

TERMS AND CONDITIONS

This is part of your agreement when joining Louise Wright Dance:

- Louise Wright Dance accepts no responsibility for loss or damage of personal belongings while on the premises.
- Louise Wright Dance accepts no liability for any injuries sustained whilst participating in a class or on the premises.
- Louise Wright Dance staff must be notified of any changes to the information provided on the Sign Up Form.

Staff/teachers:

All staff, including cover teachers (who may be brought in at short notice), are qualified, experienced and DBS checked. Volunteer class assistants and trainees on placements are all DBS checked. There is always a first aider on site. Volunteers and teachers agree to the Louise Wright Dance Safeguarding Policies.

Supervision while on site:

Students must ensure they always get full permission from staff prior to leaving class.

Behaviour:

Racist, sexist and other offensive language and behaviour is not tolerated, and we reserve the right to terminate membership without notice, the final decision being undertaken by the principal. Behaviour of staff, parents and students must always show respect for each other.

Uniform:

This is basic but essential and gives the students a sense of belonging, a sense of ritual and sense of dressing for something important – their class. Appropriate clothing as below is necessary for health and safety and child protection:

Wearing the correct clothing allows all to feel equal, healthy and safe.

- All t-shirts, shoes and bags must be clearly name labelled – lost property is donated to charity at the end of every term.
- Strictly no jewellery except small stud earrings
- Hair must be tied back from the face for all classes.
- DONATIONS OF DANCE CLOTHING: We welcome donations of dancewear that are in good condition and can be re-sold at a small price or lent to students.

Most Louise Wright Dance Classes:

- Top: Leotards or appropriate fitted T-shirt/ Sports Cropped Top
- Bottom: Tracksuit bottoms or leggings, during hotter temperatures black sports/dance shorts are accepted. No jeans or trousers, skirts or dresses are to be worn to any class.
- Shoes: Black soft plimsolls (like those worn for school gym lessons) or black jazz shoes are to be worn. Strictly no, crocs or sandals are allowed.
- Tap class: Black tap shoes.

Ballet:

- Girls: leotard, short socks/tights, pink/nude/skin tone ballet slippers. Practice skirts may also be worn. Ballet Cardigans/Jumpers may be worn in colder months. Please no tutus for class – these can be worn in shows and demonstrations!
- Boys: white t-shirt or vest and black sports shorts/ leggings, short socks, black ballet slippers.

Attendance:

Children must arrive and be collected promptly. It is very important that children arrive in time for their classes, preferably 5 minutes before the start. This allows the group time to settle from the moment the class starts. Children should not arrive earlier than 15 minutes before class, this allows staff preparation time.

Where possible Louise Wright Dance will aim to let people know of any changes in venue or class time at least one week ahead of schedule.

Absence:

Please notify of absences as early as possible prior to missed lessons.

Child Collection:

TEACHER POLICY AND PROCEDURE FOR YOUR INFORMATION

Teachers must ensure that each child leaves the session with an adult or older child (agreed in advance with parent/guardian). It is the parent/guardians responsibility to ensure the child is collected punctually at the end of the class or session. Should a parent/guardian not turn up to collect a child on time – this is the procedure to follow:

- Contact the parent/guardian
- If no response ask the child to contact the parent/guardian on their personal mobile
- If the parent/guardian is not reachable, the emergency procedure is as follows:
 - Leave a message with the Parent/Carer and then contact secondary contact number
 - If the parent/guardian is not reachable and there is no adult available after 60 minutes, you must take the child to the nearest police station. Telephone 101. Inform the police of all contact details for the parent/guardian. Leave a message for the parent/guardian to say where the child will be.

Booking:

Louise Wright Dance does not provide drop-in classes. All classes must be booked in advance so that class numbers are controlled. New students may join courses during the term subject to availability. If there are no spaces on a requested class when booking, there is the option of being added onto a waiting list.

Waiting List:

Members on the waiting list will be contacted in order of the list. If no response received within 1 week, the next member waiting will be contacted.

Payments:

Classes can be booked in blocks of either 1 month or 1 school term and will be invoiced accordingly.

Invoices will be sent out 2 weeks in advance of the scheduled class.

Full payment must be made within 7 days of receiving invoice.

Payment must be made via Bank Transfer.

Non-payment:

If payment for registered places is not received on-time, the place will be offered to another student on the waiting list. In exceptional circumstances, Louise Wright Dance must be contacted and an arrangement made for delayed payment.

Louise Wright Dance reserves the right to withhold services. In extreme circumstances, children may be turned away.

Non-attendance:

If a student can't attend a scheduled class, 7 days notice must be provided to Louise Wright Dance. The class fee will be rolled forward as advance payment for future classes. By request, this may also be refunded via Bank Transfer.

If for any reason 7 days of notice can't be provided, the class fee will not be refunded. This includes illness and injury.

Class cancellation:

On rare occasion, some classes may be cancelled due to circumstances beyond Louise Wright Dance control. We will contact all parents/carers and will offer to roll forward the class fee as an advance payment future classes. By request, this may also be refunded via Bank Transfer.

Should an entire class need to be permanently discontinued, a full refund will be given for all remaining class fees.

Lockdowns and Pandemics:

If Louise Wright Dance cannot deliver classes due to force majeure or government directive, we shall implement online classes via Zoom as a replacement. A 10% discount will be applied under these circumstances.

If a child or household member tests positive or is told to self-isolate by NHS Track and Trace, classes will be provided to the student via Zoom.

If the student is unwell and cannot take part, this will be classed as non-attendance as detailed in the above section.

New Students

The first class is considered a 'trial' class and is free of charge.

Following this, if you choose to sign-up, you will receive an invoice for either a month or term. Once paid invoices are non-refundable unless the occurrence of a class cancellation.

Photography and Video Policy

Louise Wright Dance follows the following terms regarding Photography and Video:

- Consent must be obtained prior to any photos or videos
- Louise Wright Dance will not present an individual child in a negative light
- Louise Wright Dance will not use full names to identify children unless considered necessary in the announcement of awards and elite achievements
- Louise Wright Dance will not post photos in unsuitable dress or uniform
- Louise Wright Dance will avoid image angles which may be prone to misinterpretation or misuse
- Louise Wright Dance will ensure all staff follow these policies
- Permission allows for photos to be shared through Louise Wright Dance social platforms

Please tick box to state whether you accept or decline the Photography and Video Policy:

Accepted

Declined

Please sign below to confirm you accept the Terms and Conditions of Louise Wright Dance:

Parents/Guardians Name: _____ Childs Name: _____

Parents/Guardians Signature: _____ Date: _____