



## Terms and Conditions for 2017/2018

**Hamilton Dance exists to offer children, young adults and adults the chance to learn to dance and perform in a fun, safe environment. As a member of our school your child can expect to be taught by highly qualified teacher's who are fully trained to offer a full range of dance styles. Our syllabus classes follow the examinations of the Royal Academy of Dance (RAD) and the Imperial Society of Teacher's of Dancing (ISTD organisations).**

**The terms and conditions are set out to inform parents and pupils what to expect as a member of our school. Please take time to read this information carefully and ensure you sign the section on the registration form. By enrolling at the school you give your consent to the following:**

### **1. Fees**

- Fees are payable in advance of the term. An invoice will be presented approximately 4 weeks before the start of the next term.
- The charge per class will be £3.50 for Pre-School and £4-00 for all other lessons and the term fee is based on 12 weeks in each full term. Each subject studied carries a charge of £48-00 per term with Pre-School charged at £42-00.
- If a child studies more than one lesson a week a **PROMPT PAYMENT DISCOUNT (PPD)** is offered. An invoice will be issued to parents showing 2 amounts. **The lower amount is subject to the fees being paid by the PPD deadline date. The discount offers excellent savings on classes. However, it will be removed if the fees are not paid on time and the higher amount will then be due.**
- The PPD date is always clearly shown on the invoice.
- Fees are to be paid in full by either bank transfer (preferred) or cash. Unfortunately we do not accept payment by cheque. Where necessary, alternative payment arrangements may be discussed with Anneliese directly.
- Our Associate programme offers excellent value for money to those pupils who wish to become more involved in the school. Students will pay an upper limit and are then entitled to attend as many of the inclusive classes as they wish:

**Junior Associates - pay for 4 classes and attend as many as available (Up to and including Year 6)**  
**Senior Associates - pay for 5 classes and attend as many as available (Year 7 and above)**

<b>Number of classes per week</b>	<b>One</b>	<b>Two</b>	<b>Three</b>	<b>Four</b>	<b>Five</b>
Amount without PPD	£48-00	£96-00	£144-00	£192-00	£240-00
Amount with PPD	No Discount	£80-00	£120	£160	£200

### **2. Term Dates**

We have 3 terms throughout the year and where possible each term runs over 12 weeks. The 2017/2018 term dates can be found on our website.

### **3. Attendance**

For your child to get the most from their classes it is essential that they attend on a regular basis. Any unnecessary absences should be avoided as this will be detrimental to your child's progress. Children who have a high level of absence will not be permitted to take part in examinations or shows. Where absence is unavoidable please advise the teacher and the absence will be marked as a holiday on the register.

### **4. Parents**

Parents are permitted to observe classes for the first 2 weeks. After this period parents must not sit in the lessons. You are invited to attend the last lesson of each full term and regular shows and demonstrations.



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### **5. Uniform**

- The school uniform guidelines must be adhered to at all times. Grooming is an essential part of the performing arts and your child should be correctly presented for each class that they attend. For new starters, please wear something comfortable ie. Leggings or a tracksuit until the uniform is purchased. The uniform may be purchased from the school.

#### **Ballet Uniform**

**Infant and Primary =** Lilac Leotard and Skirt, Pink Ballet Socks and Shoes

**Grade 1 and above =** Lavendar Leotard, Ballet tights and Shoes

**Grade 3 and above =** Burgundy Camisole Leotard, Pink Ballet tights, Canvas Ballet Shoes

#### **Modern and Tap Uniform**

**Primary to Grade 3 =** Raspberry Pink Catsuit and Black Jazz Pants, Black Bloch 'Merry Jane' Tap Shoes

**Grade 4 and above =** Black and Raspberry Pink Catsuit, Black Tap Shoes, Black Jazz Pants

#### **Jazz/Commercial/Limbering/Acro**

Pupils may wear there own appropriate dance wear - crop tops, leggings, leotards.

#### **iPerform Musical Theatre Group**

Black leggings and iPerform or Hamilton branded T Shirt with dance shoes.

#### **Hairstyles**

Hair should be groomed in a suitable style.

Fringes must be worn off the face and a bun must be worn for ballet classes.

### **6. Property**

Please ensure that all items of uniform and property are clearly marked with the owners name. Children should not bring valuable items to class. We accept no responsibility for any items left on the premises.

### **7. Health and Safety**

Children and teacher's shall act in such a manner to ensure there is no risk to anybody's safety following the schools Health and Safety Policy (view on our website)

No jewellery shall be worn for lessons and the correct uniform will be worn at all times.

No food and drink is to be taken into class other than bottled water.

Parents should stress to their children the importance of waiting INSIDE THE BUILDING after their lessons.

If an alternative adult will be collecting your child, please let us know who they are.

### **8. Photography and Videos**

- Occasionally, we may take photographs of your child at the school.
- These photographs may be taken on exam days or during show rehearsals and performance.
- The media may be contacted in relation to a special achievement or fundraising event and photographs will appear in the local papers.
- Any performances may be filmed and DVD's will be available to parents and relatives to purchase.
- To comply with data protection it is necessary that we have parents permission to publish photography or video footage of your child. Please read carefully the following occasions when your child's image may be used. If you disagree with any of the points you must enclose a letter stating your objections and return it with the signed registration form.
- Photography may be used on the school notice board, the website and in any relevant newspaper articles. Video footage of your child will be available to buy when DVD's are produced of the school shows.

### **9. Contact between Teacher and Student**

- Dance as a discipline requires a great understanding of the body and its workings. Parents should be aware that to assist in developing your child's awareness of their bodies in relation to dance, the teachers will from time to time need to use physical contact when working with the pupils.

### **10. Attendance at other Dance Schools**

- As a member of Hamilton Dance you must not attend any other dance schools.
- We have a full, varied timetable offering all dance styles and Musical Theatre lessons and should there be demand for any other classes, please do ask and we will try to accommodate your requests.
- Pupils who are found to be attending other schools will be asked to make a commitment to one or other of the schools and will not be permitted to attend both.

### **11. Registering for a 3 week Trial**

- Please complete the registration form and return to 81 Hobart Drive, Kirkby, Liverpool, L33 4EG.
- The 3 week trial is payable at £12 on the first day of the trial.