



Terms & Conditions

The Terms & Conditions set out in this document must be observed by all students & parents/guardians.

A breach of any of these conditions may result in students being withdrawn from Relevétion Dance Academy, & where specified may lead to legal action. Students (or parents/guardians where the student is aged under 16 years), must read this document as part of the registration process, submission of a completed registration document is deemed as your acceptance of these Terms & Conditions.

In the event of any changes being made to these terms and conditions, all existing members will be asked to read and re-sign a document confirming their acknowledgement and acceptance of the latest version.

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This policy was created: **8th August 2019** By Leanne Warren (RDA Principal)

This policy was reviewed: **19th August 2020** By Leanne Warren (RDA Principal)

This policy was reviewed and amended: **23rd August 2021** By Leanne Warren (RDA Principal)

1 - Fees

- a. Tuition Fees should be paid via monthly Direct Debit, arranged through the GoCardless Platform. Payments via Cash, Bank transfer and Card Payment will be accepted on a temporary basis for new students only..
- b. Tuition fees should be received by Relevétion Dance Academy no later than the 1st of each month, these should be paid for 12 months of the year despite there being no classes in August. And are calculated on a pro rata basis.
- c. Where fees are not paid by the 1st of each month, students will not be permitted to participate in classes until outstanding balances are cleared.
- d. All newly enrolling students must register with the school before attending their first chargeable lesson. Registration is subject to a non-refundable registration fee.
- e. Students returning to the school after a period of absence for 6 months or longer will be required to re-register and will be subject to a registration fee.
- f. All Fees will be subject to periodic reviews, we will endeavour to give 1 months' notice of reviewed rates prior to them becoming applicable.
- g. 6 weeks written notice is required of a students' intention to withdraw from classes.
- h. Should any students wish to discontinue or reduce the classes they attend, Relevétion Dance Academy require 6 weeks written notice of this. We are unable to provide refunds for classes already paid for.
- i. It is the parent/guardians (students where the student is an adult) responsibility to ensure they are paying the correct amount for any fees payable to Relevétion Dance Academy. We reserve the right to backdate any unpaid fees.
- j. Any unpaid fees will result in legal action.
- k. No refunds are issued in the event of a student missing lessons, for any reason.
- l. Should RDA cancel classes for any reason, we will endeavour to re-schedule these, this may include on-line classes. Where rescheduling is not possible the cancelled classes will be deducted from the 2 free weeks (already discounted from annual fees). In the unlikely event that cancellation exceeds 2 weeks (or equivalent), pre-paid fees exceeding 2 weeks will be refunded.

2 - Code of Conduct

- a. Prior permission must be sought from Relevétion Dance Academy by any students who intend to participate in any 3rd party training events, either as a one off or ongoing occurrence, in any discipline also offered by Relevétion Dance Academy.
- b. Relevétion Dance Academy will draw on their expertise and experience to match students to the right class for them, this is based on a variety of factors. Our decision is final and should not be challenged.
- c. We have a zero-tolerance policy regarding drugs and alcohol, this applies to any person associated with Relevétion Dance Academy, including staff members, volunteers, students, parents and guardians. This policy covers both the use of, and being under the influence of drugs and/or alcohol whilst on site or when representing Relevétion Dance Academy.
- d. Students are reminded that whilst wearing Relevétion Dance Academy apparel, their conduct is a direct representation of the academy. Negative representation will not be tolerated and will be dealt with accordingly.

- e. We expect excellent attendance from all students. Absence affects the whole class, not just the absent student. Any unavoidable absences must be communicated to Relevétion Dance Academy prior to the affected class.
- f. Repeated absenteeism may result in students being withdrawn from performances, shows and examinations.
- g. Relevétion Dance Academy take a stance of zero tolerance regarding discrimination of any kind. Particularly in relation to race, culture, age, gender, sexuality, religion or disability.
- h. Students & parents/guardians are expected to demonstrate respectful & courteous behaviour towards Relevétion Dance Academy staff. Relevétion Dance Academy will not tolerate behaviour which we deem to be abusive, disrespectful, intimidating or discriminative.

