RENNIE DANCE ACADEMY

TERMS & CONDITIONS

Please read these terms and conditions carefully. Upon enrolling into classes at Rennie Dance Academy (RDA) a binding contract is formed and your (or your child's) attendance at our classes will be strictly subject to full adherence to these terms and conditions.

Please note that if any parent or student is in material or persistent breach of any of these terms and conditions, RDA reserves the right immediately to terminate the contract with you and/or exclude your child from attending further classes at RDA on a temporary or permanent basis, without further liability to you.

CLASS BOOKING, OTHER FEES AND PAYMENT

1. Classes must be booked and paid for by you on a termly basis. Please note that classes may not be booked on a half-termly basis or any other basis.
2. As prices are fixed, fees remain payable in cases of absence from class. There are no reductions or refunds for missed classes under any circumstances (including injury, sickness or holidays). A refund will not be provided if classes have to be cancelled due to circumstances out with our control such as fire, flood, storm, bad weather, pandemic, industrial action or any other major incident.
3. All class fees are payable on the 1st day of each new term, by either bank transfer or by cash and must be paid within the first 2 weeks of term. Term dates can be found in the NEWSLETTER email and are also displayed on the walls at the studios.
4. Termly fees are subject to change, however notice will be given of any changes usually before the start of a new calendar year i.e. During the summer holidays.
5. Additional fees such as exam and extra tuition will be notified individually where applicable.
6. A sibling discount of 10% is offered to families with more than 1 child attending. (calculate each child's fees separately, add together and then deduct 10% from total)
7. We ask that fees are paid promptly within the 2–week window given, as the time spent chasing fees will eventually result in us having to adopt a late payment fee which we would like to avoid.

CANCELLATION AND AMENDMENT

8. Withdrawing your child from classes should be given either in writing, email or direct message.

9. Changing classes mid-term may not be possible prior to either our summer or Christmas shows and around exam time.

STUDENTS

10. Students must follow all instructions and rules set out by teachers and staff.
11. Students must arrive on time. Lateness causes disruption to class and can result in injury from missing vital warm-up/stretch/barre exercises.
12. Disruptive, disrespectful or antisocial behaviour in or around the RDA studios will not be tolerated (whether before, during or after classes) and RDA reserves the right to exclude that student on a temporary or permanent basis in its sole discretion.
13. Students must wear the appropriate uniform for each genre and all clothing and footwear items should be clearly labelled to avoid loss of personal belongings.
14. RDA does not take responsibility for any valuables lost on the property.
15. Long hair should be neatly tied back for all classes and groomed in a classical ballet bun for all ballet classes.
16. Students may bring water to classes as its important to stay hydrated, however, no food or drink is permitted in the studios.
17. NO SMOKING, VAPING, CHEWING GUM, ALCOHOL is permitted on the premises.
18. RDA IS A NUT FREE ZONE DUE TO ALLERGIES WITHIN OUR STUDENT BASE.
19. A basic first aid kit is kept on the premises and staff members at RDA are first aid trained and qualified.
20. If a student needs to take any of their own medication (whether self administered or otherwise) whilst on the premises, teachers or an appropriate representative of RDA must be informed.
21. RDA reserves the right to permit the recording and photographing of students by staff for educational and/or marketing purposes which may include usage on social media.
22. Students are not permitted to bring mobile phones into class.

EXAMINATIONS

23. The opportunity for a student to enter a dance examination is at the sole discretion of the teacher and correspondence will not be entered into.
24. It is usually necessary for a student to attend extra lessons in preparation for their examination in order to reach the required standard and to practice with their examination group.
25. If an examination is not taken for any reason when offered by the teacher, it is at the sole discretion of the teacher whether the student remains at the same level and waits to take the examination in the next available exam session, waits to train further before moving up a level or progresses to the next level without taking the exam.

26. ALL students learn and progress at different rates. RDA will nurture our students and ensure their learning is individually catered for to our very best ability, keeping open communication with parents and carers.

PARENTS AND GUARDIANS

27. It is a parents' responsibility to ensure and be satisfied that their child is fit and healthy to attend classes at RDA.
28. Parents are welcomed into our 9am Nursery Ballet class to help our youngest students feel happy and confident as they start out their dance journey. We encourage parents to discuss with us when they feel their child could try coming in parent-free and RDA will, in turn communicate when we feel a child is ready to move up a class.
29. It is at RDAs discretion when students are invited to move up to the next level, this is not always in alignment with a childs age and where they fall in terms of educational schooling. Each individual child is dealt with on a personal basis and we welcome open dialogue with parents regarding progress and expectations.

RDA COMMUNIACTIONS AND OTHER INFORMATION

30. RDA makes every effort to ensure effective communication with its customers and we would ask that for your part you give due attention to our communications whether by email, letters distributed in class, PRIVATE FACEBOOK PAGE posts.
31. While our teaching staff seek to keep parents well informed on the progress of students, please understand that it is usually very difficult for them to engage in discussions during class changeovers. If you wish to discuss any matter with us please contact us out with teaching times.
32. To ensure that work at the school is ethical, standards are well maintained and good practice is adhered to concerning working with children we comply with ***ISTD*** and ***RAD*** professional bodies ***CODE OF PROFESSIONAL CONDUCT***.
33. If despite our best intentions and efforts, you feel unhappy with any aspect of our service and facilities, please email us at renniedanceacademy@yahoo.com .
34. RDA has Public Liability Insurance, PPL and PRS Music Licences.

PRIVACY POLICY

35. RDA will use your information to keep in touch with you. We will not disclose your information to any 3rd pary.
36. Conversations, concerns and personal information will be held in the strictest confidence.
37. RDA will not discuss students' progress, classes, examination results or any other information with anyone other than the student themself or their parents.