



1st Academy of Dance

Principal: Mrs Amy Jarrett dip.dde, School House, School Road, Colkirk Norfolk NR21 7NW
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Registered: Imperial Society of Teachers of Dancing - Acrobatic Arts – Zumba Fitness

Terms & Conditions / Rules & Regulations

LESSONS: It is essential that students are ready for their class at least 5 minutes prior to the start of lessons, warming up is a vital part of the class and should be taken carefully to ensure muscles are flexible and ready to begin a thorough exercise regime. No chewing gum or eating snacks during lessons in the hall/ studio. Mobile phones **MUST** be switched off or left on silent during your class; and can only be used in the event of an emergency.

Students must always keep focused and concentrate during the lesson; The Teacher (Miss Amy or Miss Lily) reserve the right to withdraw any student from the lesson if they are misbehaving, disrespectful, or aggressive at any time, so not to disrupt other students working hard; this is one of the main disciplines within the school that is extremely important.

NO Jewellery: to be worn at any time during a class, it is vitally important for His/her safety. Small stud earrings are acceptable if you have just had your ears pierced. Watches, necklaces and bracelets are forbidden and should not be brought into a studio. We are not liable for any loss of personal items.

GROOMING: Girls **must** have their hair pinned up in a bun for Ballet and a suitable style for all other classes, ensuring the hair does not have contact with eyes, and is away from the face when dancing.

REPRESENTATION: The school requests that all Students must wear an Academy 'T' Shirt or 'Sweatshirt' when at an event where you are representing the Dance School, these must also be worn whilst warming up and cooling down.

RESPECT: It is in our interest that all Students get the greatest experiences, in the field of dance. We do however request that any pupil wishing to participate in an event out of the Dance School to inform Miss Amy accordingly. It is a vital matter of respect in the industry. We also wouldn't want the event to clash with any other Academy events taking place.

SPECTATING/ DBS: New Members may spectate on their Childs class for 2/3 weeks, after this time we kindly ask the parent to leave their child in the classroom and wait outside so not to create unnecessary disruption. We regularly offer a watching week for all parents to show the improvements and fundamentals of the class structure.

In the case of an Academy event or show, photography can **only** take place with a Parent/ Guardians consent of the child in question, and we kindly ask that you are careful placing any photos on social media sites that may involve other children in the background. Regular 'DBS' checks are necessary on individuals who work with in the Dance School, ALL members of staff hold full DBS certification.

SCHOOL FEES: Tuition fees **must** be paid with in the 1st week of every month via Standing order or monthly cash. Setting up of a standing order is of the 'Parent/ students' control NOT the Academy. If any fees are in arrears a 5% charge will be added to your invoice to cover administration fees. Students who decide to leave the academy, will still be required to pay the full amount of the month in question. No refunds can be given to any Student for standing orders that have been overpaid or inaccurate - It is solely your responsibility to amend accordingly to the correct fee.

If a student is unable to attend a class for any reason, please inform Miss Amy or a Member of Staff. If a pupil is unable to attend classes for a number of weeks, due to commitments outside of the academy, 100% of the monthly fee will still be required. If its for a severe medical reason, you will only be required to pay 50% of the Monthly fee.

EXAMINATION FEES: must be paid in advance by the date specified at the time of booking, all parents/ guardians will be need to give their consent of the examination taking place 4 weeks prior to the examination date. Examination fees cannot be refunded unless you have a doctor's certificate or valid reason why the child cannot take the exam. These fees are paid straight to Head Quarters (ISTD)

UNIFORM: Pupils **must** always wear the correct uniform for the discipline in question, you may wear something suitable until this has been purchased from the academy or dance wear shop. No bulky training shoes or denim clothing (Jeans).

DANCE WEAR: Academy Uniforms and shoes can be purchased through **1st Academy of Dance**, all items **must** be paid in full on the specific date of ordering or your order will not be processed correctly. Orders are usually completed every Friday. We value your custom and always try our best to ensure the product arrives as quickly as possible, you will be notified straight away if a product is currently out of stock or has been discontinued.

MEMBERSHIPS: All memberships **MUST** be paid with in the 1st month of joining the Academy and should be renewed yearly in January. The fee will cover Insurance regulations within any building/ facility the dance school resides at, covering PPL & PRS Licences too. If you join after August, your membership fee will be reduced to half price. We do not offer a refund of any sort if you decide to leave the academy during the academic year.