

## TERMS & CONDITIONS

This information is designed to safeguard the wellbeing of our students and staff and to ensure everyone fully understands what is expected of them by becoming a member of The Workshop Studios and/or Legacy Dance Company UK.

**By completing the registration process, you are hereby acknowledging that you have read and understood all of the following information and knowingly enter into a binding agreement with us.**

### Payment

- Fees are charged and invoiced termly. We have 3 terms per year ranging between 10-13 weeks depending where academic holidays fall.
- Invoices are sent out at the start of each term and should aim to be settled within two weeks unless you have obtained prior consent from the management to enter into the instalment plan.
- If a student attends 8+ classes per week, they will receive a 5% discount (*this does not include Mini, Little, Legacy 11+ or main company LEGACY*)
- If more than 1 sibling attends classes with The Workshop Studios an additional 5% family discount will be applied (*this does not include Mini, Little, Legacy 11+ or main company LEGACY*)
- No discounts are available for missed classes.
- Term fees are non-refundable and non-transferrable.
- If in the unlikely event a class has to be cancelled due to circumstances out of our control, a replacement class will be scheduled at a later date.
- Invoices can be paid by BACS, Cheque or Cash (this must be in a named envelope)  
We also have our Direct Debit system GoCardless available for your convenience.  
*Please note: Due to increasing bank charges, there is an additional processing charge of £2.00 per cheque*
- Any students with outstanding fees will not be allowed to participate in lessons until the invoice is settled. Should any unpaid fees continually be ignored with no effort to settle, the matter will be passed onto a debt recovery agency.

### Uniform

- All Workshop Studios students are expected to wear uniform after a settling in period of 2 weeks.
- We have specific Ballet, Modern & Tap and Technique & Tumbling uniform available only to our students. You can purchase these along with dance shoes, tights and other accessories from Porselli Dancewear.
- We also have our own Jazz, Foundation Tap, Company, MT uniform available from our website. A lot of work has gone into the choices available to ensure there is something for everyone within this range. Uniform gives the students and the studio a sense of identity, smart representation, suitability for required movement and is a requirement of membership with The Workshop Studios and Legacy.
- No jewellery should be worn in any lesson for health and safety reasons.
- Hair should always be worn appropriately for each subject.
- **Mini Legacy, Little Legacy and Legacy 11+** are required to purchase their uniform T-Shirt alongside payment for their first term. A Legacy hoodie is also available to order from the staff.

## Attendance

As part of this agreement, we ask students and parents/guardians to carefully consider commitments such as family events, holidays, school engagements, work or other activities before agreeing to join The Workshop Studios or Legacy Dance Company UK.

Whether it's preparation for exams, working towards performance events or consistency of technique, repeated absences make it incredibly hard for all involved to progress and could result in the student being removed from performance pieces or not entered for exams.

We understand that occasionally some absences are unavoidable, but we kindly ask that you prioritise training and rehearsals to ensure everyone is receiving the highest standard of development possible.

With training programmes such as Company and LEGACY where entry is by audition, multiple absences will result in the student losing their place.

## Member Responsibilities & Code of conduct

- While in the building and during lessons students are expected to behave in a polite and respectful manner to teachers, staff and fellow students.
- Communication between student and teacher is very important to us, however unnecessary talking in class is discouraged so full focus can be put on training.
- Disruptive behaviour may result in the student being asked to leave the class and action taken if the behaviour persists.
- Please ensure prompt drop off/pick up so classes can start on time. If there is an issue with collecting your child, please contact the studio/teacher to inform us of the situation.
- It is the responsibility of the parent/guardian to inform The Workshop studios and or Legacy Dance Company UK of any injury, or medication taken that may affect the student's participation.
- It is the responsibility of the parent/guardian to inform The Workshop studios and or Legacy Dance Company UK of any changes in health or situation that may affect the student's ability to participate in their training.
- It is important for any learning difficulties to be disclosed so we can provide support and nurturing required. Dyslexia for example can affect co-ordination or reciting text. If we are aware of it, alternative approaches to learning can be developed to assist the student moving forward.
- It is the responsibility of the student, parent/guardian to regularly read emails, check the website, the notice board or our social media in order to be fully aware of all upcoming commitments and events. Please try not approach a teacher between classes unless it is urgent and relevant to the immediate situation as this causes delays to the next class. Any queries can be emailed in and will be answered as soon as possible.
- Any unacceptable behaviour from a student, parent/guardian or anyone associated with them towards staff or other students/parents will absolutely not be tolerated. Confrontation, aggression, defamation or any other actions unbecoming of a member of The Workshop Studios or Legacy Dance Company UK will be met with appropriate measures and could result in suspension or even exclusion without refund.
- In the event any damage is sustained to The Workshop studios or Legacy Dance Company UK property or premises by a student, their parent/guardian or anyone associated with them, management will charge the parent/guardian for any repairs, labour or replacement as deemed necessary.

