

## **Academy Etiquette: Terms and Conditions – August 2024**

By registering your child with Dynamicmotif Dance & Performing Arts Academy, you agree to adhere to the following terms and conditions. These guidelines are in place to ensure a safe, respectful, and enjoyable environment for all students, staff, and parents.

1. **Punctuality**

Pupils are expected to arrive 5-10 minutes before their class is due to start. This allows time for preparation and ensures that classes can begin on time.

2. **Uniform**

Pupils must wear the correct attire, including appropriate footwear, with hair tied back and no jewellery. Adherence to the uniform and grooming standards is essential for safety and discipline. This policy is part of our Health and Safety standards. If a pupil is injured or causes injury due to incorrect attire, our insurance may not cover the incident. Pupils who do not comply with the uniform requirements will not be allowed to participate in class or performances.

3. **Behaviour**

Pupils are expected to show mutual respect for each other and their teachers. Disruptive behaviour will not be tolerated. We encourage a positive and inclusive atmosphere where everyone can enjoy their classes. Parents and carers must also show respect to all staff members and fellow parents. Verbal, written, or physical abuse will result in immediate expulsion from the Academy.

4. **Loss and Damage**

Dynamicmotif Dance & Performing Arts Academy is not responsible for the loss or damage of pupils' belongings during classes or performances. The care of personal items is the responsibility of the pupil and their parent or guardian.

5. **Fees**

All fees must be paid within two weeks of receiving the invoice, which is sent via email each half term. If you have any questions or concerns, please contact Tom Nicholas immediately. A late payment fee of £5 per week will be applied to overdue invoices. Class discounts apply only to a full half-term's fees; changes to class attendance after the term starts will result in discounts being withheld until the next half term. Private lessons and 30-minute lessons are not eligible for discounts.

6. **Termination of Classes**

We request four weeks' notice (including holidays) if you wish to terminate your child's enrolment. This allows us to offer places to those on our waiting list. Failure to provide notice will result in continued liability for fees until notice is given.

7. **Illness/Absence**

Fees are non-refundable for absences due to short-term illness or other reasons, such as holidays. If your child has a long-term illness that may affect attendance, please discuss this with Miss Jackie to explore potential accommodations.

8. **Unforeseen Cancellation of Face-to-Face Classes**

If a class cannot run as scheduled, an online Zoom class will be offered as a replacement. If an online class is not possible, the fees for that class will be credited toward the following term's invoice.

9. **First Aid**

All staff at Dynamicmotif Dance & Performing Arts Academy are trained in emergency First Aid. It is your responsibility to provide up-to-date information on any long-term illnesses or injuries your child has or develops while attending the Academy. By signing the registration form, you consent to a teacher administering First Aid to your child if necessary.

10. **Physical Corrections**

To ensure proper dance training, physical corrections may occasionally be necessary to guide pupils into the correct stance or position. These corrections are made with care and respect for the pupil's dignity. Please speak to Miss Jackie if you have any concerns.

11. **Mobile Phones**

Mobile phones may be brought to class for emergencies only. They must be kept on silent and should not be used during class.

12. **Food & Drink**

Food and drink are not permitted in the dance space, except for water. Snacks may be consumed in the reception or changing area, and all litter must be disposed of in the bins provided.

13. **Collection of Children**

Children of primary school age or younger must be collected from the hall reception or changing area by a

parent or responsible adult. If someone other than the parent is collecting the child, please inform the teacher. For children aged 3-5 years, written consent is required if a parent or guardian does not stay for the duration of the class. By dropping off and collecting your child at the end of the class, you are consenting to your child being under our care during that time.

14. **GDPR Compliance**

I consent to Dynamicmotif Dance & Performing Arts Academy using my data for invoicing, safeguarding, and event-related purposes, such as publishing names in programmes or examination entries. I understand that my data is stored securely and that I have the right to access the data held about me at any time.

**By attending the Academy, you are agreeing to adhere to all of the above terms and conditions.**