



Terms and Conditions for 2023/2024

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 in this document are put into place in an attempt to inform parents and pupils what to expect as a member of our school.
- ★ Our online registration form and terms and conditions have been composed 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.

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 Registration Form on our school portal.
- 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 we hold for you.

2. Fees

- All class fees are payable by monthly bank transfer over 11 months - September to July. Payment is due by the 14th of each month.
- The monthly payment is 'pro rata' and assumes the child will attend classes for the full academic year. In the event the child leaves part way through the year we will issue a final account statement which will detail how much is due to close the account.
- The Scale of Fees are documented in our Welcome Pack which is sent to all new starters.
- Any child who's fees are not up to date will unfortunately be unable to attend classes until the outstanding payments are settled.
- All children are offered the chance to attend for a 4 week trial before committing to signing up to the monthly payment. This must be paid in advance of the first class to secure your child's place. Any trials not paid for less than 24 hours before the first class will be cancelled.

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3. What do the fees paid include?

- Dance, Acro and Musical Theatre classes - Ballet, Modern, Tap, Jazz, Commercial, Lyrical, Contemporary, Limbering, Turns and Leaps, Acro and Musical Theatre are all included.
- Fully qualified ISTD and RAD Dance Teachers authorised to offer the examination syllabi of these organisations.
- Teachers who attend regular CPD courses and are up to date with safe dance practice.
- All teachers are DBS checked.
- Security in the knowledge that your dance school is a professional organisation. We are insured through Arthur J Gallagher and are registered with ICO and PPL/PRS.

4. How does the Unlimited Class Pass (UCP) Work?

- All Dance, Acro and Musical Theatre classes can be attended as part of our UCP scheme.
- Invoices are issued for all classes attended but only the first 6 classes are payable to a maximum of £102 per calendar month.
- Any additional classes are marked as £0 on the invoice which offers a significant discount to those students who are attending more than the 6 classes per week. The discount amount is clearly marked on the invoice each month.
- The school is obliged to provide a minimum of 6 classes a week to children on the UCP scheme which over the 36 week academic year totals 216 classes.
- Refunds on missed or cancelled classes for those on the UCP scheme will not be offered unless the school has failed in its obligation to provide the minimum 216 classes per year.

5. Refunds on Classes

- At times it may be necessary to cancel classes and we will always strive to offer replacement classes in their place.
- If replacements are not possible then we will offer a credit on your account for the cost of the missed session.
- Any classes attended as part of the Unlimited Class Pass (UCP) scheme do not qualify for credits for missed classes (see above).

6. Term Dates

- We have 3 terms throughout the year and where possible we follow the school term dates. The 2023/2024 term dates can be found on our website and in the Welcome Pack which is sent to all parents upon registering with the school.

7. 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.
- No refund will be available for non-attendance at classes across the year.

8. Parents

- We do not allow parents into the building other than to facilitate the dropping off of younger children.
- We have a number of class assistants who are on hand to help move children between classes and assist with changing of uniform and shoes between classes.
- Parents of new starters 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.

9. 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.

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10. 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.
- Those children who wish to take Ballet examinations must be attending 2 Ballet classes per week.
- 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

11. Timetable of Classes

- Our timetable of classes is available to view on our website and will be emailed out to all new enquiries upon completion of the online registration form.
- We offer an extensive range of classes for girls and boys of all ages - Ballet, Modern, Tap, Jazz, Commercial, Lyrical, Contemporary, Limbering, Musical Theatre and Acro. ***A place in our acro classes will only be offered to students who attend at least one dance class a week with Hamilton Dance.***

12. 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.

13. Policies

a) Health and Safety

- 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.

b) Safeguarding

- Parents should stress to their children the importance of waiting INSIDE THE BUILDING after their lessons.
- All children should be collected from the door by a responsible adult, under no circumstances will children under the age of 13 be allowed to walk out to meet parents in the car, whether in the car park or beyond the car park gates.
- 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.

14. 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.

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15. 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.

16. 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.

17. Registering for a Class Trial

- Please complete and submit the online registration form. You will then receive further details including timetable and fees information.
- A 4 week trial is offered to all new starters. This is charged at £15.00 per class to be trialled and should be paid for by Bank Transfer no later than 24 hours before the first class. Any trials that remain unpaid for with less than 24 hours to go will be cancelled.