one child at a time. Younger children will be accompanied to the toilet door and back again.

Students should behave with kindness and respect towards teachers and others and have read and commit to our Student Code of Conduct. We welcome all students regardless of gender, ability, race, or religion. All students are equally valued. We have a zero-tolerance policy for any kind of bullying or discrimination.

Changes to Terms and Conditions

Florian School of Dance reserves the right to make any changes to these terms and conditions at any time for the benefit of Florian, our teachers or students, but are correct at time of publication.

Agreement to Terms and Conditions

Customers (students, parents, carers) are required to acknowledge acceptance of these terms by completing our registration form. Enrolment to Florian School of Dance is subject to agreement of these terms and conditions.