



## TERMS & CONDITIONS

### Classes, Notice & Payments

- Class days, times, venues and prices are subject to change at any time with or without prior notice, dependent upon the demands of the business, although we do try and give half a terms notice on most changes
- Where classes are cancelled at short notice, we will do our best to e-mail and text or phone all those listed on our system at the first opportunity. Please inform us if your contact details change
- A completed Registration Form must be handed in before or at your first class and by signing you are agreeing to all the Terms and Conditions of the school
- If classes are cancelled for any reason (i.e. staff sickness etc) we will offer a replacement class instead. Refunds are not provided for students' sickness, injury, school trips, holidays etc. In the case of long term sickness or injury please contact us to discuss as soon as possible. In the case of adverse weather conditions students may attend another class of their choice at any point during that term to make up for the cancelled class
- Tuition fees cover classes only, additional charges are made for dancewear, exams, performances etc. These extras (with the exception of uniform) are optional and full details of costs will be provided in advance
- Half a Terms notice is required within writing for any subject a student decides he/she does not want to participate in anymore, otherwise half a term pay in lieu will be invoiced
- Fees must be paid within the 1<sup>st</sup> 3 weeks of Term, or a 5% late payment surcharge will be added.
- Please speak to the principal if you require to pay in instalments

### Attendance

- When it is known in advance that a student will be absent from lessons, notice is required verbally, or in writing
- Prolonged absences from lessons may hinder a students chance of being entered into examinations

### Examinations & Festivals

- Pupils will only be entered into Examinations once they are fully prepared and parents/guardians permission will be sought to agree entry
- Extra coaching lessons may be required for examinations, and information will be sent out at the same time as permission is sought
- Pupils may be offered the opportunity of taking part in local festivals, this is at the Teacher discretion, and extra lessons will be required at an extra cost should you decide to participate



## **Conduct**

- Parents should be aware that due to the nature of dance it may be necessary for the teacher to use appropriate physical contact when training young dancers
- All teachers hold a Criminal Bureau Check for working with young people
- All teachers are fully qualified and pay annual membership subscriptions to the Imperial Society of Teachers of Dance
- Behaviour that is deemed to be unrespectful towards Teachers and/or other pupils may result in the pupil being asked to leave the school
- The school operates a 3 warning rule with all Pupils in lessons, that is, Pupils will be warned once that their behaviour is unacceptable, they will then get a second warning and on the 3<sup>rd</sup> warning pupils will have to sit out of the lesson for 1 minute.

## **Correspondence**

- Any issues you would like to discuss should be done in writing or carried out over the phone to ensure lesson times are not disrupted

## **Toilet**

- Pupils are expected to use the toilet prior to lessons, as not to hinder the learning within the lesson
- If a pupil does require the toilet during the lesson a class assistant will take them, unless the parent/guardian is on the premises and then they will be asked to take their own child to the toilet.

## **Watching Lessons**

- We ask Parents/Guardians not to watch the weekly lessons, as young children can get easily distracted.
- We will allow Parents/Guardians to watch the last lesson of each term, and notice shall be given prior to this week.

## **Photography/Videos**

- Photography and Video's maybe taken from time to time by the school for publicity, such as on our Website, Facebook Group etc, if you do not wish your child to be photographed please tick the box on the Registration Form.
- In the event of outside groups coming into the school to do workshops by signing onto the workshop you are agreeing to your child being photographed.
- On Watch weeks photographs and videos will be allowed if every parent/guardian in the class agrees.



**Drop off & Collection to & from Classes**

- Pupils attending dance classes must arrive on time; anyone who misses the warm up section of the class may be refused entry to the class.
- All parents/Guardians are requested to collect pupils promptly at the end of lessons. If Parents are late and there is another lesson the pupil will be allowed to wait in the studio space until collection, if it's at the last class of the evening the teacher will wait with the pupil outside of the venue.
- If parents/Guardians are persistently late for collecting their child a charge will be made.
- If Pupils are allowed to walk or make their own way home after lessons a written note is required by the school



## **DATA PROTECTION POLICY**

This Data Protection policy exists in accordance with EU General Data Protection Regulation (GDPR regulation). It is in force so that all parents/guardians of the students at Ripple Dance Academy are fully aware of how their information is handled, stored and used. Principal Amy Garwood is the designated Data Protection Officer for Ripple Dance Academy. All questions/concerns regarding this policy should be put in writing to Amy Garwood.

