



RL Dance Studios Terms & Conditions

Updated: May 2024

1) Fee Payment

Payment is taken on the 1st of each month. The only method of payment is via ClassForKids (our online program). An initial email will be sent from ClassForKids containing all payment details. If a student starts mid-month a pro-rata payment will be added to the next payment. Payments will then continue as normal on the 1st of every month. Fees will be taken from the card attached to your file.

Fees are worked out yearly rather than the amount of classes in the month. This means that fees remain the same each month including over half term breaks.

We completely understand that financial hardship can fall upon us at any time. Please communicate with us if you have a problem with paying and we can form a payment plan to assist. If prior notice is not given, RL Dance Studios (RLDS) reserves the right to charge an additional £15 late fee charge, for administration costs. RLDS may dismiss pupils/families from the school due to missing and/or late payment of fees.

RLDS reserves the right to change fees without prior notice. However, we will endeavour to inform parents and guardians of any changes as soon as possible.

All fees are non-refundable. If a pupil has a long-term illness or injury, fees may be refunded at the Principal's discretion. This does not include minor illness or holidays taken during the term.

2) Classes and Attendance

On the rare occasion that a class is cancelled, it will be rescheduled/a replacement class will be offered. If this is not possible, any fees already paid for the scheduled class will be refunded or subtracted from next term's fees.

Any classes that fall under 5 students in total will be subject to being cancelled.

Students must be on time to class and be picked up on time. Any child left unattended at the end of their class will be kept inside the building with the dance teacher until a parent/guardian is able to pick them up. As the teacher will be focused on their class, we may not be able to fully supervise them. Therefore, please aim to pick up your child on time or let the teacher know ahead of time if you may be late. RLDS reserves the right to add a late pick up fee of £5 to your next monthly payment.

3) Withdrawal Policy

Although we don't wish to see anyone leave, we understand that situations change and the need to cancel may be necessary. One month notice must be given in writing (risa@rldancestudios.com) if a child/student wishes to cease attending lessons. Fees will still be due even if the student is unable to attend class until the completion of the notice period. Should a student leave for medical purposes membership may be paused at the Principal's discretion.

4) Corrections

Dancing is a physical skill and in order to help and facilitate the student's learning, the teacher may physically guide a movement by touch. This will be in a professional manner and the intention of the contact will be made clear.

The following principles and procedures are in place to fulfil the company's obligations:

- a. Contact by the teacher is made with a particular awareness of the needs of each individual to assist the dancer in correcting placement.
- b. All teachers will treat any physical contact with due sensitivity and care, and with due regard for the wishes of the student.
- c. Contact will not involve force or the use of any instrument.
- d. Both students and teachers should feel free to report any concerns to Miss Risa.

5) Uniform and Appearance

We ask all students to wear form fitting comfortable clothing in which they can move in. We will have RLDS clothing on offer for parents to purchase for their children, but it is not a requirement at this time. We may make this a requirement in the future and notice will be given should this occur.

Footwear is required for all classes for safety reasons. Our ballet classes require pink ballet shoes. Jazz classes require either jazz shoes or ballet shoes. Tap shoes must be worn in tap classes so that the dancer's sounds can be heard and proper technique can be applied. You can purchase all these shoes through Miss Risa at the studio. Please see our clothing guide on the website for more information regarding suitable attire. RLDS is not responsible for any injuries that occur should a child not be in the proper dance wear.

Hair should always be off the face and neckline, neat and tidy. Shorter hair should be held back securely with clips and/or a hair band. For safety reasons, jewellery must not be worn in lessons.

6) Behaviour and Etiquette

Students and parents/guardians are expected to demonstrate mutually respectful behaviour to teaching staff, fellow students and the halls. Poor behaviour will not be tolerated and may result in the student being asked to leave the school. Bullying is not tolerated and should be brought to the Principal's attention immediately.

7) Health and Safety

Please notify the Principal and School of any medical issues or learning difficulties during registration. Should any changes occur please notify us by emailing risa@rldancestudios.com.

Any injuries should be discussed with the teacher prior to, or at the beginning of, class.

Dance is as active an engagement as any sport, and whilst every effort is made to avoid them, injuries can happen. The school accepts no responsibility for injuries sustained.

Dancing is a physical activity and contains a certain amount of risk. Students taking part in any of our classes or events run by RL Dance Studios do so at their own risk. We shall not be liable under any circumstances for any matter arising out of your/your child's participation (other than for matters for which we are not legally able to exclude or limit liability).

8) Lost Property

Students are responsible for their own property and bring items at their own risk. RLDS does not accept responsibility for any items lost or stolen. Any lost items will be kept with the school principal until the end of term. Any items still in lost property at the end of term will be donated or discarded.

9) Photography and Videography

How photography and video will be used at RL Dance Studios:

To aid our lessons by using photos and/or videos. This may include, but is not limited to, slow motion videos to view details of the movement they are learning.

Share video clips or photographs to help aid, develop and progress our students learning.

To share the achievements of our students in class, on our social media platforms or website.

For printed purposes such as posters or flyers to advertise or promote RL Dance Studios. This could also include digital marketing purposes online and on social media.

To photograph or record performances, competitions or shows.

When necessary between staff. This can include but is not limited to sharing achievements, news, proposed advertising, or class photos and videos.

