

Terms & conditions

- All classes must be paid termly in advance. We will not accept weekly payments. No cash will be carried by SDA staff. All fees are due the first week of term.
- Term fees are non-refundable. Fees must be paid for all students regardless of non-attendance due to trips/illness/other commitments.
- There will be a fine for fees paid late.
- New pupils may pay as they go for 3 weeks, then a bill will be issued for the remainder of the term.
- Pupils must be dropped off & collected promptly. SDA staff are only responsible for students during their lesson/s set times.
- Please be considerate when arriving & leaving Spotlight Dance Studio.
- Correct uniform must be worn for every lesson – if you are unsure of correct uniform please see Laura.
- Hair **must** be worn neatly off of face & neck for each lesson. Students must present themselves smartly at all times.
- No jewellery to be worn at any time.
- Anyone not wearing the appropriate clothing will be refused entry to class due to health & safety.
- **NO** chewing gum.
- NO food or drink in the studio.
- No outside shoes to be worn on our studio floor. Correct dance shoes only. (ballet/tap/jazz shoes)
- All pupils must have completed our personal details & medical form before commencing any class.
- Physical contact may be necessary to assist training.
- If a particular pupil is disruptive during class they will be asked to sit out.
- Bad behaviour & bullying will **not** be tolerated. Pupils will be given a formal warning; if the problem persists they will be asked to leave.
- Dancing promotes a healthy lifestyle. Pupils should expect hard work & physical exertion in a fun & friendly atmosphere.
- We expect all pupils to be courteous & polite to staff, visitors & each other.
- We expect all pupils to behave appropriately whether at class, or at a performance.
- Pupils will be placed in the appropriate class for their standard within our I.D.T.A system. This may mean that pupils are moved classes depending on their progress.
- Pupils will be selected to take examinations at the discretion of Laura Cook. Exam students are chosen on readiness for the syllabus not on age.
- We do not allow parents/carers, friends or family to sit in & watch classes as this is a distraction to the dancers. You will be invited to watch mock exams.
- Once exam timetables are issued they **cannot** be changed. When provisional exam dates are released please contact Laura immediately if you have a serious problem. Examinations may be taken on a week day. Children can be taken out of school for these.
- We are very safety conscious & all moves will be taught with great care & understanding of the correct technique.
- If you are missing for 3 consecutive weeks without notification your place will be given to someone else.
- A first aid kit is kept on site.
- We encourage students to participate in more than one discipline and reductions are available for 2 classes per week in the same discipline.
- Pupils may on occasion be photographed or filmed during class & performances; these may be used on our website & publicity usage. By taking part in our school activities you are agreeing to this, unless you have informed the school in writing beforehand.

SDA reserves the right to amend or alter these terms & conditions at any time without prior notice.

Please keep this for your records.

