

1. Fees are payable monthly in advance and no later than the second class of each new term for new students. If your child turns up to class without the correct subscription set up OR unless you have a prior written agreement with HSD in regard to fee payment, they will not be allowed to participate. If joining class mid-month an invoice will be sent requesting payment to complete that month of classes, should this payment not be received by the 1<sup>st</sup> of the following month then payment will be taken directly using your Class4Kids Subscription.

2. Fees are based on an academic year running Sept - Aug as indicated on the timetable of HSD and fees are spread monthly dependent on time of joining. If you have joined in time for the new academic year payments run Sept-July spreading cost across 12 months. Bank holidays and school events are taken off direct debit plans. Direct debits will be taken from the 1<sup>st</sup> of each month and will be shown on statements from Class4Kids / Hebden Dance.

3. Additional purchases, uniform extras and event fees can be paid for via internet banking

The Hebden School of Dancing LTD.

Sort Code 51-81-08

Account 83983023

NATWEST

or using the form uploaded where required on [www.thehebdenschoolofdancing.co.uk](http://www.thehebdenschoolofdancing.co.uk)

Please note, we no longer accept cheques.

4. All fees can be viewed at the time of sign up on Class4Kids and any adjusted or discounted fees will be notified directly to you at the time of amendment via email. Receipts will only be provided upon request. Fees are subject to change and will be updated in our annual terms & conditions.

Discounts for September 2020 plans are as follows. Discounts are subject to change.

#### MULTI CLASS DISCOUNT STRUCTURE

NUMBER OF CLASSES	DISCOUNT
2 classes per week	15% off total bill
3 classes per week	20% off total bill
4 classes per week	25% off total bill
5 classes per week	30% off total bill

There is a £1.50 insurance and registration fee per month.

5. Every new student can attend **one** no obligation, £5 trial session for each genre.

6. Direct debit set up secures their place for the following term. Should a direct debit payment fail it will be retried within 7 days. If this retry is unsuccessful, we will invoice you directly where payment will be due upon immediate receipt. Should payment still not be received within one month from original direct debit date a 10% fee will be added. The invoice will then be subject to an 10% monthly interest charge going forward. If invoices remain unpaid after 60 days we reserve the right to pass the debt for collection to our preferred recovery agent. In such circumstances the cost of recovery, 30% + VAT will be added to the outstanding debt.

7. 30 days' notice is required if a student decides to longer participate in classes. It is a parent /guardian's responsibility to cancel the direct debit with the bank. If the required notice is not received, the full payment of the pupil's fees for the following month will **not** be refunded.

8. Should any pupil wish to discontinue any class or leave the school, refunds for any unused classes will not be given. The parent/guardian remains liable for any additional administration costs, uniform orders or competition/exam entries that have been applied/invoiced prior to receiving cancellation notice if they fail to meet the cancellation policy.

9. Parents who book private lessons, whether for festivals, competitions, exam coaching or otherwise, must pay in advance for these classes when they are booked. Refunds will not be given in the event of the pupil not attending pre-booked private lessons. Private lessons will be booked in writing and agreed by pupil, parents and HSD.

10. All Hebden School of Dancing staff should expect to be treated with respect and dignity by parents and other members of the public. The Hebden School of Dancing reserves the right to dismiss any parent, guardian or pupil behaving inappropriately. Our Unreasonable Parents documentation and guideline is available upon request. The following will not be tolerated at the dance school:

10a. A persistent complainant is a parent/carer or member of the public who repeatedly complains about issues (either formally or informally) that have already been addressed, and/or whose behaviour is unreasonable. This may be characterised by:

- actions or contact which may be viewed as obsessive, persistent, harassing, prolific, or repetitious
- an insistence upon pursuing unmeritorious complaints and/or unrealistic outcomes
- an insistence upon revisiting meritorious complaints in an aggressive or inappropriate manner.

