Childs Name(s):...............................................Gender:...............DOB:..............

Parents Name(S):...........................................................................................

Address:..........................................................................................................

Postcode:.....................Telephone No:..................Mobile No:.....................Email:………………………...

If we should need to contact somebody during the session and there is nobody at the above address please indicate where we could reach parents or other carer e.g. relative minder.

Name:........................................ Relation to Child?......................................

Address:..........................................................................................................

Telephone No:............................................Mobile No:....................................

**MEDICAL INFORMATION:**

Name of doctor:.......................................... Telephone No:..........................................

Doctors address:.............................................................................................

**It is your responsibility to ensure that yourself, or the above named emergency contact is available for the entire duration of the classes in case of an emergency. The school accept NO responsibility should an emergency arise (i.e. Medical intervention other than calling an ambulance). I/We here by give permission for you to administer water as a First Aid Treatment.........................................................(Signed)**

Is your child allergic to anything?....................................................................\*

Has your child any major illness/Operations?.................................................\*

Has your child been in hospital recently?........................................................\*

Has your child any on-going health problems?................................................\*

(\* If Yes, Please give details on a separate sheet)

Has your child previously attended another stage school:(If yes, please give details of examinations already taken, to avoid duplication)

............................................................................................................................

............................................................................................................................

Names of persons authorised to collect child from Stage School:

................................................................................................................

(Please notify us of any changes. NO child will be released to an unauthorised person)

*Tip Toe reserves the right to refuse admission to a student into the group and also to request withdrawal of a child if grounds to do so are founded. (See Terms and Conditions)*

I hereby give my permission fro you ta take photographs solely for the use of the school in publicity or website.

The work of our group cannot be fully effective unless Tip Toe and parents work together in the Student’s interest. Parents are asked to read and sign this statement as an expression of this shared commitment.

I/we will join in the life of the Stage School for as long as our child attends.

Parents signiature:................................................................Date:........................................

**Tip Toe Declaration:**

Staff at Tip Toe will: -Endeavour to keep our students safe at all times.

-Teach our student’s classes they attend to the best of our ability, all classes are based on FUN!

-Be happy to help in any cases you or our students feel uneasy with, or need extra help with.

-In ALL cases the examiner’s result is finale, and the teachers at TIP TOE have NO bearing on the results.

-Arrange cover, where possible, for illness, to avoid cancellation of classes.

-Display ALL information on the notice board & distribute regular newsletters.

**TERMS AND CONDITIONS**

Please read carefully, sign the acknowledgement at the end of the conditions and return one copy to Tip Toe.

**1. FEES**Fee Amounts are notified at the start of each year. 1.1 All attending siblings are offered a 10% reduction on class fees.

***Payment Methods and Surcharges***

1.2 Tip Toe can now accept the following methods of payment: Cash, cheque (made payable to J.Barker).

1.3 A bank imposed surcharge of £3 per transaction will be added to all dishonoured payments made by cheque.

***Payment Due Dates, Refunds and Miscellaneous Payment Conditions***

1.4 Unless other arrangements have been agreed with the Principal, all fees must be paid on the day of each class for that class, and on the first day of return to class for all missed classes.

1.5 Fees are payable for ALL scheduled classes. Allowances cannot be made for unplanned holidays (2 wks planned holidays - unpaid, per year), parties, illness or other changes of circumstances.

1.6 Unless there is a special arrangement with the principal, any tuition fees that have not been paid and remain in deficit could result in your child being excluded from the classes.

1.7 Where classes are cancelled due to staff illness/shortages or holidays, fees will not be due.

1.8 EXAMINATION fees will be requested 6 weeks before the examination dates, if you do not pay on or before the deadline, your child will not be entered and will have to wait until the next session. EXAMINATIONS are not a pre-requisite, but advised, as they give them and yourself an idea as the levels of learning they are attaining.

**2. PERFORMANCES**

2.1 TIP TOE aims to perform a show at the end of each 18 months. You will be expected to provide your child with and pay for the required costumes for such productions. You will be informed way in advance of such productions to enable you to prepare for such financial commitment although we do try to keep costumes prices to a minimum.

2.2 Other costs may include travel to rehearsals/theatre.

2.3 Only chaperones will be allowed back stage at performances.

**3. LOST PROPERTY**

3.1 TIP TOE is not responsible for any lost or stolen property. If clothes are left after the session, please check the lost property.

**4. STAFF**

4.1 All staff have a fully enhanced DBS Cleared which means they have been police checked, which in the present climate I hope will give you piece of mind.

4.2 If you have any complaints about the school or a member of staff, please DO NOT approach the staff directly. Refer to COMPLAINTS (paragraph 8).

**5. BEHAVIOUR AND CONDUCT**

5.1 TIP TOE reserves the right to exclude a child from classes for bad behaviour.

5.2 If a child keeps behaving badly in class a warning will be sent in writing to you the parents. If your child continues to behave badly after the warning then TIP TOE reserves the right to exclude your child from the school in exceptional cases. Bullying will NOT be tolerated!

5.3 TIP TOE expects a high standard of behaviour when the school is represented at a public performance.

**6. COMPLAINTS**

6.1 If you have a complaint about the school in any way, please either write or speak to the Principal or email: julieecarter@aol.com

6.2 Complaints will be dealt with as soon as and in as professional a manner as possible. No Problem is too small!

6.3 DO NOT approach the members of staff with any complaints. All complaints must be referred to the Principal.

**7. SUPERVISION**

7.1 Teachers will be responsible for child safety during classes.

7.2 Subject to paragraph 7.3, students under the age of 16 should be collected from the front door at Ockendon. Teachers will remain at the school until all such students have been collected or have left in accordance with paragraph 7.3.

7.3 Students under the age of 16 who wish to travel home on their own at the end of classes will require prior written authorisation from their parents/legal guardian before they are permitted to leave the school. Such authorisation should be sent to the Principal who will inform the relevant teachers of the arrangements.

7.4 TIP TOE prefers that parents do not sit in on lessons as this has found to be disruptive to the students and has reduced teaching effectiveness. However, TIP TOE has no objection whatsoever to parents remaining in a separate part of the school building during class time.

**8. DATA PROTECTION –**

**In accordance with the new GDPR (25 May 2018) we adhere to the 7 Rights for individuals.** *(further details and copies of the Policy can be viewed on request and will be displayed on the notice board.) – Fact sheet attached.*

8.1 All your personal details will be kept in a locked cabinet, and on a password protected memory stick, which is locked. (We are Registered with the ICO)

**GDPR includes 7 rights for individuals**

1) The right to be informed

2) The right of access

3) The right to erasure

4) The right to restrict processing

5) The right to data portability

6) The right to object

7) The right not to be subject to automated decision-making including profiling.

8.2 To enable your children to perform in public we require a BOP (Body of Persons) License. To apply for this, we send your child’s name, DOB and address, by encrypted email, to the council department dealing with BOP licenses, who are also completely GDPR compliant. This information will NOT be used for any other purpose, and is also protected by Data protection law.

I Understand that I have the right to restrict processing of my data, I hereby accept/ decline (delete where appropriate) your authority to collect, store, share my data as outlined above and in the GDPR policy, signed:………………………………………. Date:……………………………………

**ACKNOWLEDGEMENT**

I ………………………… being the Parent/Legal Guardian of ………… ……..………….(full name of student) declare that I have read and agree to abide by the above terms and conditions

Signed: …………………………………………..Relationship to Student: …………… Date: ……………………