

The Sjaan Dance Academy

**TERMS & CONDITIONS**

* STUDENTS ARE EXPECTED TO ATTEND THEIR LESSONS PUNCTUALLY AND REGULARLY.
* STUDENTS MUST ATTEND CLASS DRESSED AND GROOMED APPROPRIATELY WEARING THE CORRECT UNIFORM. THIS IS FOR HEALTH & SAFETY REASONS.
* STUDENTS MAY BE REQUIRED TO TAKE PART IN PERFORMANCES AND OPEN CLASSES. PRIOR NOTICE WILL ALWAYS BE GIVEN.
* THE SJAAN DANCE ACADEMY DOES NOT ACCEPT RESPONSIBILITY FOR ANY DAMAGE OR LOSS OF PROPERTY WHILE ON THE PREMISES.
* THE SJAAN DANCE ACADEMY DOES NOT ACCEPT RESPONSIBILITY FOR ANY ACCIDENTS OR INJURY THAT MAY INCUR DURING CLASS.
* IT IS THE PARENT/GUARDIAN’S RESPONSIBILITY TO ENSURE THAT THEIR CHILD IS SUPERVISED OUTSIDE OF THE SPECIFIED CLASS TIMES WHILE ONSITE.
* A CERTAIN AMOUNT OF RISK IS CARRIED BY ANY PHYSICAL ACTIVITY. STUDENTS TAKING PART IN ANY CLASSES OR EVENTS RUN BY DANCE AT THEIR OWN RISK
* THE SJAAN DANCE ACADEMY HAS THE RIGHT TO TERMINATE A STUDENT’S INVOLVEMENT IN CLASSES IF THEIR BEHAVIOR IS DEEMED UNACCEPTABLE.
* IT IS THE RESPONSIBILITY OF THE PARENT/GUARDIAN TO NOTIFY THE PRINCIPAL/ OR TEACHER OF ANY ILLNESS OR INJURY THAT MAY AFFECT THEIR CHILDS PARTICIPATION IN CLASS.
* IT IS THE RESPONSIBILITY OF THE PARENT/GUARDIAN TO ENSURE THAT WE HAVE THE CORRECT DETAILS FOR YOU AND THE STUDENT, AND KEEP US UPDATED ON ANY CHANGES TO CONTACT DETAILS OR HEALTH DETAILS.
* PHOTOGRAPHS AND VIDEO FOOTAGE CONTAINING YOUR CHILD MAY BE USED FOR PROMOTIONAL PURPOSES INCLUDING USE ON OUR WEBSITE AND FACEBOOK PAGE.
* LESSONS ARE TIMETABLED ON A TERMLY BASIS. PARENTS/GUARDIANS ARE EXPECTED TO CHECK THE TIMETABLE FOR ANY CHANGES AT THE END OF EACH TERM.
* ALL FEES ARE PAYABLE STRICTLY IN ADVANCE AND BY THE FIRST CLASS OF THE NEW TERM IN FULL.
* IF YOU HAVE ANY DIFFICULTIES PLEASE DISCUSS THIS WITH A MEMBER OF STAFF PAYMENTS CAN BE MADE BY CASH OR BANK TRANSFER.
* WITH THE EXCEPTION OF NEW PUPILS ENROLLING DURING TERM TIME, NO DEDUCTIONS CAN BE MADE FOR MISSED CLASSES (EXCEPTIONS CAN BE MADE AT THE PRINCIPAL’S DISCRETION SHOULD A STUDENT SUFFER A LONG-TERM ILLNESS).
* A TERM’S NOTICE IN WRITING IS REQUIRED FOR PUPILS WISHING TO LEAVE THE SCHOOL. ANY STUDENT LEAVING THE SCHOOL MUST GIVE THE CORRECT NOTICE PERIOD OR THEY WILL BE LIABLE FOR THE FOLLOWING TERM’S FEES.
* SHOULD IT BE NECESSARY TO CLOSE THE SCHOOL ON THE ACCOUNT OF EPIDEMIC, NATIONAL CRISIS OR ANY CIRCUMSTANCES OUTSIDE OF THE SJAAN DANCE ACADEMY CONTROL, FEES CANNOT BE RETURNED NOR COMPENSATION MADE FOR ANY PERIOD OF LOST SCHOOLING.
* THE SJAAN DANCE ACADEMY WILL NOT PASS ON ANY PERSONAL DETAILS TO A THIRD PARTY UNLESS IT IS IN STUDENTS INTEREST, IE FOR EXAMINATION OR FESTIVAL ENTRY. STUDIO K PERFORMING ARTS WILL STORE ANY PAPERWORK CONTAINING SUCH DETAILS SAFELY.
* ANY MEDICATION FOR THE CHILD NEEDED ONSITE AS INDICATED ON YOUR REGISTRATION FORM, SHOULD BE KEPT IN AN AIRTIGHT CONTAINER, CLEARLY LABLED WITH CHILDS NAME, DOASGE AND USE.

**YOUR CHILDS ATTENDANCE TO CLASS IS AGREEMENT TO THE ABOVE.**

**FIRST AID**

* All THE SJAAN DANCE ACADEMY teachers and staff are trained first aiders.
* It is understood that first aid will be administered to students when deemed necessary and accidents and injuries recorded in the accident book.
* Severe injuries will be reported to RIDDOR.
* In the case on an emergency, and if the parent/guardian is absent, it is understood that teachers will act as loco parentis where necessary. An ambulance will be called and the parents contacted.

Please make sure you read THE SJAAN DANCE ACADEMY Ts&Cs before signing in agreement below.

**Child Protection**: *I confirm that I have read the Child Protection Policy and will abide by my responsibilities as a parent/guardian. I understand that on occasions, it may be necessary for teachers to correct dance movements by physically moving the pupil into the correct alignment, to assist with effective teaching.*

*I understand that on Occasions, photos and videos of pupils may be taken and used for* THE SJAAN DANCE ACADEMY *publicity purposes, and that it is my responsibility to make the Principal aware if this is not allowed.*

*I confirm that I will pay all fees in advance of the term commencing, and that a term’s notice in writing must be provided if the pupil is to leave a class.*

**Parent Signature………………………………………………………………………………………….**

**Date…………………………………………………………………………………………………………**