



TERMS AND CONDITIONS

The conditions apply to protect the health, safety and welfare of everyone at the school, and all students are required to comply with the agreed codes of conduct. This form sets out the expectations of all parties involved in the delivery of dance, drama and singing at SNTS including Teachers, Parents/Guardians and children.

1 1. What the school provides:

1.1 SNTS provides tuition in ballet, tap, modern, jazz, street, acrodance, singing and drama through classes that run on various weekday afternoons/evenings and Saturdays during term time. Each term is 10 weeks in duration.

2. What you need to know:

2.1 Students wishing to enrol at the school are required to complete a registration form. A non-refundable registration fee of £30.00 is payable on enrolment. Upon receipt of this payment the student will be entitled to one school 'SNTS London' logo Tee shirt. This becomes part of the school uniform and will be required to be worn in accordance with our uniform policy.

2.2 Fees will be invoiced prior to the start of each term.

2.3 Payment of fees are due at the beginning of each term and no later than the due date stated on the invoice or following receipt of an invoice where a student has enrolled during the term.

2.4 Penalties will apply on late payments of fees as stated on the invoice.

2.5 New students enrolling within the first half of a new term the full term fee is payable, thereafter, the fees will be calculated on a pro rata basis for the remainder of the term. Invoices will be issued once registration has been accepted and the student has commenced their first class.

2.6 **Half a term notice in writing** is required for termination of any classes. If half a term notice to terminate any classes is not received, the equivalent of half a term fees **will** become payable. Please note that verbal instructions of termination of classes will **not** be accepted.

2.7 The school reserves the right to amend or alter the fees, classes and timetables as and when necessary.

2.8 Deductions or refund of fees will not be allowed for general absences; including religious set holidays.

2.9 Refunds of fees will only be given when a student is unable to continue at the school due to a long-term medical condition. In such circumstances a refund will be provided on the production of a doctor's certificate.

2.10 Should it prove necessary to close the school or cancel classes on account of an epidemic national crisis, severe weather conditions or any other circumstances over which the school has no control, fees will **not** be refunded or compensation given.

2.11 One trial class will be allowed per student.



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3. By entering into this agreement the school commits to the following:

- 3.1 To provide classes with excellent teaching standards delivered by our teachers, all of who have undergone the school's induction process and who have committed to the school's health and safety and child protection policies.
- 3.2 All teachers and main staff have undergone checks by the Disclosure and Barring Service.
- 3.3 To provide classes some of which prepare our students for the Imperial Society of Teachers of Dancing; ISTD; and the London Academy of Music and Dramatic Arts; LAMDA; examinations and to enter students for these examinations if desired.

Please note ISTD Modern examination classes are by invitation only.

Students will only be entered for examinations when they have reached the required standard decided by the teacher and/or Principal. All students taking ISTD examinations will be required to take compulsory extra coaching classes before the examination takes place.

LAMDA examination will involve an additional number of private lessons. Private Drama lessons are on a one to one basis. Parents/Guardians are welcome to wait outside the room on these occasions, with the door open if required. If parents/guardians are not comfortable with this arrangement, please note that SNTS will not be able to enter the student for LAMDA exams.

Examination and Coaching Class fees will be invoiced in addition and separately to the normal term fees and payment terms will apply which will be stated on the invoice.

- 3.4 To provide you with the opportunity to 'Watch Days' normally held on the last classes of the summer term where you will be able to watch your child's progress in an open environment.
- 3.5 To organise presentations and shows from time to time. We aim to provide at least one presentation or show per year. Presentations will normally consist of dance, drama or singing. Shows will normally be a combination of dance drama and singing.
- 3.6 At the start of each school year in the Autumn term students may automatically be moved into another class which will be relevant to their age and/or ability. This movement may occasionally take place during the school year, however this is dependent on class number availability and will be decided by the teacher and/or Principal.



