



Terms and Conditions for 2018/2019

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).

The terms and conditions are set out to inform parents and pupils what to expect as a member of our school.

We have recently updated our registration form and terms and conditions in accordance with the General Data Protection Regulation 2018.

Please take time to read this information carefully and ensure you tick all the relevant permission boxes on the registration form.

It is of paramount importance that all existing and any new pupils complete and return the attached registration form if you wish to receive any communications from the school including contacting you in an emergency situation.

1. Registering with the school and the data we will hold from you.

- In order to attend classes within our school all pupils must complete the attached Registration Form
- The registration form will ask for personal details including child's name, DOB, address and any relevant medical information.
- The school is registered with the ICO and our Data Protection Officer is Mrs Anneliese Hamilton-Stevens
- In accordance with GDPR we take the security and use of the information you give us very seriously.
- Here is a summary of our data privacy principals:
 - We may use your email and postal address to provide you with essential paperwork such as newsletters, invoices and other notifications.
 - In the case of performances your child's details including name, date of birth, address and educational school will be passed to the local authority as part of an application for a performance licence. This is common practice amongst all dance schools and in doing so we are conforming with regulations regarding children in performance set by the government.
 - Where children wish to enter for examinations their name, DOB and ethnic group will be passed to an external examining board who will use it to issue PIN numbers for your child which will be used to complete exam timetables. The Exam boards will not post out any information with your child's details on which may be intercepted in the post, all contact is made electronically.
 - We will use your phone number to contact you when we need to get hold of you urgently.
 - We pledge to keep your the contact details we hold for you up to date and would ask that you advise us of any changes to these details so we can update our records.
 - Your child's name may be added to any promotional items such as commemorative show T Shirts or programmes.
 - Photographs of your child may be used for advertising purposes and may be uploaded to social media via our Instagram and Facebook accounts. Please see the separate section on Photographs and Videos.
- We pledge to take care to protect and secure the information you give us. Any information stored electronically will be held on a computer that is password protected and any information stored in paper format will be stored in a lockable cupboard.
- In the event that your child leaves the school we will delete all electronically stored information and any paper records we hold for you.

2. Fees

- Fees are payable either in advance of the term or by monthly bank transfer over 11 months.
- A separate information sheet is available which details the Scale of Fees and the excellent discount schemes offered to our pupils.
- Any child who's fees are not up to date will unfortunately be unable to attend classes until any outstanding payments are settled.
- All children are offered the chance to attend for a 3 week trial before committing to paying the full term fees. Once the trial period is complete we will then issue a bill for the remainder of the term.
- New starters will not be offered the chance to arrange monthly payments until the first full term has passed. Any new starters wishing to take advantage of monthly payments can do so at the start of their child's second term with us.

3. Term Dates

- We have 3 terms throughout the year and where possible each term runs over 12 weeks. The 2018/2019 term dates can be found on our website.

4. 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.

5. Parents

- Parents are permitted to observe classes for the initial settling in period. Once you are happy that your child is settled in the class we ask that you please wait outside. You are invited to attend the last lesson of each full term and regular shows and demonstrations so you can see how well your child is progressing within the school.



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6 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. Full uniform guidelines and information on how to order uniform is published on our website.

7. Dance Examinations

- Some of the dance classes that your child attends within the school are based on the examination syllabi of the Royal Academy of Dance (RAD) and the Imperial Society of Teacher's of Dancing (ISTD).
- This system offers each child the chance to achieve their personal best and gives them a goal to work towards in their Ballet, Modern and Tap classes.
- Every child who attends the core subjects of Ballet, Modern and Tap is given the chance to take examinations and it is assumed that parents will encourage this.
- The teacher of the class will decide when a suitable standard has been reached and the children and parents will be advised
- The exam fee will be advised in advance and an invoice will be issued. This must be paid before the exam closing date if you wish your child to take part.
- Extra lessons are necessary in order to prepare the candidate as best as possible. There will be 4 extra lessons which will be paid for in advance and attendance at all lessons in the run up to the exam is essential

8. 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.

9. Health and Safety and Child Protection

- Children and teacher's shall act in such a manner to ensure there is no risk to anybody's safety.
- 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.
- Our Policies regarding Health and Safety and Child Protection can be found on our website.

10. 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:
- 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.
- Your child's name will never be identified by means such as 'tagging' on Facebook or in any news articles unless the article is about your child.
- If you disagree with any of the points you must advise us on the registration form

11. 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.

12. 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.

13. 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 £13-50 on the first day of the trial.