**Q Dance Academy**

**Terms and conditions**

1. A completed registration form is a necessary prerequisite to students attending classes
2. The Principal should be notified of change of contact details as soon as possible.
3. Classes should not be taken with any other teacher without the express consent of the Principal which will not be unreasonably withheld
4. All classes are payable per term in advance. Only in exceptional circumstances and by prior agreement can this be changed. Invoices are to be settled in full no later than the third Saturday of the new term. Fees are non-refundable
5. Invoices are handed out following registration and thereafter sent via email during the end of term break. If you do not receive an invoice, please advise the Principal accordingly.
6. The Academy’s costs are fixed and so fees remain payable in cases of absence. Thus no reductions for sickness or holidays can be made. However, the Principal may grant relief from this in cases of continuing ill health
7. The Academy cannot be held responsible for classes being cancelled due to extreme circumstances (e.g. severe weather conditions). In such cases an alternative class will be arranged where possible.
8. Q Dance Academy may be affected by third party requirements and therefore has to reserve the right to change fees or timetable due to events beyond the Academy’s control. However, the Principal will endeavour to inform parents and carers of any changes as soon as possible
9. Physical contact maybe necessary when helping to demonstrate or correct
10. The Academy has a Child Protection policy based upon the standards set down by the IDTA. A copy is available on request
11. Students should arrive promptly, correctly dressed and attend classes regularly
12. Students under 11 years old are not allowed to leave the studio unless accompanied by an adult
13. The Principal is to be informed of any injuries prior to commencement of classes
14. It is important to drink fluids at regular intervals during physical exercise, please pack water for your child
15. During class, students are expected to listen and learn. Unnecessary talking is discouraged and if any students repeatedly cause disruption, they will be asked to leave their lesson
16. Students will be put forward for examinations and festivals at the sole discretion of the Principal
17. Dancing is a performance art and as such photographs and video may be taken from time to time, for teaching purposes. Any such material will not be published or used for promotional purposes without the prior consent of parents/carers
18. Q Dance Academy does not accept the responsibility for items lost or stolen although anything found will be placed in lost property
19. Students Code of Conduct

The Academy expects all students to:

* Wear the School uniform at all times. None uniform items will not be permitted. Hair should be tied back neatly, and in a bun if possible. Jewellery of any kind (other than stud earrings) should not be worn for safety reasons
* respect all teaching staff
* treat all other students as they would wish to be treated themselves
* always come to class with a positive attitude
* always ask for help if it is needed

In class students must:

* ensure mobile phones are switched to silent
* wear the correct uniform.
* bring a small, non-fizzy drink to keep hydrated. This is for consumption during breaks only
* not chew gum
* behave with decorum when representing the Academy in public