

# Wells Ballet School

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ROYAL ACADEMY OF  
**DANCE**  
REGISTERED TEACHER

## Terms & Conditions

Wells Ballet School aims to provide a high quality and positive dance experience to all those attending our classes and we ask that parents / carers, students and teachers adhere to the relevant policies below.

### Registration

We offer a free trial lesson to all new pupils before signing up to classes. If you would like to join a class, parents and carers must complete and sign a registration form agreeing to the policies of Wells Ballet School. All contact details must be up to date and any medical conditions must be stated clearly. If there are any changes to contact details parents and carers must fill out in a new form.

### Fees and Payment

Fees are paid per 1/2 term which are 6-7 weeks long depending on the school term dates. Fees are due by the first week of term. Invoices are sent by email before the beginning of term. If fees are not paid on time a late fee will be charged. If fees are not paid in full we reserve the right to refuse entry to classes. Payment can be made Bacs or card. We do not accept cheques or cash.

### Giving Notice

We require 1/2 terms written notice by email or half a terms fees are due in lieu.

### Refunds

No refunds are given for missed classes unless there are exceptional circumstances or if we cancel a class. In the event of bad weather and classes are cancelled we will post information about closure on the website and face book page and try to contact you by text or email.

### Uniform

All pupils are required to wear the correct regulation uniform for class. Students must have properly fitting dance shoes recommended and fitted by a teacher and wear tights or socks. No outside clothing is per-

mitted in classes apart from branded sweatshirts and t.shirts. No watches or jewellery apart from stud earrings are permitted in class. Hair must be neatly tied in a bun or appropriate ballet hair style. Any fringes must be clipped back or a head band be worn. All items of uniform need to be named. We are not responsible for any lost property. All uniform can be purchased from the online dance store: [wbs.mydances-tore.co.uk](http://wbs.mydances-tore.co.uk).

## **Examinations**

We organise exam sessions at Wells Town Hall. When your child reaches the standard required and we feel they can execute the work to a high standard, they will be invited to partake in the session. Your child will be required to attend a series of extra exam coaching lessons which is not included in the exam price. Examinations are optional and if your child does not want to take the examination they can move to the next grade with their friends if we feel they can cope with the work.

## **Shows**

Wells Ballet School & Somerset Dance Umbrella organise shows at Wookey Hole Theatre and Wells Town Hall on a regular basis. All students are invited to perform.

## **Photography / Recording**

We will take photographs or video of the students in normal classes as a teaching aid and for publicity for the website and face book page. Photographs and video will also be taken on exam days and shows. If you do not want your child to be photographed or videoed please tick the relevant box on the registration form. Parents are given permission to take photographs or video on watching weeks if they have permission of the whole class's parents/carers. Under no circumstances must photographs or videos be placed on social media sites.

## **Physical contact**

Teachers need to have some physical contact with students in class to teach correct placement and ballet technique. They are trained to do this in a way not to cause injury. If you do not want your child to be corrected in this way please contact us. Please note during the Covid-19 pandemic, socially distancing will be adhered to unless a child is upset or injured.

## **Safety**

Teachers are only responsible for students while in the dance classes. Parents must drop off and pick up on time from the studio. Wells Town Hall is a public building where other clubs and groups take place. Parents and students need to be safe and respectful of the building. No running, playing or climbing on the staircases and pillars. Children need to be appropriately dressed when arriving and leaving the building. Teachers are committed to safe practice when teaching and the students partake at their own risk. Parents and carers must inform us of any existing injuries or medical conditions. In an emergency situation all teachers are first aid trained and will act in loco parentis if parents or carers are not present and will call an ambulance.

## **Training**

It is not permitted to attend classes at other dancing schools unless it is recommended by us.

## **Communication**

We will communicate with you by email sending newsletters, information and invoices. If you need to communicate with us please email or telephone We are always happy to discuss matters with you but please try not to do this before or after class as it takes up valuable teaching time. Any abusive verbal behaviour toward members of staff will not be tolerated and we will inform security / police and it will result in an immediate dismissal from the school.

## **Child protection policy**

Wells Ballet School & Somerset Dance Umbrella have a child protection policy. Please see our website or our notice board for a full copy.

## **Data protection policy**

Wells Ballet School has a data protection policy. Please see our website or notice board for a full copy. By enrolling in the school you are agreeing to receive communication via email of invoices and newsletters.

**Contact: Wells Ballet School. Zoe Burton Tel: 01749 670818 or 07727 672596 Email: wellsbal-letschool@gmail.com**