10b. Harassment is unreasonable contact with staff in such a way that:

- appears to be targeted over a significant period of time on individual members of Hebden School of Dancing
- causes on-going distress to individual Hebden School of Dancing staff through their conduct or actions
- has a significantly adverse effect on the whole/parts of the Academy

11. Please ensure that your child goes to the toilet before class and brings a bottle of water if desired into the studio. Students must wear the school's regulation uniform.

12. HSD do not accept any responsibility for any loss or damage to any property left on the premises.

13. In the event of adverse weather conditions, government school closures or natural disasters it is at the discretion of the principal as to whether classes will run. Travelling, student welfare and safety will all be taken into account. In the event classes are cancelled parents will be made aware via email & social media. If the school must cancel classes due to extreme weather, epidemic, pandemic or other events beyond our control, classes will be cancelled, where possible you may make up the lesson

within 30 days in a similar level class. Refunds or credits are not given. It is at the principal's discretion as to whether an additional class is put on to make up cancelled classes, this however is not compulsory.

13a. All dates arranged for school activities, including but not limited to; shows, performance opportunities, competitions, exams and workshops are subject to change at all times.

14. HSD will work towards IDTA exams. Pupils will only be entered when they have reached the required standard decided by the teacher. Pupils taking Grade exams will be required to attend a compulsory additional coaching class in the term before the exam takes place. Parents will be notified at the appropriate time. HSD has the right to withdraw any pupil from an examination at any stage. All classes in the term prior to the exam must be attended. Teachers have the right to withdraw students from the examination session should attendance not be satisfactory.

15. Fees for ballet exams must be returned by the deadline on the form. Late fees will incur a £15.00 charge, assuming the IDTA will accept a late entry. Exam fees are non-refundable.

16. HSD endeavour to ensure that your children are dancing in a safe and comfortable environment. We ask you to bring and collect your child promptly and provide us with written details of changes in drop off/pick up arrangements, special medical needs etc.

17. Pupils will not be allowed to leave the dance areas until they are collected. Permission is required should you wish your child to be allowed to leave unsupervised.

18. All students must be registered for the classes they attend. Unregistered children will not be allowed to participate in the class.

19. Please ensure that HSD receives any changes to pupil's contact details in writing. All details will be held in strict confidentiality (Data Protection Act 1998) and will not be passed on to outside parties except to the IDTA for children doing dancing exams. Email contact is [chloe@hebdendance.co.uk](mailto:chloe@hebdendance.co.uk)

20. Parents/guardians are invited to watch classes during watch week, which is generally held at the end of each term. HSD reserves the right to cancel watch week. Filming and photography are by permission and with the discretion of the teacher during watch week. We will only accept a safe number of parents into the studio at one time, we will also ensure all parents get the opportunity to view part of the class.

21. Pupils / Parents will be asked to leave without notice for any serious breach of the school's terms and conditions or for any other serious misconduct.

22. The school does not discriminate on background, race or religion, regularly monitors staff to maintain school teaching policies and adheres to Health and Safety procedures to ensure that each child dances in a class appropriate to their level of development.

23. From time to time it is necessary for the teachers to use physical contact when helping to improve pupils' posture or assist in movements. This includes physical contact between students ie. holding hands.

**24. I understand and give consent to the use of photographs and video recordings from time to time including HSD Website / school social media / internet for press and promotional development of the school.**

25. HSD is not registered as a body that offers childcare, parents must ensure all children are safely brought to class and collected at the time the class is timetabled to finish. Should an incident occur in which a child is not collected within 1 hour of the class finishing and with no communication with the relevant parent/guardian, social services and the police may be contacted. It is the parents/guardian's responsibility and **not** The Hebden School of Dancing's responsibility to ensure the school holds up to date contact details for **ALL** students.

**26. By enrolling my son / daughter into The Hebden School of Dancing I confirm that I read & accept all of the above terms and conditions.**