

# TERMS AND CONDITIONS



Revised: May 2018

Mo's Dance and Drama Schools - 'The School'

## FREE TRIAL LESSON

We offer a free trial lesson for all new pupils to ensure that both the pupil and teacher are happy with the class. Pupils are automatically enrolled (and therefore must abide by these terms and conditions) once payment of their initial invoice has been made. Trial lessons for returning pupils or those wishing to try a different dance style are offered at the discretion of the management.

## CLASS SCHEDULES

There are no classes on half-term holidays, bank holiday Mondays, Easter, Christmas or during the summer holidays. See calendar for term dates. Personal holiday or absence taken during term time is non-refundable. The School reserves the right to substitute teachers, cancel a class, or change class time/day when and if the need arises.

## FEES & HOW TO PAY

Fee invoices are produced each half term (typically 6-7 weeks) and distributed to you via email. Each invoice has a link to enable payment by debit/credit card directly to Mo's Dance and Drama School's bank account. Once paid a receipt is issued and your account is updated immediately.

All fee invoices are due by the last day of each current term. Payments not received by this time will be subject to an additional administration fee of £10. The school does not give discount to siblings. Fees are reviewed on an annual basis and are non-refundable.

Details of how to pay for exams, medal tests and show commitment fees are given on the relevant entry form.

## DANCEWEAR AND REGULATIONS

- All dance classes (optional at Tots Dance / Pre-school Dance level) have a dress code. This uniform is to be worn during all lessons.
- Our Uniform list is available on our website. Mo's official supplier is Dancia International, Caversham and they also have Mo's uniform list. 36-38 Prospect St, Caversham, Reading, RG4 8JL, Tel: 0118 9478123, Email: [reading@dancia.co.uk](mailto:reading@dancia.co.uk) [www.dancia.co.uk/reading](http://www.dancia.co.uk/reading).
- Long hair should be tied back for neatness and safety to the dancer and others.
- No jewellery, tattoos or nail varnish in class, exams or performances.

## WATCHING WEEK

Watching week is held three times a year just before the major Christmas, Easter and summer breaks. These classes will take place during the last week of term and are an opportunity for family and friends to see how their child is progressing.

## LEAVING THE SCHOOL

**One term's notice** should **be given via email** to the administration office in the event of any student wishing to withdraw from a Ballet or Tap class. Failure to give notice will result in continuing charges to be made up to one term after the last lesson attended. The exception to this is for our Tots Dance, Preschool Dance, Tiny Tappers and Street Dance classes who may give notice at any time but will be expected to pay until the end of their current term of classes.

## CODE OF CONDUCT

- Parents should beware that due to the nature of dance it may be necessary for the teacher to use physical contact when training dancers.
- Adult dancers and parents/carers of young dancers must inform the teacher of any injuries.
- Parents are to wait outside the studio.

- Parents/carers are held responsible for the behaviour of ALL children under 16 years whilst using our venues. This includes siblings of those attending classes.
- Teachers cannot be held responsible for children outside of the class or in the event of the child leaving the room. We assume parents will be in attendance at all times.
- In line with other education establishments, mobile phones must be switched off before entering the dance studio. Mobile phones are considered to be distracting to the class and hazardous to a pupil's safety.
- Please show respect to other users by keeping the venue and toilets tidy, as you would like to find them.
- Dancers of all ages must use a designated dressing room if there is one on site. There is to be no changing in public spaces, e.g. corridors, for the safety of your child.
- The School reserves the right to cancel this agreement with the customer without refund if any behaviour in their party comes into disrepute.
- The School is not responsible for the safety of personal and valuable belongs if they are left behind.
- It is the responsibility of the parent/carer to collect children from class on time otherwise the School may make a charge for late collection.

### **PHOTOGRAPHY/FILMING OF PUPILS**

During our weekly classes we DO NOT permit photography or filming of our pupils by parents or others. The exception to this is during Parents Watching Week which takes place in the last week before the Christmas, Easter and Summer breaks. We ask parents to respect the privacy of the other members of the class by restricting the use of any images taken for their own family use. In instances where we feel it would be appropriate for photography to take place ie, at a performance or for publicity purposes we will seek parental consent.

### **EXAMS**

These are optional for those who want to take part and are considered ready by their class teacher and /or management. Exams and class awards can be taken with the Royal Academy of Dancing (RAD) in ballet from Primary level upwards and medal tests in ballet, tap and freestyle with the International Dance Teachers Association (IDTA). The school will let pupils know when the next sessions are taking place and will communicate entry details to pupils.

### **SHOWS**

Our students can take part in our various performances that are scheduled each academic year. Our programme of performances varies each year and eligibility may depend on the type of class attended. Participation in performances is optional and a commitment fee is required.

### **COMMUNICATION**

Email is our method of keeping you up to date with events and will be used for invoicing. A mobile telephone number is also required for text alerts. Please keep us informed of any changes to your details.

### **INCLEMENT WEATHER/EVENTS**

Please check our website, your email, or answer phone if you don't have email, for updates if adverse weather or similar local events are likely to prevent classes taking place. If you have provided a mobile telephone number you will receive a text alert.

### **PRIVACY POLICY**

Mo's Dance and Drama Schools are committed to protecting and respecting your privacy. Our Privacy Policy is available from our website.

The School reserves the right to amend or alter these terms and conditions at any time without prior notice.