

LOUISE MIDDLETON SCHOOL OF DANCE - Terms & Conditions

Attendance

- When it is known in advance that a student will be missing a lesson, notice must be given by telephone or in writing.
- Poor attendance may hinder a student's chance to enter an examination or performance.

Conduct

- Parents should be aware that due to the nature of dance it is necessary for the teacher to use appropriate physical contact when training young dancers.
- Teachers hold a DBS (formally known as CRB) Enhanced Disclosure Certificate for working with children.
- Any aggressive or rude behaviour towards a member of staff will not be tolerated. Should an incident occur, you and your child/children may be asked to leave the school.
- Students should not perform any choreography or use any edited music created by Louise Middleton School of Dance without seeking prior permission from the school
- Any students seen to be performing, competing or representing another dance school, may be asked to leave classes due to conflicts of interest.

Correspondence

- Any issues you would like to discuss must be done over the phone or in writing, to avoid interrupting lessons.
- Notices will be posted on the School Notice Board displayed at the studio, please check this regularly to keep up to date.
- Correspondence and Newsletters will be sent via email for those with access to email or sent via post for those without internet access.

Filming and Photography

- Pupils may on occasions be photographed or filmed during class and performances. By taking part in our school activities you are agreeing to this happening unless you have otherwise informed the Principal in writing.
- Photography may be used on social media, such as Facebook, Twitter & Instagram. This will only be used by Louise Middleton School of Dance official pages.

Parent Observation

- It is more beneficial for the student and teacher when the parents are not directly in the classroom week after week.
- For new or very young students it is acceptable for a parent to remain in the class until the student is settled.
- The school is only responsible for students while in class, when in the changing room children under the age of 10 must be supervised, this is for the welfare and safety of our students. We also encourage parents to collect their children from inside the studio.

Students' Property

- All student's property is their responsibility, the school cannot be liable for any lost or damaged belongings
- Any lost or forgotten items if found will be put in the lost property box in the changing room. Please note this is cleared out termly by LMSD , Please check the box regularly.

Jewellery

- Jewellery must not be worn for any lessons; this includes earrings, rings, necklaces and watches.

Insurance

- The School carries Liability Insurance for the teaching of dance and related activities.

Grooming & Uniform

- Students must be properly groomed for all lessons, this means correct uniform, hair and shoes.
- Girls' hair should be tied in a secure bun for ballet lessons and a ponytail for all other disciplines. All fringes must be off the face.
- All students should have a LMSD Hoodie/Zip up to wear for warming up.
- All students will be required to have a Hoodie/Zip up for public performances, competitions & performances.
- Students that come to classes in non-uniform may be asked to sit out should the clothing not be suitable.
- All MUST wear a leotard or suitable crop top for lessons as stated below. Students may be asked to take off t-shirts and 'extra layers' in classes to ensure that the body can be seen and that correct alignment can be worked upon. Any student refusing to take 'extra layers' off may be asked to sit out as it may hinder progress, corrections or be unsafe.

Genre	Girls	Boys
Ballet	Leotard/crop top & hot pants Pink Tights/Socks Ballet Shoes	White Leotard or White T-shirt Black shorts
Tap	Leotard/ crop top & hot pants Black Tights/Leggings Or Catsuit	Black Trousers Black/School T-shirt
Acro	leotard/ crop top & hot pants Black Tights/Leggings Or Catsuit	As Ballet
Modern incl Lyr. & Cont.	leotard/ crop top & hot pants Black Tights/Leggings Or Catsuit	as Tap
Street Dance	Dancers are advised to where uniform but can wear suitable clothing to suit the style of dance. Indoor shoes or jazz shoes must be worn. DENIM IS NOT ACCEPTABLE	

Notice, Payments & Fees

- Written notice is required for termination of classes. The notice period is 4 weeks. Please note that **4 weeks** of lessons will be charged (effective from 1st January 2021).
- LMSD reserves the right to change the weekly timetable with a minimum of 30 days notice for students and their families. If the changes made are not suitable, students are still required to give 4 weeks notice. Students may attend the classes during their notice period.
- Lessons are charged monthly by subscription on the 1st of each month. You will be notified if there are changes to your payment schedule.
- Payments are calculated on lessons per week, over 44 weeks of the year split equally into monthly payments (12), pro rata, or as agreed by LMSD.
- LMSD runs subscriptions through Stripe Inc.
- Payments will be taken via card, if your card is expired please contact LMSD to update your details.
- Competition fees , costume payments & exam fees will be invoiced as and when required.
- Private lessons MUST be paid weekly by cash or card at the time of the lesson **or** added to your automatic monthly payment.

- A student rate is available for those students attending several LMSD classes. This is a cap on fees to make classes more affordable for our students. All students on this special rate are free to attend up to 10 classes suitable classes per week. Saving up to £880.00 per year! Please note that the following classes are not included : workshops, troupe rehearsals, duets & trio class, private lessons, pre-pointe, pointe, Urban Gym/Tumbling.
- Any payments received after due date will incur late payment charges as stated below;

First 7 days after payment due date	10% late charge added to total bill
2 weeks + overdue	£10.00 flat fee added
3 weeks + overdue	£2.00 per day until bill is settled in full

- If an outstanding bill is to go over £250.00 your child may be asked to temporarily stop classes until the balance is brought up to date.
- Please see appendix for current pricing structure

Refunds

- Tuition fees are non-refundable except in the case of serious or long-term illness, when a Doctor's Certificate is required.
- The level of fees is reviewed annually in January.
- If you cannot attend a private lesson, 24hours must be given, else the full price will be charged.
- Two weeks holiday grace will be given, only if notice has been given in writing. The fees will then be deducted from the next period's invoice. These must be booked in advance through the office.
- Any student on our heavily discounted 'Student Rate' is not eligible for the two weeks holiday deductions.

Performances

- All students are invited to participate in the schools bi-annual show. Written notice must be given if a student is not wishing to participate.
- Putting on a show is a big commitment and by participating you must attend all rehearsals and be available for additional rehearsals when required, failure to attend may result in show parts being changed.
- Costumes for shows may be purchased or rented depending on the dance/costume.

Exams

- Students are entered for BBO examinations at the Principal's discretion.
- Students will only be entered when they are at examination standard.
- When notification of examination costs are given, fees must be paid within one month.
- An exam practice class is a compulsory session as it is the final chance for the candidate to practice in an examination environment. Written notification must be given if a student cannot attend a practice class due to extenuating circumstances.
- Students should be appropriately dressed for the practice class, as they would be for the exam.
- Examinations are not compulsory and should a student not wish to take an exam it is acceptable for them to progress to the next grade when an acceptable standard is reached.
- The BBO also offers Performance Assessments as a less demanding alternative to the full exam.

The School encourages all students to take examinations and take part in performances as this gives students a goal to aim for and a real sense of achievement.