## ISTD Examinations

Our policy for entering students for their ISTD (*Imperial Society of Teachers of Dancing*) 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.

Students develop at different speeds and as difficulty in grades increases, this will affect each individual progression path.

Fees for any examinations and exam practices must be paid in full before the date of the exam.

The ISTD is one of the world's leading examination boards and is therefore very busy. On occasion, students will be required to take time out of school to participate in their exam.

## Shows & Performances

The Workshop Studios and Legacy Dance Company UK strongly believe that an all round training is essential for students to develop fully, this includes performance work.

Whether we are producing a full scale show or small bespoke event performances, every student of appropriate age/level will be included, or considered where auditions are necessary.

Performances usually require additional rehearsal time, costumes and depending on the event - entry fees, therefore there can be additional charges to parents/guardians for these.

If for any reason your child is unable to participate in performance work, please contact us to discuss this as early as possible. If any student drops out at the last minute without valid reason and proof; parents/guardians will still be liable for the cost of costumes that have been purchased specifically for that student.

By agreeing to these Terms and Conditions you are acknowledging and accepting these extra time and financial commitments.

## Liabilities & Duty of Care

- No responsibility is accepted by The Workshop Studios or Legacy Dance Company UK for any items lost, damaged or stolen prior to, during or after classes or rehearsals.
- The Workshop Studios or Legacy Dance Company UK are not responsible for the safety of your child when not in lessons or performances, whether on our premises or not. Please ensure they are properly supervised at all times. This includes in the Carpark.
- The Workshop Studios and Legacy Dance Company UK take their responsibility to ensure the health and safety of all students, teachers, staff and volunteers very seriously and take appropriate measures to ensure the environment is safe for all. This includes regular Risk Assessments of premises and equipment.
- Dance is as physical as any sport, and whilst every care and safety measure is taken to avoid them, injuries can occur. The Workshop Studios and Legacy Dance Company UK accept no responsibility for injuries sustained via any means other than negligence on the part of a teacher.
- All staff hold enhanced DBS certificates and valid insurance. All permanent teachers are first aid trained and have a first aid kits on site. Chaperones/volunteers undergo training and hold appropriate licences.
- Any injuries sustained in a class/rehearsal will be treated appropriately, recorded in the accident book and reported either verbally or in writing to a parent/guardian.
- The teaching of dance by necessity involves a "hands on" approach to ensure the safety of the child and correct posture or body alignment. There will therefore be times when teachers have appropriate physical contact with a student to support or make corrections.
- The Workshop Studios and Legacy Dance Company UK recognise that every child has the right to enjoy a life free from bullying. Therefore, we take all allegations of bullying seriously and are committed to dealing with it effectively and efficiently.
- Our prime responsibility is the welfare and wellbeing of all students in our care. As such, we believe that we have a duty to the students, parents/guardians and staff to act quickly and responsibly in any instance of mistreatment that may come to our attention.

## Photo & Video Permission

On occasion, photographs and/or video footage may be taken in class, at performances and/or events to be used for marketing or evaluation purposes. We also provide recordings of shows for students/parents to purchase. Students details will never be shared unless specifically requested and consented by a parent/guardian in appropriate situations.

