



# Deborah Manning School of Dance

## Terms & Conditions

*If you have any queries or complaints then these must be addressed to the Principal at [deborah.dance@yahoo.co.uk](mailto:deborah.dance@yahoo.co.uk) OR 01993 779125.*

***Dance Uniform:*** All uniform is to be purchased from the school directly, so that all students are wearing the correct United Teachers of Dance Uniform. It is important that all students are promoting our Dance School in a positive and smart manner both inside and outside of the class. Uniform is also worn for Examinations once fully enrolled. It is important that all dance shoes fit correctly and are clean for every lesson. No shoes are to be worn outside. Students' hair should be worn in a classical Ballet Bun to every class. Students who have completed half a term with the school must obtain the correct uniform for each class.

***Dance Examinations:*** Students who agree to enter any Dance Examinations are required to attend additional coaching lessons, which are normally held on a Sunday. If these coaching lessons are not attended and the Principal does not feel he/she is likely to pass the examination, then she reserves the right to withdraw the student. Any examination or coaching fees will not be refunded as this will have already been sent to the Examination Board.

***Dance Fees -Three Terms: September-December, January-March & April-July:*** All Dance Fees are DUE on the last day of term to secure your child's place for the following term. Fees are to be paid by cash or bank transfer only. If Dance Fees are not paid by the last day of term then an administration charge of 10% of the Invoice will automatically be added and become due. Our Dance Fees will cover one whole term which varies from ten to fourteen weeks. Dance Fees will not be refunded if a lesson is missed. Where a teacher is unable to give a lesson another time will be scheduled or it will be credited to your next bill.

***Terminating Classes:*** If a student no longer wishes to continue the following term, then the Principal must be informed before the half-term and the commencement of the current term. *For Example: If a student does not want to continue in September, then notice should be given before the half-term of May that year.* If we do not receive the notice then the Dance Fees for the following term will still be due.

***General Behaviour:*** It is important that all students and parents speak to all members of staff and parent volunteers with respect. Any unacceptable behaviour from either parents or students, will be dealt with accordingly and can result in immediate suspension from the School with no refund of lessons already paid for.

***Teaching Staff & Volunteers:*** It is necessary to have physical contact with students in order to correct posture and technique. We would like to add that all teaching staff has the following qualifications: *DBS Certificate, Safe Guarding Certificate, First Aid & United Teachers Of Dance Qualification.* All of our Volunteers have the following: *Basic DBS Certificate & First Aid Training.*

***Photographs & Videos:*** Official Photographs & Videos may be used for advertisement purposes only. (Website, Facebook & Instagram) If parents wish to opt their children out of this, you must contact the Principal and tick the correct box listed on the Signing Sheet.



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***Picking Up & Dropping Off:*** Students in Year Six and under will not be allowed to leave at the end of their lesson, unless a parent or authorised adult is available to collect them. Students in Year Seven and above will be allowed to leave their lesson once it's finished.

***Please Note - The School hold no responsibility for any students once their class has finished. Students must arrive on time for lessons and be picked up promptly.***

Please can you ensure the following page is Signed and handed back to your daughter/sons teacher at class to complete your full enrolment with Deborah Manning School Of Dance.

**Thank You,  
Deborah Manning**

**Principal**



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### **SIGNING FORM**

*(Please keep the above sheet)*

*Please can you ensure that the below boxes are ticked and signed to ensure you agree with all the above  
Terms & Conditions.*

*Without this sheet signed/dated this does not complete your full enrolment with Deborah Manning School  
Of Dance*

- ☐ *I Agree to the Above Terms & Conditions Of The Deborah Manning School Of Dance*
- ☐ *I Agree that I currently hold the Terms & Conditions in my possession*
- ☐ *I Agree that any Fees once fully enrolled will be paid on time to the Principal and by the Deadline*
- ☐ *I **Agree** for any photos/videos of my daughter/son can be uploaded to any forms of Social Media by  
Deborah Manning School Of Dance.*
- ☐ *I **do not** wish for any photos/videos of my daughter/son to be uploaded to any forms of Social Media by  
Deborah Manning School Of Dance.*

**Date:**

**Parent/Guardian Signature:**

**Name Of Student:**

**Emergency Contact Number:**