



1st Academy of Dance



Principal: Mrs Amy Jarrett dip.dde, School House, School Road, Colkirk Norfolk NR21 7NW
Mobile: 07880 558031 Web: www.1stacademyofdance.co.uk

Terms & Conditions / Rules

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 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, Miss Claire 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/hers 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 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 class room and wait outside so not to create unnecessary disruption. 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. 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. Any student who leaves the academy during a particular month 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 control! 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 illness of some kind, the school will still require **50% of the Monthly fee** to cover the students place is kept available.

EXAMINATION FEES: must be paid in advance by the date specified at the time of booking, all parents/ guardians will be asked 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, only 50% of fee can be refunded from the Imperial Society of Teachers of Dancing.

UNIFORM: Pupils must wear the correct uniform for classes at all times or something suitable until this has been purchased. No bulky training shoes or denim clothing (Jeans).

DANCE WEAR: Academy Uniforms and shoes can be purchased through **PRO ACTIVE DANCE SUPPLIES**; all items **must** be paid in full on the specific date of ordering or your order will not be placed. Certain Uniform can be purchased through our website using the contact us form, requesting which items you would like to purchase. 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. Visit: www.1stacademyofdance.co.uk

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.

NEWS/ INFO: We are turning environmentally friendly. To save paper, Academy information and Newsletters can now only be found at www.1stacademyofdance.co.uk. If you do not have access to a computer then the Local Library are happy to accommodate the use of their equipment. All documents on the website will be in PDF format to allow you to download at your request.