### **What information do I need, and why do I need it?**

1. For the safety of all students who attend Ripple Dance Academy, I am required to obtain certain types of information from all caregivers in relation to their child. All information obtained is for the protection of students in my care during lessons and also for the relevant communication of important information to parents and guardians.

2. Information which I may seek from you includes, but in some circumstances may not be limited to their name, date of birth, parents contact information, alternative contact information and medical information. This information is required so that I am able to:

- Know the age of my students so that they can be placed in the most suitable classes.
- Submit information to 3rd parties (please see below) for participation in examinations and shows.
- Contact parents regarding updates about classes and events at Ripple Dance Academy.
- Contact parents in the event of a class cancellation.
- Contact parents in the event of their child being unwell or injured whilst taking part in a class.

### **How do I store your information?**

3. All information obtained is stored securely in electronic formats. Please see below for more detail regarding how we store the information you provide us with: • Our registration form gathers information from caregivers regarding our students. This is available through download from our website and then should be completed and emailed over, at this point the registration forms attached shall be saved under an encrypted password. • If returned in paper format, this means that anyone who is given personal information is also charged with keeping that information safe and returning it to the Principal Amy Garwood to file in a secure location, if in paper format please place in an envelope marked for the attention of the Principal.

- The information is then inputted into a spreadsheet which is password protected. Principal Amy Garwood is the only person with access to this spreadsheet.



- Names, email addresses and contact numbers are then stored in an outlook account which is encrypted. Principal Amy Garwood is the only person who has access to this account.
  - All files and sites mentioned above are accessed from devices which are encrypted.
4. The information obtained will only be used when necessary, whether this is communicating school information with parents, or in the case of an emergency.

### **Who has access to the information?**

5. On a day to day basis, the information stored regarding students is accessible by Principal Amy Garwood only. On occasion, it may be necessary for me to disclose student information to a 3rd party. Please see below for more information:

Ripple Dance Academy holds regular shows. It is necessary for me to obtain licenses and license exemptions from local councils for these shows to go ahead in order to comply with Child Work Enforcement regulations. I therefore am required to provide your council with your child's name, date of birth, home address and the school that they attend.

- If your child enters into an ISTD examination with us, I am required to provide the relevant examining body with your child's name and date of birth.

### **Your rights**

6. Every parent/guardian has the right to know what information I store regarding their child. All information access requests should be sent in writing to Principal Amy Garwood.

7. Every parent/guardian has the right to withdraw their permission for me to hold information regarding their child at any time. Upon notification of this, all data will be erased within 10 working days. This needs to be submitted electronically to [info@rippledanceacademy.co.uk](mailto:info@rippledanceacademy.co.uk)

### **Right to complaint:**

Should you believe Ripple Dance Academy to have not acted in a fair, proper and safe manner regarding personal data you may submit a complaint the supervisory authority.

### **The Information Commissioner's Office**

Water Lane, Wycliffe House  
Wilmslow – Cheshire SK9 5AF  
Tel. +44 1625 545 745  
e-mail: [international.team@ico.org.uk](mailto:international.team@ico.org.uk)  
Website: <https://ico.org.uk>

*Please also contact Ripple Dance Academy at [info@rippledanceacademy.co.uk](mailto:info@rippledanceacademy.co.uk)*



### **Destroying data**

8. Data regarding your child is kept on record for the entirety of their attendance at Ripple Dance Academy classes. Information will be kept on record for one year following your child leaving Ripple Dance Academy. All information will then be erased. Information is kept on record for one year after the student lapses so that we can use this information again should the child return to classes.

**NB. Acceptance of these terms** Your payment, and your child's attendance of the classes, act as your acceptance of the terms and conditions stated above. It is your responsibility to regularly check the terms and conditions on our website, as they may alter from time to time.

### **Your acceptance of these terms**

By using this Site, you signify your acceptance of this policy. If you do not agree to this policy, please do not use our Site. Your continued use of the Site following the posting of changes to this policy will be deemed your acceptance of those changes. Express consent for use of sensitive personal data is requested at point of submission. We do not store or track IP address's with the exception of firewall blacklisting for security purposes.