3 - General House Keeping

- a. With the exception of our Toddle in Time class and advertised open classes. We have a closed door policy. Only students and RDA staff are permitted
- b. In order to avoid unnecessary disruption to lessons students are encouraged to use the toilet before class begins and are asked to avoid visiting the toilet while the class is in progress.
- c. Relevétion Dance Academy do not accept any responsibility for any loss or damage to property whilst at the premises.
- d. Students may bring only a named water bottle and essential medical equipment such as an inhaler or epi pen into the studio space, all other belongings must be left in the waiting area or in the designated changing area
- e. No jewellery or watches should be worn during any classes with the exception of small stud earrings.
- f. Students should arrive at the premises in good time, to allow them to be dressed and ready to start class on time.
- g. Students should be collected promptly after class by an adult. RDA Staff must be aware of show is collecting your child from class.
- h. Mobile phones, tablets and other smart devices must not be brought into class.
- i. Students may only leave the studio during class if they have been given permission to do so by the teacher.
- j. Students should wait in the waiting area quietly until they are invited into the studio by their teacher.

4 - Uniform

- a. Students are required to wear the correct uniform for each class they attend according to the uniform requirements set out in our Registration Pack, this includes hair.
- b. A 4 week uniform exemption period will apply to new students.
- c. Students who repeatedly fail to wear incorrect uniform to class may be refused permission to participate.
- d. Uniform must be ordered directly from Relevétion Dance Academy to ensure you are getting the correct product, alternative products may not be in line with regulation/exam board requirements and may not be allowed in class outside of the 4 week new student exemption period.
- e. Relevétion Dance Academy branded over-wear and accessories will also be available for warm up and traveling to and from class. Generally, these will be non – essential, but only these items will be permitted as warm up clothes in class. These items will become essential if your child takes part in any events representing RDA.

- f. Students are reminded that their conduct whilst wearing Relevétion Dance Academy uniform reflects directly on the Academy, any conduct which may reflect negatively on RDA will not be tolerated and will be handled accordingly.

5 - Health & Safety and Child Protection

- a. Students under the age of 12 years may not leave the premises without an approved adult being present, Please keep us updated regarding who this is for your child.
- b. Students may be required to change uniform between classes. A designated changing area will be provided, please note, this area will not be supervised.
- c. With the exception of open classes, which will be advertised separately, only students and teachers are permitted to enter the studio space while a class is in progress. Classes must not be interrupted unless in exceptional/emergency situations.
- d. Periodically, parents & guardians will be invited into open classes to observe the lesson and see students' progress. In the interest of safeguarding and child protection, filming and photography will not be permitted in open classes. Spectator spaces in these lessons will be limited.
- e. At times it will be necessary for teachers to use physical contact as an aid when teaching, particularly in relation to acrobatic classes. Physical contact may also occur between students during group/partner work.
- f. As with all physical activities, dance presents risk of injury. Students participating in any classes with Relevétion Dance Academy, do so at their own risk.
- g. Photographs and videos may be taken of students during class and performances by staff or authorised third parties. These can be useful learning aids as well as powerful marketing tools and insightful updates for parents & guardians, these may be published in printed media, on our website, closed and public social media account and other sources. If you do not give your permission for yourself/son/daughter to be included in such photographs and videos, written notice of this must be provided to Relevétion Dance Academy upon registration.
- h. In line with our child protection policy and data handling policy, Relevétion Dance Academy will never publish photographs or videos of children alongside their full names or other personal data which may make them identifiable.
- i. If a student has sustained a minor injury which may affect their performance in class, they are still encouraged to attend class but Relevétion Dance Academy must be informed and the best course of action will be agreed between the teacher, student and parent/guardian on a case by case basis.
- j. Where a students' ability to perform in class is affected for a pro-longed period, Relevétion Dance Academy reserve the right to remove the student from classes in the interest of the students' health, safety and wellbeing.
- k. Miss Leanne is trained in first aid, and where absolutely necessary, may administer first aid or emergency first aid to students.

