

Alison Axford Theatre School



Terms and Conditions

Please take time to read these terms and conditions carefully before enrolment forms are signed and submitted. It contains important information designed to safeguard the well-being of our pupils and to ensure that the good name of our School continues to be associated with high quality teaching and the enjoyment of dance.

Attendance and uniform

- Pupils are expected to adhere to the school uniform within classes at all times.
- Pupils must attend classes with their hair fastened in a secure bun for ballet classes – this is to be ready before entering the studio and not during lesson time.
- Pupils attending all other genres of dance must attend with hair securely tied back off the face to enable the correction of head alignment and spotting within class, long hair must be tied so as not to cause any distraction or contact with others in the class during turning and travelling sequences.
- Pupils will not be allowed to wear jewellery for their own safety. Stud earrings which cannot be removed must be covered with plasters.
- Pupils may bring their phones into the studio for their safety however these must be switched OFF and placed on the table/unit at the front of the class.
- Pupils who book private lessons with one to one teaching must provide 24 hours notice to cancel a lesson and will be refunded only if that lesson is filled by another student

Fees and Cancellation

- Fees are payable monthly in advance by direct debit. A one months' notice period is in place at the school and is set up on registration. A double payment will be taken in the first month to cover the notice period upon setup, which will result in your last month with no payment taken.
- A failed direct debit payment will result in a £10 charge.
- Fees are based on 36 weeks per year, spread equally over 12 months from September to the following August inclusive.
- As our costs are fixed, fees remain payable in cases of absence. There is no reduction for sickness or holidays.

- One months' written notice is required if you wish to withdraw your child from any of their classes. This will be taken from the 1st of the following month.
- Fees are non-refundable.
- Any increase in fees will be notified one term ahead of the increase.

Methods of Payment

- Direct Debit – compulsory for class fees
- Cheque (shop - in person only)
- Cash (shop – in person only)

Written confirmation from the Principal confirming that a student has been allocated a place establishes a contract for the provision of teaching services offered at the school.

Timetable

The Alison Axford Theatre School reserves the right to alter the timetables and its teaching staff as appropriate at anytime without prior notice. However, we will endeavour to inform parents and carers of any changes as soon as possible.

Photographs and Filming

The school will, from time to time, take photographs and video film footage of students during class time for use in marketing and publicity material. Please sign the appropriate section of the permission slip included on the Enrolment Form. If you have any objection, please clearly indicate this on the form.

Code of Conduct

- Children should arrive promptly, correctly dressed and attend classes regularly.
- Students participate at their own risk and are obliged to inform the staff of any existing injuries or medical conditions.
- During class, children are expected to listen and we discourage any unnecessary talking. If a child is causing disruption they will be asked to leave the lesson.
- From time to time it is necessary for the teachers to use physical contact when helping to improve pupils' posture or assist movements. This includes physical contact between students i.e. holding hands.
- The staff at the Alison Axford Theatre School reserve the right to exclude students at any time from lessons at its discretion.

- Students are obliged to take care of their own belongings. The Alison Axford Theatre School cannot accept liability for lost or damaged belongings. Anything we find will be placed in lost property.
- Parents are responsible for their child's safety before and after class times.
- Children and students who go outside between classes do so at their own risk and the school cannot be held responsible for the safety of the students outside of the studios.
- Whilst we actively encourage our pupils to take part in related activities, pupils who attend our studios are not permitted to take consistent dance classes elsewhere in subjects offered at the Alison Axford Theatre School. This is to avoid a conflict of interest in the training we offer, and to protect the development of each student. In special cases, permission will be granted for any external related performances. This will be approached on a case by case basis.
- The Alison Axford Theatre School's policy for rearranging private lessons is only done so if the Teacher or the school are unable to fulfil the commitment of the lesson i.e. due to a teacher's illness or on the rare occasion where rehearsals that may arise clash with a private lesson. Lessons cannot be rearranged due to pupil illness or for a pupil to fulfil another commitment whatever that involves. All private lessons are booked and paid for at time of booking.

All Examinations

- Our policy for entering students for their ISTD & RAD professional examinations is done so with much consideration and care for each individual. Decisions are based on students reaching the required standard and beyond for each grade and not always on previous results or length of time within that grade. Please be advised of this policy during the examination selection procedure.