



## TERMS & CONDITIONS SEPTEMBER 2024

**STUDENTS REQUIRE A FRESH, SPORT CAPPED WATER BOTTLE FOR LESSONS.**

### FEES & HOLIDAYS

- For the first half term of attending lessons please pay weekly. You will receive an email invoice for the upcoming weeks in the half term and it can be paid via bank transfer (details on the invoice) or by using a credit/debit card; cash and cheques are not accepted.
- Following your first half term, invoices must be paid in full for the upcoming half term and by the date shown on the invoice to secure the student's place. Failure to pay on time will result in the student being refused lessons.
- The fees secure the students place in the class and are non-refundable and non-transferrable despite the students' attendance. This includes dance camps and/workshops; cancellations are non-refundable.
- Should lessons be cancelled for a reason of which the teacher or principal has no control, ie, snow preventing travel or heat preventing safe lesson delivery, and if a primary school cancels an after-school dance club session within a half term that has already commenced, 20% of the lesson cost will be credited to the student's class manager account.

### TERM DATES

- Term dates are available from [www.LocomotionDance.co.uk](http://www.LocomotionDance.co.uk).
- Lessons operate for approximately 46 weeks of the year with the exclusion of the after-school clubs which operate in term time only.
- We operate lessons throughout the summer holidays to keep routine for the children and continue their professional development. We also deliver lessons for one of the two weeks of holiday during the Easter break.

### PARENT-PORTAL

<https://app.classmanager.com/portal/locomotion-dance-studios>

✓ Manage lessons, ✓ Invoices, ✓ Messages, ✓ Personal data such as address', ✓ Emergency contact numbers, ✓ & more! Locomotion Dance Studios uses the online payment system Class Manager to store data, generate registers, invoice customers and **is our main form of communication; please mark us as a trusted sender via email**, and view Class Manager's Privacy policy.

### UNIFORM

- Students must attend in the correct class uniform with their hair neatly tied up on their faces.
- Students must remove all jewellery before attending lessons.
- Details of individual class uniform requirements are available on our website. Please label your student's uniform.
- Locomotion do not take any responsibility for the loss of or damage to any properties left on the premises.

### STUDENT SAFETY

- Students and their guardians must inform their teacher of any injuries or illness prior to their class commencing.
- Locomotion Dance Studios do not accept any responsibility for accidents / injuries which may occur whilst participating in classes.
- Physical contact may be necessary when helping to demonstrate correct dance technique and permission will be sought first.
- By registering with us, you authorise LDS to provide first aid treatment where necessary. (Guardians will be notified of treatments).

### BEHAVIOUR & ETIQUETTE

- Commitment, good attendance, and punctuality is expected. Continuous non-attendance or lateness may result in expulsion.
- Students and their families must conduct themselves in a disciplined manner whilst attending classes and be respectful to both teachers and fellow students at all times, ensuring the safety and well-being of everyone. Our behaviour management policy is available on our website.
- Mobile phones must not be used during lessons and they should be switched to silent if brought into class.
- We reserve the right to exclude students who are not responding to training, misbehave or fail to follow the school rules.
- We reserve the right to exclude students due to their family's misbehaviour and for not following the school rules.



#### **ATTENDANCE & NOTICE TO LEAVE**

- Should the student be unable to attend a lesson, please notify us prior to their class to ensure an accurate register can be taken.
- Should a student wish to withdraw from a class, a half a terms' written notice is required, or a half term's fees will be liable.
- Locomotion Dance Studios is a school and therefore, there is no joining fee and you do not re-enrol each September as our lessons continue throughout the summer holidays.

#### **POLICIES and TERMS & CONDITIONS**

- A wide range of our policies are available on our website. Additional policies are available upon request.
- We reserve the right to amend or alter these terms, conditions, and pricing at any time, updates of which will be emailed to you.
- Students cannot perform choreography learnt whilst studying at Locomotion Dance Studios in a public place without authorisation, nor can students use the choreography for any other purposes such as educational exams etc. This is a breach of copyright.

#### **PHOTO RELEASE AUTHORISATION**

- I have stated on the portal (yes/no) whether the named student can be photographed & filmed for the use of advertising on social media, leaflets, website etc.

I have read, understood, and agree T&C's above, and agree to update our family's details on the portal when necessary.

**THE ABOVE TERMS AND CONDITIONS WERE AGREED TO UPON REGISTRATION ON THE CLASS PORTAL.**