6 - Communication & Social Media

- a. Students and parents are expected to respect the privacy and professional boundaries of Relevétion Dance Academy staff. Contact should only be made through our advertised and professional channels:
Relevétion Dance Academy Facebook page and closed members group.
Relevétion Dance Academy business telephone: 07500 823243
Relevétion Dance Academy email address Info@relevationdanceacademy.co.uk

- b. It is essential that we hold accurate and up to date contact details and details of medical conditions. It is the responsibility of the student and/or their carer to ensure Relevétion Dance Academy are informed of any changes.
- c. From time to time it will be necessary to review and re-organise our time-table. We will endeavour to provide reasonable notice of any changes to class days and times.
- d. Any communication shared in the public domain, including social media platforms which directly or indirectly refers to Relevétion Dance Academy, must not bring Relevétion Dance Academy into disrepute.
- e. Should Relevétion Dance Academy become aware of any such posts or publications which are considered to be derogatory, slanderous or libellous; legal action may be taken against the source of the publication.
- f. You will be invited to become a member of our Relevétion Dance Academy closed members group on Facebook upon registration. This is where the majority of our communication will take place. We will also communicate important information via e-mail, letters handed out in class or posted and occasionally we may call you. Please help us by ensuring we always have your most up to date contact details, and by regularly checking Facebook and email accounts for updates and communications from us.
- g. Relevétion Dance Academy reserve the right to remove members from the closed Facebook group at any time for any reason.

7 - Liability

- a. Relevétion Dance Academy accepts no responsibility for the on-site carpark.
- b. In the unlikely event of scheduled classes being cancelled by Relevétion Dance Academy, in the first instance we will attempt to re-schedule or offer a substitute class. The substitute class may be a different day, time, teacher or venue to the original class or may be hosted on-line. Where a substitute class is not possible, the fee be deducted from the 2 weeks free classes applied to annual tuition fees, pre-paid fees of cancelled classes, exceeding 2 weeks, will be refunded.
- c. Relevétion Dance Academy only accepts responsibility for the wellbeing of registered students, for the duration of the classes in which they are enrolled.
- d. Classes will not be oversubscribed. Maximum capacity will differ from class to class dependant on the style of dance and age of students. A waiting list system will be in place where prospective student's information will be stored until a place in their desired class becomes available.

8 - Examinations, Competitions, Shows & Performances

- a. All student are expected to work towards examinations. This is a fundamental element of dance education and studying graded syllabus work in preparation for examinations will be a primary focus at Relevétion Dance Academy.
- b. Students are expected to participate in examination when they are deemed to be consistently performing at the required standard by a Relevétion Dance Academy teacher (this is a decision that is made entirely at the teachers' discretion).
- c. Upon successful completion of examination, students may qualify to be move up to the next level, when invited to do so by Relevétion Dance Academy Principal, and subject to availability.
- d. Relevétion Dance Academy will host shows annually or bi annually. All students are expected to participate in this show. All classes will work towards choreography in the run up to this show.

- e. In the run up to shows and examinations and other performances, compulsory extra lessons/rehearsals will be scheduled. These will be billed separately to standard tuition fees.
- f. It will be necessary for any shows and performances to be costumed. Appropriate costumes will be chosen by Relevétion Dance Academy. Our general practice will be for students to be billed for these costumes, and they are then theirs to keep after the associated performance(s).
- g. Show & performance costumes will not be given to students until they have been paid for. Students who have not paid for costumes in a timely manner will be removed from the associated routine and/or performance.
- h. During shows and performances, students will be required to wear stage makeup.
- i. Relevétion Dance Academy reserves the right to withdraw students from examinations at any time.
- j. During shows, competitions and performances, Relevétion Dance Academy may call upon assistance of registered chaperones and parent helpers. Registered chaperones will be allocated as a preference above parent helpers without a chaperone licence. Only those allocated by Relevétion Dance Academy will be permitted back stage.

9- Covid-19

- a. Relevétion Dance academy take responsibility to operate within the guidelines set out by the Government.
- b. All Relevétion Dance Academy staff are double vaccinated against COVID-19
- c. Touch points at all venues are sanitised by Relevétion dance academy before and after classes.
- d. Hand sanitiser is available throughout class and in communal areas.
- e. Patrons are encouraged to wear masks in waiting/communal areas.
- f. Parents and carers are discouraged from waiting on-site for the duration of their child's class.
- g. Class sizes will be closely monitored to allow appropriate spacing during class.
- h. Students should not attend class if they are displaying symptoms of COVID-19 unless they have received a negative test.
- i. Relevétion Dance Academy and students must follow up to date guidance regarding COVID-19 and associated testing/isolating

