



Termination and Notice Period Policy

The Actor's Training Academy (hereby referred to as TATA) is committed to providing a safe, supportive, and high-quality learning environment across all our provisions. Due to the nature of our provision and planning requirements, different notice periods apply depending on the type of service.

This policy explains:

- how participants may withdraw from sessions (notice periods)
- when The Actor's Training Academy may terminate participation
- how termination and notice apply across different types of provision

By enrolling or booking with TATA, parents, carers, or adult participants agree to the terms outlined in this policy. This policy applies alongside our Fees and Payment Policy, Behaviour Policy, Safeguarding Policy, and other relevant Academy policies.

School-Based LAMDA Lessons

For LAMDA lessons delivered in schools, notice periods are set in line with the school's peripatetic and external provider policies.

Unless otherwise agreed with the school, a **full term's notice** is required to withdraw from LAMDA lessons.

This ensures continuity for the school timetable, staffing arrangements, and student progression.

The Actor's Club (Extracurricular Sessions)

For The Actor's Club delivered in schools or external venues, a **half-term's notice** is required to withdraw from sessions, unless stated with the school's club policies.

This allows appropriate planning for group sizes, staffing, and session delivery.

Academy Classes and 1:1 Sessions

For all Academy classes, workshops, and 1:1 sessions delivered directly by TATA, a **minimum of four weeks' written notice** is required to cancel or withdraw from sessions.

This includes all private tuition and bespoke training arrangements (e.g. home education or drama school preparation)

Payment and Fees

Notice periods apply regardless of attendance. Fees remain payable during the notice period unless otherwise agreed in writing.

Any outstanding balances must be settled in accordance with our Terms and Conditions.

Termination by The Actor's Training Academy

TATA reserves the right to terminate a participant's place where necessary. Termination decisions are made carefully, fairly, and in line with our Behaviour Policy, Safeguarding Policy, and overall duty of care.

Reasons for Termination may include:

- Persistent or serious breaches of the Behaviour Policy
- Behaviour that places others at risk
- Repeated disruption affecting safe or effective delivery of the session
- Failure to engage with agreed behaviour support strategies or support plan
- Persistent late collection or failure to follow collection procedures
- Safeguarding concerns
- Non-payment or repeated missed payments
- Failure to comply with Academy policies or reasonable instructions
- Where TATA is no longer able to reasonably meet the needs of the participant, including where continued participation is not in the best interests of the individual or the group

Process Before Termination

Where appropriate, we will:

- Identify and document concerns
- Communicate with parents or carers
- Attempt to resolve issues through support strategies
- Review continued suitability of participation

Termination will normally only occur after reasonable steps have been taken, unless immediate removal is required for safeguarding reasons.

Immediate Termination

In rare cases, immediate termination may be necessary. This includes situations involving:

- Serious safeguarding concerns
- Immediate risk to participants or staff
- Violence, aggression, or abusive behaviour
- Situations where continued attendance would compromise safety or wellbeing

Parents or carers will be informed as soon as reasonably possible in such cases.

Termination by Parent or Carer

Parents, carers, or adult participants may withdraw from TATA provision at any time, subject to the notice periods outlined at the beginning of the document.

Written notice must be provided in accordance with this policy.

School-Based Provision

Where provision is delivered in schools or partner settings:

- School safeguarding and behaviour policies may also apply
- Termination decisions may be made in consultation with the school where appropriate
- Notice periods apply unless otherwise agreed with the school or governing body

Missed Payments and Termination

In line with our Fees and Payment Policy:

- Failure to make payment may result in suspension of participation
- Missed payments may incur additional administrative costs
- Continued non-payment may result in termination of a place

Where payment difficulties arise, parents or carers are expected to contact us at the earliest opportunity to discuss alternative arrangements where appropriate.

Our Commitment

We aim to act fairly, consistently, and transparently in all decisions relating to withdrawal or termination. Our priority is always the wellbeing of participants, the safety of all involved, and the smooth and sustainable delivery of high-quality training.

This policy was adopted by: The Actor's Training Academy	Date: 1 st July 2026
To be reviewed: 1 st July 2027	Signed: GWELFARE