

SUSAN ROBINSON SCHOOL OF BALLET - TERMS AND CONDITIONS

Welcome to our school. The ethos of the school is to provide a happy, friendly, professional, disciplined and focused environment in which pupils will enjoy learning and be inspired to achieve results of the highest possible standards.

All members of staff hold an Enhanced Disclosure CRB Certificate and are committed to bringing every student to their full potential through excellence in teaching and training.

Royal Academy of Dance and Imperial Society of Teachers of Dance examinations are offered every term at the discretion of the Principals/Teachers when a student is ready... not at the request of the child or parent.

Selected students are entered for festivals and all pupils are invited to appear in the bi-annual production.

Your information will be processed according to the *General Data Protection Regulations 2018*.

Please adhere to the following school rules:

- The correct uniform/footwear must be worn to all classes, exams and rehearsals.
- Hair must be worn in a bun for ballet and neatly tied back off the face for all other dance disciplines. Scrunchies or coloured hairnets are not allowed at any time.
- Pupils may be refused entry into class if hair and uniform are not correct.
- Students wishing to participate in any external dance classes, workshops or additional festivals must obtain the permission of the Principal.
- All fees must be paid in full by the start of term. An invoice will be issued at the end of the preceding term. We would prefer payment to be made by bank transfer. In cases of financial hardship please contact the Administrator.
- A full term's notice is required in the event of a student withdrawing from the school or if a student wishes to reduce any lessons. If a full term's notice is given no fees for the following term will be due.
- If a half term notice is given of a student withdrawing from the school or reducing any lessons, 50% of fees will be charged.
- If 2 weeks notice or less is given before the end of term full payment of the next term's fees will be due.
- In the unlikely event of an accident or extreme illness if we are unable to contact parents/guardians we will act in loco parentis and take the appropriate action.
- The school will not accept any responsibility for any losses incurred on the premises.

The above rules will be strictly enforced and the Principal reserves the right to refuse admission or dismiss a student if these rules are not adhered to. Thank you for your co-operation.

Please retain this document for your information. Please complete the registration form, photo consent form and advise us of any medical conditions which may affect your child's dancing. The completed forms should be sent to the School Administrator.

January 2023