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4. By entering into this agreement you consent and agree to the following:

- 4.1 For the school to contact you with information to matters and activities in relation to your child
- 4.2 That you recognise that the school provides classes to a range of young people at differing levels of ability and you are requested to respect and treat others as you would expect for yourself.
- 4.3 That all students are required to recognise that a commitment to the class and to the school is needed to enable all members within the class to learn and to be taught.
- 4.4 That students entered for examinations are fully prepared for them by attending all coaching classes.
- 4.5 All fees, including examination fees and coaching class fees to be paid within the time stated on the relevant invoices.
- 4.6 That the details and information submitted by you to us is true and correct and that any future additions or alterations to your details and information will be notified to us promptly and will be true and correct;
- 4.7 Students **must** wear the correct uniform where applicable. Uniform can be obtained from the Mill Hill East Church Halls venue during SN TS term time, please email or enquire at the school desk for details. All uniform must be clearly marked with the students' name. The school cannot be held responsible for accidents that are caused by students wearing inappropriate clothing. Hair should be dressed in a suitable way for the individual classes. Please ask the teacher or at the school desk for details.
- 4.8 We ask that great care be taken with money or any articles of value, as the school cannot accept responsibility for money or possessions lost on the premises.
- 4.9 SN TS are only completely responsible for the students when they are in class. We would suggest that parents of children under ten stay in the building until their child has finished classes. However, this is entirely at the discretion of individual parent/guardian. **Please do not give young children permission to cross the road to the local shops and impress upon them that they must wait inside the building until they are collected by their parent, guardian or authorised person.**

5. Behaviour

- 5.1 Students are expected to behave in a polite and caring manner to teachers and to other students and make every effort to arrive punctually to classes.
- 5.2 The school reserves the right to ask for a student to be removed from the school for any of the reasons outlined below;
should a student:
 - not respond to training;
 - behave in a way that disrupts the enjoyment and learning of others;
 - cause wilful damage;
 - breach the school rules, conditions or regulations.



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5.3 If your child has any special needs that could affect their progress, please do discuss these with us before they start.

6. GDPR

6.1 We only hold data provided to us by you. Initial information is collected on the registration forms that you have completed and signed at enrolment. We may also collect data that is provided to us by you by email or any other method. Once information is collected it is transferred onto our main database. We only keep data that is necessary and relevant for the purpose of school activities i.e. regular classes, exams, performances, competitions, accounting and to run the school in a safe and efficient manner.

6.2 Personal data submitted by you will be held on a database to be used solely by the school.

6.3 To take part in exams, competitions or performances we will usually be required to provide personal data to the organising body, we will ask for your consent to share the data when entering your child.

6.4 We also reserve the right to share information if we suspect a safeguarding issue.

6.5 You may write to the school to request a copy of the personal data held by us about you. Other than the use of the school, we will not disclose your personal information to others.

6.6 In the unusual event that the school needs to seek outside medical help for a student, we will ensure that we contact parents/guardians at the earliest opportunity. **Please ensure that the school has up to date contact details for you.**

6.7 The registration documents that you have completed and signed at enrolment give consent to SNTS to contact you with information on matters and activities in relation to the school i.e. invoicing, exams, classes, competitions, performances, etc.

6.8 We will keep and update records for as long as your child/children are enrolled at SNTS. Once your child/children have left SNTS all records will be deleted and/or shredded. However, SNTS has a legal duty to keep some information such as safeguarding/child protection records, accident/injury records for a reasonable time.

6.9 A copy of SNTS Privacy Policy is provided at enrolment and can be viewed on the SNTS website <http://www.sntslondon.co.uk>

IMPORTANT

When teaching it may be necessary to correct students' posture or bodyline. This may require physical contact to be made. This also includes physical contact between students ie; holding hands. If you are not comfortable with this, then please make your feelings known to us. Unfortunately, this will probably mean that we are unable to accommodate your child at our school, as it can be dangerous to leave children uncorrected.



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Photographs, video and audio recordings during classes and performances are regularly taken by SNTS. These images may also be used to advertise SNTS in differing forms of advertisement and marketing including leaflets, social media or any other use such as training, educational or publicity purposes or use on SNTS website. When registering to enrol at SNTS a Consent Form for Use of Images of Children will be required to be signed.

At SNTS, we aim to provide a teaching environment and relationship with you that supports your child and meets his/her needs. We aim to be open about what the school offers, how it operates and the expectations of all involved. However, we also understand that sometimes things go wrong. If they do, we need to know so we can put them right and learn from them. We believe that addressing and resolving concerns promptly will contribute towards your confidence in the school. If you are not satisfied with any aspect of the work of the school, please contact **Caterina Spano, Principal or Emilia Spano, School Director to discuss any concerns.**

For new enrolments please read contents of this document carefully and ensure that you are in agreement with the detail before committing to enrolment.

These terms and conditions are binding upon all parties. SNTS reserve the right to amend or vary these Terms and Conditions as and when necessary, without any notice.