



## TERMS & CONDITIONS

Updated August 2024

We accept children from 2 to 18 years.

Classes are held on weekday evenings and Saturdays at the following location:

ATS - St.Margaret's Church of England Academy.

Classes are held during school term times.

Saturday morning (10:30-11.30) classes are for younger children and parents can stay and watch. These classes are held at St.Margaret's Church of England Academy, Aigburth.

The safety of our children is our top priority and our Safeguarding Policies and Procedures are available to view upon request. Teaching and administrative staff all have enhanced DBS clearance.

Email or What's App is our preferred method of communication. We will try to respond to emails within 48 hours.

**Unless it is an emergency, please do not contact us during class times and show rehearsals as we will be busy with the children.**

In an emergency you may contact one of our staff on Aigburth Theatre School's number: 07444 041056.

### 1. Code of Conduct

Staff, parents, carers and pupils must be respectful and courteous at all times. Inappropriate behaviour will not be tolerated and the school reserves the right to terminate contracts and exclude any offending parties from the school at any time. Our Code of Conduct is available upon request.

### 2. Attendance

When children are enrolled at our school they embark on a long-term dance development programme which involves following an internationally renowned syllabus and being coached towards exams, awards and theatre performances. At times we have waiting lists for places at our school. To help children progress, please ensure regular attendance and please give us a term's notice if you wish to

leave, so your place can be offered to another child. We also request that while registered at our school, to avoid clashes of commitments and conflicts of interest, children do not attend other dance schools.

### **3. Fees**

Students are only accepted when they have completed the full registration process.

**\*ALL FEES MUST BE PAID IN ADVANCE, UNLESS YOU ARE PAYING BY MONTHLY DIRECT DEBIT.**

**FEES MUST PAID IN FULL REGARDLESS OF ATTENDANCE. THIS POLICY IS IN PLACE TO ENSURE YOUR CHILD'S PLACE IS RESERVED IN THEIR CLASS.**

**IN THE EVENT OF A FAILED DIRECT DEBIT TRANSACTION A 10% ADMIN FEE WILL BE APPLIED TO COVER PROCESSING COSTS.**

**IF FEES ARE NOT PAID IN FULL BY THE END OF WEEK 3 STUDENTS WILL NOT BE PERMITTED TO TAKE PART IN CLASSES AND A £10 CHARGE WILL BE APPLIED FOR EACH SUBSEQUENT WEEK OF NON-PAYMENT.**

**6 WEEK'S NOTICE IS REQUIRED IF YOU WISH TO LEAVE OUR THEATRE SCHOOL.**

### **4. Safety**

Please escort your child to class. We may at times lock the front door for safety reasons (fire exits will remain unlocked). Please ensure you arrive on time to collect your child.

**Children must arrive for their class 5 minutes before class starts and be picked up no later than 5 minutes after the class finishes. We cannot be responsible for the safety of students when their class has finished as we will be supervising other classes.**

Jewellery must not be worn in lessons and hair must be tied back. Correct dance footwear must be worn at all times.

In line with our Data Protection Policy, your information is held securely and never shared with any third party for marketing purposes.

If your child has any medical conditions that we should be aware of, please let us know so we can keep them safe and comfortable. Information will be treated in strict confidence.

Health & Safety Policies are available to view upon request.

The use of personal cameras and video equipment is strictly forbidden in our studios and during performances. Official photographs will be taken on behalf of Aigburth

Theatre School and made available to parents and carers. Please view our Photography Policy which is displayed at our venues.

## **5. Uniform**

After attending the school for 2 weeks the Aigburth Theatre School uniform must be worn. The correct uniform must be worn for classes, exams and shows. Dancewear must be paid for upon order.

Aigburth Theatre School accepts no responsibility for the loss, damage or theft of personal belongings.

## **6. Exams**

Children will only be invited to enter exams if the teacher feels they are ready. All children will have a personal exam record and if you wish to discuss your child's progress, please speak to the teacher briefly at the end of the class or arrange an appointment for a more in-depth chat.

Examination Fees must be paid **before** exams are taken.

Examination Fees are non-refundable. Examination dates and times are set by the Exam Board and may be subject to change. Unfortunately we cannot accept responsibility for any inconvenience caused by changes to exam dates or times.

## **7. Travel**

The safe-guarding of your children is our top priority. For this reason parents and guardians are responsible for all transport to and from events in external locations. Once inside the venue, Aigburth Theatre School will ensure correct child/adult ratios and Public Liability Insurance.

## **8. Timetable**

Our timetable is subject to change throughout the year. Unfortunately we cannot accept responsibility for any inconvenience caused by changes to dates or times.

## **9. Annual Show**

When space allows, all children are invited to take part. A professional show costume will be required for each child at an additional cost. Shows can be popular so please book tickets early.

## **10. Administration**

Registration forms must be completed by parents/guardians for all children before the first session.

We will collect your data so we can invoice you for classes and communicate with you via email. We do not share your information with any third parties.

If you do not wish your child to be photographed please inform us in writing.

If your child cannot wear stage make-up, please inform us in writing.

Please keep us updated with change of addresses or contact numbers.

### **11. Complaints and Feedback**

If you have any feedback about any aspect of our school please email [info@Aigburththeatreschool.co.uk](mailto:info@Aigburththeatreschool.co.uk). All correspondence is strictly confidential.

*Thank you for your interest in Aigburth Theatre School, you are about to experience something truly magical!xf*