## Child Programme Conditions of Enrolment (updated Sept 2020)

Believe Academy has the welfare and happiness of its students at its heart. We have created these conditions of enrolment to ensure that we can provide a safe, happy, and supportive school.

**Registration:**

1. These conditions form the basis of the agreement when joining Believe Academy.
2. Believe Academy should be informed of any changes to the information provided on the registration form.
3. Our policies are available to view on our website. Our Public Liability Insurance is available to view on request.

**Fees and payments:**

**Monthly payment system** (Membership)

1. Class payments are spread over all 12 months, direct debits are paid for the month in advance.
2. Members will be required to pay the first month’s subscription upon joining Believe Academy. This can be done using cash or bank transfer. Members will then be required to make all future monthly payments by Direct Debit at the start of the month.
3. Membership will commence on the Start Date (as defined at point of joining), after which time Members agree to be bound by the terms and conditions stated here.
4. Members Direct Debit payments will continue until such time you advise us in writing of your intention to cancel.
5. Membership can be cancelled only with a full calendar month notice during term time. All membership fees will be payable up to the end of the notice period.
6. To cancel membership the Member must send their notice to terminate by e-mail to infobelieveadademy@gmail.com .
7. Once processed, the Member will receive email confirmation of the cancellation date and when the final membership payment will be collected. If the Member does not receive this acknowledgment within 10 working days, the Member must assume Believe Academy has not received the Member’s termination notice.
8. A Member cancelling their direct debit instruction for the payment of fees is not sufficient.
9. Once Believe Academy has taken the final payment from the Member, the Member will be responsible for cancelling their direct debit instruction.
10. If the cancellation terms are not followed legal proceedings may be taken and administration charges will apply.
11. Fees are non-refundable and remain payable in cases of absence. There are no reductions for sickness or holidays.
12. A sibling discount of 20% per class is offered to parents with more than one child attending lessons. The discount applies to second and subsequent children.
13. Believe Academy may need to alter class fees or times. However, we will endeavour not to make significant changes and to always give as much notice as we can of any such changes.

**Adult classes PAYG**

1. PAYG Members are required to book and pay in advance. Payment for the first class attended must be made upon booking by bank transfer. Thereafter, payment can be either upon booking by bank transfer or if this is not possible, and with the agreement of Believe Academy at the start of class in cash.
2. Bookings should be made by telephone using 07958 471205 on via the website.
3. Bookings will be based on a first reserve first serve basis. Classes may be booked up to 1-7 days in advance.

**Class enrolment, shows and examination entry:**

1. Enrolment within a class is based on the child’s age alongside the teacher’s assessment of their ability, experience, and maturity.
2. Only once the required standard is attained will Believe Academy consider students be put forward for ISTD examinations. The cost of examination entry and uniform is payable by parents.
3. Students working at Grade 2 level and above must enrol for two classes a week to be entered for examinations and school shows. Students must have been enrolled with Believe Academy at least a term prior to an exam or show and must attend all classes on a regular basis to qualify for entry.
4. Although it is encouraged, there is no requirement for a student to enter for examinations and recreational students may move up classes with their peer group.

**Data protection:**

1. Believe Academy will take photos or videos of the students at work. These images will be used only for Believe Academy marketing for our website, Facebook page, local newspaper features, adverts, and flyers. Parents can opt out of permission for use of images with their registration or by contacting Believe Academy in writing.
2. All personal data pertaining to students will be "processed" (as such terms are defined in the Data Protection Act 1998) by Believe Academy for the purposes of administration, research, and teaching services in accordance with GDPR regulations. Believe Academy will not disclose this information to third parties for marketing purposes. Believe Academy itself may use this information for marketing information. Our Data Protection Privacy policy is available on our website.

**Safeguarding:**

1. Believe Academy requires its teachers and assistants to be DBS checked.
2. Our teachers may use physical contact to help to demonstrate or correct students during the class.
3. Believe Academy’s policies (available on our website) are committed to safeguarding and promoting the well-being of all dancers and staff/volunteers associated with the school. Our teachers are professionally trained and adhere to these policies and the ISTD Code of Conduct.

**Health &Wellbeing**

1. Children should only attend classes if they are physically fit to fully participate. If parents are unsure, advice should be sought from a doctor.
2. Parents must ensure that Believe Academy is made aware of any concerns, illness, recent or on-going injuries or medical conditions that their child may have. Students must inform their teacher immediately if they begin to feel ill or sustain an injury during class.
3. Once made aware, the teacher will strive to ensure that students do not partake in activities that may aggravate any injury/condition. However, participation is undertaken at the student’s own risk.
4. In the case of an injury during class, the teacher will assess the need for treatment and administer basic first aid if necessary. If further medical assistance is required, the teacher will call the parent into the class and will call for professional medical support. For this purpose, the teacher will have a mobile phone, an accident report book and access to a first aid kit.

**Contacting us:**

1. Believe Academy are always pleased to discuss our students’ progress, welfare and happiness with parents and carers, but it is difficult for teachers to deal with queries during class time as this can result in the classes being cut short. Therefore, any queries should be addressed out of teaching hours and if necessary, by phone/text (07952 993 444) or email (infobelieveacademy@gmail.com) during regular business hours.

## Code of Conduct

**Getting to and from our classes:**

1. Students should arrive promptly and attend classes regularly. Parents should allow sufficient time for changing. Because a warmup is an essential part of class, if a student arrives more than 15 minutes after the start of class, the teacher may not let them participate in the rest of the lesson.
2. Our classes are held at the YMCA and Leisure Centre, both of which are multi-use buildings with public spaces and shared facilities.  We must all be aware of risks in these shared areas; therefore, all children must be under the supervision of their parent/guardian at all times on their way to and from the dance studios.
3. Parents/guardians of all pre-school and primary school age children should wait on the premises whilst the child is in class.
4. Teachers will not allow any child to leave the dance studio area without proper accompaniment. The teacher must be informed if someone other than the parent/guardian is collecting a child.
5. **Hydration in our classes:**
6. Parents must ensure students have visited the toilet before class commences.
7. The teacher is unable to leave the studio with a child and so it is difficult to provide supervision for toilet breaks.  Children in Grade 2 and above will not generally be allowed to visit the toilet during class, but if necessary, they must be chaperoned by a parent. Parents of younger children need to be on hand to take their children to the toilet if necessary.
8. As it is important to drink small amounts of fluids at regular intervals during physical exercise, students may bring water (not fizzy or flavoured drinks) in a small plastic bottle into the dance studio.
9. **Uniform in our classes:**
10. Appropriate footwear and clothing must be worn to all classes. Children should wear the Believe Academy uniform leotard, sock/tights, and shoes appropriate to their class.
11. All uniform must be clearly labelled. Lost property will be collected and held by the teacher until claimed, however Believe Academy does not accept the responsibility for items lost or stolen.
12. For safety reasons no jewellery is to be worn in class and long hair must be tied back off the face in a bun.
13. **Behaviour in our classes:**
14. During class, students are expected to listen to instruction and to respect the premises and each other. If a student is causing disruption, they may be asked to sit out of exercises or leave their lesson.
15. Mobile phones may be brought into class for security but must remain on silent and not be used during classes.