



TERMS AND CONDITIONS

Tuition periods

Where possible Charters Dance offer 12 weeks of tuition per term. The tuition period will coincide with local school terms. Term dates will be communicated at the end of every term, displayed on the website, via social media posts and printed on invoices.

Payment for Classes

Fees are due every term. At the end of each term customers will be invoiced for the next term and payment is due within two weeks of the term starting, unless the customer is signed up to pay via Direct Debit. If paying by Direct debit the total invoice payment will be split into 3 instalments. Customers will be advised of payment dates via their termly invoice. For payments not received by the end of the half term break a 10% late payment charge will be added. This does not apply to Direct Debit customers.

How to pay

Payments can be made by cash in a named envelope, bank transfer, via the online payment link on invoices or via Direct Debit (please make a request to Bethany in writing if you would like to pay via Direct Debit).

Terms of notice

Students are automatically re-enrolled the following term unless you notify Bethany otherwise. Students wishing to leave Charters Dance are required to give a half term's notice or payment in lieu. Please provide notice in writing via email to info@chartersdance.co.uk. The notice period only relates to term time and does not include holiday periods. For example; for students wishing to leave at the end of the Summer Term, notice must be given by half term during the Summer Term.

Enrolment

Charters Dance reserve the right to postpone enrolment if it is considered premature for the child to commence tuition.

Behaviour

Students should conduct themselves in an acceptable manner. Please refer to our code of conduct. Should a student repeatedly exhibit behaviour detrimental to the class, parents/guardians will be advised and the problems discussed. Should this behaviour continue with no improvement Charters Dance reserve the right to exclude the student without refund of fees.

Charters Dance
www.chartersdance.co.uk
4B Heath Villas, Queen's Place Ascot, Berkshire, SL5 7JB
info@chartersdance.co.uk
07913 267241

Contact Details

Parents/guardians must update Charters Dance if any contact details change.

Medical/SEND

We ask that any necessary medical/behaviour notes such as allergies, injuries or any special education needs or disabilities are shared with Charters Dance so that we can provide a safe, comfortable, fun and supportive learning environment for each child.

Student punctuality

Please line up 5 minutes before class commences. The teacher will conduct the students into the studio.

Personal Belongings

Charters Dance cannot be held responsible for the loss or damage of any personal items belonging to students participating in classes. Please make sure that all belongings are clearly named.

Jewellery

No watches/necklaces/bracelets/rings are to be worn in classes. Small ear studs are acceptable.

Uniform and Grooming

Charters Dance uniform must be worn.

Long hair must be neatly tied back off the face. For students in Grade 1 ballet and above we encourage them to wear their hair in a bun.

Supervision of students

Children are the responsibility of their parents/guardian outside of the studio/their child's scheduled class times and are to be supervised at all times.

Toilet Procedure

All our studios have toilet facilities located just outside our studio doors but we have put the following procedures in place to ensure children are kept safe whilst in our care.

For classes at The Village Centre the parent/guardian of a child under 4 years must be available during dance class time to accompany their child to the toilet if necessary. Charters Dance teachers are unable to leave the hall if a class is in progress and cannot allow children under 4 to visit the toilet unaccompanied.

For children between the ages 3.5-4 attending classes At St Cuthbert's School the teacher will stand at the studio door to ensure line of sight to the bathroom (located just outside the studio) and further ensure the child accesses and returns from the toilet safely. Parents of children in this age group are asked to wait outside the studio if their child is unable to

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go to the toilet alone so that they can be called in to accompany their child should the need arise.

Children between the ages of 4-7 in all venues are allowed to visit the toilet unaccompanied but the teacher/assistant will stand at the studio door to ensure line of sight to the bathroom (located just outside each studio) and further ensure the child accesses and returns from the toilet safely.

Children over the age of 7 are allowed to visit the toilet unaccompanied.

Food and Drink

Please send your child to class with a bottle of water. Please note, no glass bottles are permitted. No other food or drink is permitted in the studio during class – this includes sweets and chewing gum.

Watching days

Parents/guardians of Ballet students will be invited to watch the penultimate or final class of term, unless this interferes with exam preparation. Parents/guardians Jazz and Musical Theatre students will be invited to a dedicated Showcase or demonstration class each term. Parents/guardians will be allowed to take still and moving images of their own child. If another child is in an image parents are asked to kindly respect the other parents' wishes before putting the image on social media.

Photography & Filming

Consent

Occasionally Charters Dance may take photographs or recordings of the children during classes. We use these images for our school printed advertising, social media pages and website.

Conditions of use

To comply with the Data Protection Act 1988, we need your permission before we can photograph or make any recordings of your child.

Conditions of use: this form is valid for the period of time your child/children attends Charters Dance. The consent will automatically expire a year after your child/children have left Charters Dance.

We will not re-use any photographs or recordings a year after your child/children leave Charters Dance.

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We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image on video, on our website, social media or in any of our other printed publications.

We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, social media or in other printed publications.

If we use photographs of individual pupils, we will not use the full name of that child in the accompanying text or photo caption. We may use group or class photographs or footage with very general labels, such as 'Grade 2 Ballet' or 'Working on Port de Bras'.

Websites can be viewed throughout the world and not just in the United Kingdom where UK law applies."

Parents can then enter that they agree or disagree for the following:

- I give permission for my child's photo/video to be taken and published in a gallery for parents to view on the Charters website
- I give consent for my child's picture to be used on Charters Dance printed promotional material such as boards, flyers and banners.
- I give consent for my child's picture to be used on Charters Dance digital promotional material (including: the Charters Dance website, its associated social media channels [namely Facebook and Instagram] & Google listings).
- I give consent for my child/ren to be recorded (video) at this event and agree that any footage can be used on Charters Dance promotional material (including: the Charters Dance website and its associated social media channels).

The information regarding each child's photographic/filming consent is stored on our safe Dancebiz software.