*Principal:*  Louise Jefferson B.Phil.(Hons), LRAD, ARAD, AISTD

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**Terms and conditions**

**Class fees**

1. Invoices will be issues by email before the start of each academic term. Accounts must be settled on or before the first lesson of term by Bacs or cash payment. After 28 days, late payments will incur a 5% administration fee.
2. Fees are paid termly and are calculated by multiplying the lesson fee by the number of weeks in a term. Each term is usually between 10 and 12 weeks and the lesson fee may increase at the beginning of each academic year to keep in line with inflation.
3. New pupils will be invoiced after the completion of a free trial class and will only be charged for the remaining lessons in the term.
4. Fees are non-refundable and cannot be carried forward.
5. Kingston Ballet School will only refund for classes that have been cancelled by the school.

**Attendance and Missed Classes**

1. No refunds will be given for non-attendance. Registers will be taken at the beginning of every class and fees will not be amended for holidays, illness, or unavoidable absences. This is in line with other performing arts-based schools and is necessary to cover our overheads.
2. It is possible to make up missed lessons by attending an alternative class of the same level if the school offers one.

**Covid-19**

1. In the event of Covid-19 restrictions preventing live classes and to ensure continuity of teaching and student progression classes will revert to online zoom classes or weekly videos.
2. Refunds will not be possible due to the overheads incurred by the school.

**Enrolment and Termination of Attendance**

1. After registering, students will automatically be enrolled for subsequent terms, you do not need to re-enroll for classes each term.
2. Students are required to give **half a term notice** by email if they wish to leave classes otherwise half a terms fees will be charged.

**Discounts**

1. A 10% discount will be given for siblings and when more than one class a week is taken.

**Hands-on Teaching**

1. At Kingston Ballet School we use a hands-on teaching method to enable our dancers to understand positions more effectively to give them the best possible training. If you have any concerns, please contact the Principal.

**Parent and student Responsibilities**

1. Please could parents ensure that their contact details are kept up to date and that any medical information (medical conditions, SEND or learning difficulties) that may affect your child while in our care is accurate. This is to ensure we can help your child develop their dancing skills safely and it the best possible standard for each child.
2. All pupils should be well presented wearing the regulation uniform of the school and hair should be neatly tied back in a bun. Short hair should be secured off the face. Please name all uniform so we can reunite it with the correct owner if it is left behind after class. This includes naming shoes.
3. Please ensure that children arrive at class at the correct time and are collected promptly at the end of the lesson.
4. If someone else is collecting your child after the lesson, please inform the teacher.

**All Kingston Ballet School teachers hold registered teacher’s status of the Royal Academy of Dance and follow the Code of Conduct and Professional practice as set out by the Royal Academy. All teachers hold enhanced DBS certificates and are First Aid trained.**

02/07/2020