

RAZZLE DAZZLE STAGE SCHOOL

TERMS AND CONDITIONS



1. FEES

- 1.1. All fee's are payable in advance on a termly basis unless agreed otherwise.
- 1.2. Late payments will incur a £10.00 administration charge.
- 1.3. Fee's are subject to annual review.
- 1.4. Deposits are non-refundable after 6 weeks before the start of the term/workshop/event.
- 1.5. Cheques returned to us as unpaid by our bank will incur a £15.00 administration charge.
- 1.6. No refunds will be given for sessions missed by the student.

2. TERMINATION OF AGREEMENT

- 2.1. A decision to discontinue lessons may be taken by you or us mid term in which case at least six week's written notice shall be given by the party seeking to discontinue. In the event that you discontinue lessons with insufficient notice, you will be liable to pay fees for those lessons not taken during the notice period.
- 2.2. If a student is absent for two consecutive weeks without notice it will be understood they no longer wish to retain their place. The place will then be made available to the next person on the waiting list. No refunds will be given in this instance and you will be liable to pay fees for those lessons not taken during the normal notice period.
- 2.3. At the end of term, if a holding deposit for the following term is not submitted before the end of the current term, it will be understood that the student does not wish to retain their place. The place will then be made available to the next person on the waiting list.

3. PUBLICITY

- 3.1. You are aware that photographs and/or video footage may be taken at certain times during sessions, productions, displays, festivals or events which may include students. Such photography and video recording will be taken in accordance with our Child Protection Policy. By agreeing to the terms and conditions laid out in this document, you are giving your permission for any such photography and/or video recording to be taken.
- 3.2. You are in agreement for any material acquired as described in **3.1** to be used for promotional and publicity material for The School, including, but not limited to, publication on our website(s)*. Any such promotional or publicity material will be kept to a minimum and will be used in accordance with our Child Protection Policy.
- 3.3. You are in agreement for any material acquired as described in **3.1** to be distributed occasionally among the student body as a keepsake and for private viewing only. Such situations may include the recording of shows or festivals, and will be distributed in accordance with our Child Protection Policy.

* websites as listed in our Website Terms Of Use document.

4. PRIVACY

- 4.1. Personal information collected about you will be used by us, in order to carry on our business and meet your requirements effectively. We will ensure that the information collected or stored is held under the strict terms of the Data Protection Act 1998. We will not disclose information to any third party, unless we are required to do so by law. We may use personal data for our own marketing purposes. If you do not wish to receive marketing information, please write to us informing us of your wishes.
- 4.2. Further detailed information about what information we may collect, and how we collect and store information about you is available in our Privacy Policy document, which is available to download from our website, or on request.

5. LIABILITY

- 5.1. We will not be held responsible for any damages caused or injuries suffered resulting from a students' negligence.
- 5.2. You will be responsible for any loss or damage incurred to any instrument, accessory, music, script, prop, costume or other any item loaned by us to you or the student. Such items will be returned on request without delay.
- 5.3. We hold no responsibility for the students once their class has ended.

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6. GENERAL

- 6.1. Our teaching year is divided into three terms.
- 6.2. You must complete a registration form before the student can attend.
- 6.3. We reserve the right to request you to attend an assessment session before being offered a place.
- 6.4. We reserve the right to refuse to offer a place to a student or to renew enrolment.
- 6.5. Following enrolment, you are given until the end of your first term to obtain a uniform.
- 6.6. You are aware that subjects taught at the School are extremely physical activities.
- 6.7. You undertake not to make copies or reproduce any music or scripts.
- 6.8. You are aware that our teachers may need to make physical contact with students in order to correct stance and movement.
- 6.9. It will be expected that all students attending class are able to use the toilet without assistance, unless alternative arrangements have been agreed.
- 6.10. Students of year six and under will not be allowed to leave at the end of session until a parent or authorised adult is available to collect them.
- 6.11. In the interests of the student's well-being whilst in a teacher's care, we must be informed of any medical or other condition affecting the student.
- 6.12. It is understood that in the event of an emergency, basic first aid may be administered to the student by a member of our staff. If you do not agree to this, you must inform us in writing.
- 6.13. The student will not enter any examination, festival, competition or otherwise perform in public without first consulting us. We will not enter the student for any examination/festival etc. without your approval. Any entry fees for examinations/festivals etc. will be paid by you.
- 6.14. You are aware that while a teacher will use his or her best endeavours to ensure the student makes satisfactory progress, this cannot be guaranteed. In particular, careful regular practice as advised by the teacher is a pre-requisite of success.
- 6.15. Students are not permitted to bring mobile phones into class.

7. CHANGES TO OUR TERMS AND CONDITIONS

We reserve the right to make major or minor alterations to our terms and conditions from time to time. Any major amendments will be distributed throughout our student/parent body. Minor amendments will be posted to our website and made available to download.

8. OTHER DOCUMENTS

This document and any other documents referred to in it (other than the Child Protection Policy) are available for viewing and download from our website (<http://www.razzledazzleschool.co.uk/policies.html>). Our Child Protection Policy is not available online due to some sensitive wording used in places. A printed copy is available on request, or at anytime during class.

9. CONTACT

Questions, comments and requests regarding these terms and conditions are welcomed and should be addressed to enquiries@razzledazzleschool.co.uk

10. DEFINITIONS

"Term" corresponds to a school calendar term as set by Essex County Council LEA.

"The School", **"we"**, **"our"** or **"us"** refers to Razzle Dazzle Stage School.

"You" refers to the student, and/or Parent/Guardian/Carer of the student.