



## **VICTORIA WALKER DANCE TERMS AND CONDITIONS.**

### **. Fees and refunds**

1. A fee is charged for each class students are enrolled in.
2. Students are expected to attend all classes in the term.
3. Refunds will not be given for non-attendance. During extreme circumstances, such as in the event of lockdown, refunds will not be available but classes will be replaced online. Some refunds may be given at the discretion of the Principal
4. If a refund is required through no fault of Victoria Walker Dance, there will be an admin fee applied

### **Payment**

5. Fees must be settled prior to the start of each term online.
6. Payment can be made by bank transfer or on our webpage via stripe. Please mark child's name and class time and day with payment.

### **Register, attendance and absence**

7. A register for each class is maintained by the teacher which records student attendance for the health and safety and security. These records may also be used for the purpose of assessing student's entry into the dance examinations.

### **Late payment**

8. Pupils will not be allowed to attend class. The Fee payer will be notified and will result in the pupil being asked to leave the class.

### **Waiver**

9. Physical contact may be necessary by members of the teaching faculty. If you have any concerns regarding this matter, please contact the Principal.



### **Code of Conduct**

10. The School's Code of Conduct is on our website and below. Failure to observe the Code of Conduct may result in students being asked to leave. Victoria Walker Dance reserves the right to ask students to leave without a refund following a continued breach of the code of conduct.

11. The School reserves the right to alter the advertised schedule with reasonable notice. The information in this and any other printed or electronic brochure/notice was correct at the time of printing or publication on-line.

12. Should a Covid-19 or other illness result in a mandatory closure of the school, the school reserves the rights to change classes to online via Zoom or Skype at short notice to protect everyone. Please note if you do not have internet we are not able to refund fees/credit your account.

### **Data protection**

13. The School holds information about our students, parents and guardians to enable us to carry out our business as a dance training organisation. The school complies with the European General Data Protection Regulations. A copy of the school's data protection and privacy policy are included on our website and upon registration.

### **Changes to the terms and conditions**

14. The School reserves the right to change these terms and conditions at any time providing one term's notice is given to students.

### **Agreement to the terms and conditions**

15. On enrolment parents or guardians of each student are required to sign their acceptance of the terms and conditions.



## **VICTORIA WALKER DANCE CODE CONDUCT.**

The aim of Victoria Walker Dance is to ensure that all students experience dance in a fun, friendly, positive and safe environment. In order to achieve this, please take note of the following guidelines. We would like to stress the importance of these guidelines in assuring the wellbeing of all students in the School. Any student unable or unwilling to adhere to the ethos of the school will be asked to leave after reasonable notice in line with the Schools Terms & Conditions.

### **Registration**

For insurance and safety purposes all students must be registered in advance of attending classes both in studio and or online. Victoria Walker Dance can only accept responsibility for enrolled students during class time.

### **Punctuality**

It is vital that students arrive in good time for their classes. If students are late for class it will impede their learning, cause disruption to others and place themselves at risk of injury should they miss the warm up section of the class.

### **Attendance**

Regular attendance is extremely important. If students do not attend on a regular basis then the development of the class and the individual student will be affected. Exam students' attendance will be monitored in the lead up to examinations and assessments and students who fail to attend classes may be

withdrawn from the exam. We regret that it is not possible to make up missed classes by attending another class for which you are not registered.

### **Discipline**

Students are expected to behave in an orderly, civilised and well-mannered way and to show respect to their teacher when attending the School.

Students should also show respect to other students in their class. The School has a zero-tolerance approach to any form of bullying, failure to



comply with the rules and regulations may result in withdrawal from the School.

### **Uniform**

It is extremely important that students come to classes both in studio and online dressed in full uniform in order to be able to work correctly and safely in class. We ask that all students make a concerted effort to come to class wearing a bun or a headband (for shorter hair).

### **Online Classes**

Parent's/Guardian's must sign our online disclaimer for both live and pre recorded classes. Classes missed will be available pre recorded at your convenience via our online platform also.

### **Examinations**

Entries for RAD and ISTD examinations are at the discretion of the the School.

### **Changing**

Students should arrive already in uniform. We recommend the schools tracksuits for speed.

### **Drop Off/Collection**

Parents/guardians are asked to drop off students directly before the start of their class. Students must be collected promptly at the end of class.

### **Personal Property**

Students should make sure that they keep their valuable personal items safely with a bag at all times. The School regrets that we cannot be held responsible if items go missing.

### **Remuneration and Fees**

As per the Terms and Conditions term fees must be paid before the student's first class of each term. Failure to do so will result in withdrawal from classes.

### **Data Protection Policy**

Victoria Walker Dance staff members are not at liberty to enter into conversation with or disclose any information to parents relating to other students. Student's information is confidential and retained in accordance with the School's Data Protection Policy and Privacy Policy.



### **Visual and Social Media**

The School does not publish or post any images (static or moving) of children under the age of 18, across any of its online channels without prior written consent and publishes no personal information alongside images.

### **Health and Safety**

- I agree that by my child/children participating in any form of dance, they do so at their own risk
- If students hurt themselves in class or feel unwell at any point, they should tell their teacher or member of staff immediately.
- The School venues are a place of work and respect must be given to all staff, facilities and property. There must be no running or shouting in the building or grounds.
- No smoking is permitted anywhere on the premises.
- Fire regulation: if the fire alarm sounds, students must make their way immediately to their nearest available Fire Exit and a role call will be taken.
- Parents/guardians are asked to drive with due care when dropping off and collecting their children from classes.
- Children's scooters, skateboards and rollerskates/rollerblades must not be ridden/used anywhere inside the building or around the car park.