

TERMS AND CONDITIONS



Revised: February 2021

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

TRIAL LESSON

We offer a trial lesson (class fee applies) 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 for the remaining weeks of the term 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 and the relevant class fee applied.

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 for any reason including but not limited to illness 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 your account is updated immediately.

All fee invoices are due by the Wednesday of the last week 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 under normal circumstances* are non-refundable.

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

*CANCELLATION POLICY

In the event that it is necessary to cancel a class due to circumstances beyond our control such as, but not limited to, as a result of government intervention during a pandemic, hall availability, teacher availability, inclement weather the following will apply:

For cancellations during an active term of classes – the fee per cancelled class will be credited to the customer's records to be used against future classes. No refunds will be given.

For cancellations of a term that has not yet started any fees paid in advance will be credited against the customer's records to be used against future classes or may be refunded upon request.

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

- All dance classes have a dress code. This uniform is to be worn during all lessons.
- Long hair should be tied back for neatness and safety to the pupil and others.
- No jewellery, tattoos or nail varnish in class, exams or performances.
- Parents / pupils must inform the teacher of any injuries and must not attend when ill.
- Parents are not permitted in the studio.
- Parents are held responsible for the behaviour of ALL children under 16 years whilst using our venues. This includes siblings of those attending classes.

- Parents must be in attendance to collect children promptly.
- In line with other education establishments, pupil's mobile phones must be switched off before entering the dance studio..
- 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 arrive ready for class or use a designated dressing room if there is one on site and are permitted to use it. 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.
- No photography/filming of pupils/classes without prior consent of parent with the exception of parents watching week.

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.

PARENT INFORMATION

TRIAL LESSON

We offer a trial lesson (class fee applies) for all new pupils to ensure that both the pupil and teacher are happy with the class.

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.

EXAMS

These are optional for those who want to take part and are considered ready by their class teacher. 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 including fees 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.

DANCEWEAR AND REGULATIONS

- All dance classes 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 www.dancia.co.uk/reading.

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.

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.