The Workshop Studios and/or Legacy Dance Company UK retain full rights to use the images/footage, and any reproductions or adaptations in (but not limited to) print, online, social media, for fundraising, publicity or other purposes in line with helping achieve the studio's positive aims.

Parent/guardian permission must be given for media release. This permission can be retracted at any time by contacting us.

*If there is a safeguarding issue involved around media, please contact us privately via email so we can discuss a safe solution.*

## Social Media

Whilst we appreciate many students like to use social media to promote their dancing, projects and workshops they've taken part in, we do ask that you really think before posting and tagging anyone online:

- Remember that even though you are acting in your own personal capacity, you are still a representative of The Workshop Studios and/or Legacy Dance Company UK.
- Make it clear that any views you express about matters are personal and not held by The Workshop studios and/or Legacy Dance Company UK.
- Refrain from criticising any other students on social media sites. If you have a problem with how someone is treating you, please come and talk to us about it so we can help you.
- Whilst we appreciate your enthusiasm, please do not set up any groups or events to advertise performances that you are in unless you have been expressly asked to do so.
- Remember – EVERYTHING you post is out there for the world to see, even if you think it disappears after a few seconds. Please make sensible choices about how you represent yourself and others online.
- Any misuse of social media to cause offence or hurt towards another student, or to bring the good reputation of the studio into question will result in appropriate action being taken.

## External /Additional Opportunities

Whilst we actively encourage our students to take part in recommended related activities to broaden their experiences, we ask that students who attend The Workshop Studios do not take consistent dance classes elsewhere in subjects we offer. This is to avoid a conflict in training methods, and to protect the development of each student.

It is a matter of professionalism and manners to ask permission to participate in any external workshops, productions, or training intensives. This is so we can ensure the standard and safety of the activity is acceptable and that the events do not clash with commitments that may be scheduled by The Workshop Studios.

This differs slightly for gentlemen who are part of the Legacy programme, however manners and professionalism are always expected.

## Termination of membership or Complaints

We like to hope that in general students are happy at The Workshop Studios and/or Legacy Dance Company UK. Obviously however, over a long period of time the odd problem may arise.

Should you be unhappy with events at The Workshop Studios or Legacy Dance Company UK, the following procedure should be followed:

- In the first instance if appropriate, the matter should be broached with the Teacher of the class.
- If a satisfactory conclusion is not achieved, then an appointment should be made with the management to try and resolve the issue.

Should you wish to discontinue attending classes with The Workshop Studios or Legacy Dance Company UK then we politely ask that a written notice period of 4 weeks is given. This enables time for administrative procedures to be carried out and for the students place to be filled. We also like to use this as breathing period to make sure the student doesn't change their mind.

## Force Majeure

The Workshop Studios and Legacy Dance Company UK are unable to provide refunds for any cancelled or missed classes due to a *Force Majeure* or *Act of God* event.

These refer to any event beyond our reasonable control including and without limitation:

Interruption of power or other utilities, acts of civil or military authority, national emergencies, explosion, flood, accident, earthquake or other catastrophe, fire, notifiable disease, pandemic, war or riot.

Best efforts to fulfil this contract will always be made, however The Workshop Studios and Legacy Dance Company UK shall not be liable to customers should they fail to perform their obligations as a result of a *Force Majeure* or *Act of God* event.

## **Policies - GDPR, Privacy, Child Protection**

The Workshop Studios and Legacy Dance Company UK will ask you for contact and personal student details when you register to take part in our classes, companies or events.

These details will be kept confidential and used solely for the purpose of company administration. They will not be disclosed to any person outside of The Workshop Studios or Legacy Dance Company UK unless the General Data Protection Regulation 2018 (GDPR) allows this – for example if we are required by a law enforcement body or NHS test and trace service to do so.

All of our policies are available on request or on our website.

## **Breach of T's & C's**

By agreeing to our Terms & Conditions you are acknowledging and accepting that you have read, understood and will abide by all of the information above.

Any breaches of these conditions will result in appropriate actions being taken. The level of these actions will be determined by the severity of the breach and could range from a simple discussion - to being asked to leave The Workshop Studios or Legacy Dance Company UK.