In the local press or news to share achievements of the students and school or for promotion.

We will seek to keep children and young people safe by:

We ask parents/guardians to grant permission for RLDS to take photographs and videos of the students. Parents/guardians may change their photo and video consent at any time via writing to risa@rldancestudios.com and through our online system ClassForKids. If consent is given and then later withdrawn, it may not be possible to delete images that have already been shared or publish. We will only use images that positively reflect our students involvement in class, events or activities.

If needed we can change the names of the children whose images are being used in our published material, and whenever possible only use first names if we need to identify them. We will never publish personal information about an individual without relation to RL Dance Studios or disclose any identifying information.

We will store any images and videos safely, in line with the Data Protection Act. Images will be safely stored on password protected devices and stored as long as RL Dance Studios deems necessary. Please see our GDPR policy for more information.

We ask for full rights to use the images resulting from the photography/video filming, and any reproductions or adaptations of the images for fundraising, publicity or other purposes. This may include, but is not limited to, the right to use them in their printed and online publicity, social media, press releases and funding applications.

If you do not provide permission, your child may be photographed with their peers during class, but will not be identifiable should the image be posted on a social media platform or used for marketing materials, unless permission is later provided. RLDS will do this by ensuring the child is covered/edited/or pixelated out of the photo. If you do not wish for your child to be photographed/recorded in any circumstance, please inform RL Dance Studios in writing to risa@rldancestudios.com.

Photography, video and/or film for personal use:

When children themselves, parents, carers or spectators are taking photographs or filming at our events, classes or activities the images are for personal use only and should only be viewed by family members. If other children or young people appear, you must have consent from every child, parent or guardian in the photograph or video before sharing it online. We will announce the details of our photography policy before any class, event or activity in which photography or filming for personal use will be in place.

You must comply when RL Dance Studios ask for no photos or videos to be taken during a class, event or activity.

No media is to be shared on social media that includes other children before gaining the consent from all children, parents and guardians.

You should check your privacy settings on any social media account to understand who else will be able to view any image and/or video you may share.

Hiring a Photographer or Videographer at our events:

RL Dance Studios will inform children, parents and guardians when hiring a photographer and/or videographer for any of our classes, events or activities. We will seek to keep children and young people safe by:

- Provide the photographer/videographer with a clear brief including appropriate content and behaviour.
- Ensuring the photographer/videographer wears identification at all times
- Informing children, parents and guardians that a photographer/videographer will be at the event and ensuring they give written consent to images which feature their children

being taken and shared. If consent is not given, RL Dance Studios will identify these individuals to the photographer/videographer.

- Not allowing the photographer/videographer to have unsupervised access to children
- Not allowing the photographer/videographer to carry out unauthorised sessions outside the event unless a parent/guardian informs us they have arranged and consented to this.
- Reporting concerns regarding inappropriate or intrusive photography/videography following out safeguarding policy.

Photography/Videography for wider use:

If people such as local journalists, professional photographers (not hired by RL Dance Studios) or students wish to record one of our events and share the images professionally or in the wider world, they should seek permission in advance.

They should provide:

- The name and address of the person using the camera
- The names of children they wish to take images of (if possible)
- The reason for taking the images and/or what the images will be used for
- A signed declaration that the information provided is valid and that the images/videos will only be used for the reasons given.

RL Dance Studios will verify these details and decide whether to grant permission for photographs/films to be taken. We will seek consent from the children who are the intended subjects of the images and their parents and inform the photographer of anyone who does not give consent.

At the event we will inform children, parents and carers that an external photographer is present and ensure the photographer is easily identifiable, for example by issuing them with an identification badge.

If RL Dance Studios is concerned in any way, they will not receive permission and will be asked to leave. We will always follow our child protection procedures.

Storing Images and film:

We will store photographs and videos of children securely, in accordance with our safeguarding policy and data protection law.

We will keep hard copies of images in a locked drawer and electronic images on a protected device with restricted access. Images will be stored until deemed necessary by RL Dance Studios.

No one will have access to any photos or videos other than staff.

Photos and videos may appear and be stored on our website, online platforms and social media indefinitely.

10) Safeguarding

Our main responsibility is the welfare and wellbeing of all children in our care. As such we believe that we have a duty to the children, parents/guardians and staff to act quickly and responsibly in any instance that may come to our attention.

All staff and volunteers employed directly by RL Dance Studios will be DBS Checked before the commencement of their employment and covered under the studios insurance policy. At least one staff member on site will be first aid trained in case of emergencies.

Our Safeguarding and Child Protection Policy is available on our website. It sets out the procedures that will be taken if we have reason to believe a child in our care is subject to emotional, physical or sexual abuse or neglect. Please contact the Principal for more information.

RL Dance Studios will not disclose your contact information to third parties except where the law allows or requires, or where you have given permission to do so.

11) Data Protection

Please view our GDPR policy regarding all data protection.

12) Miscellaneous

The school timetable may be subject to change. Parents/guardians will be notified of any changes.

If students and/or parents break the terms and conditions, they may be asked to leave by the Principal and no refund given.

The school rules are designed to enhance student's learning, enjoyment of the dance experience and help maximise their full potential. RL Dance Studios reserves the right to change these terms and conditions at any time for the benefit of the business, staff or participants.

If you have any queries regarding our policies, please contact the principal, Miss Risa.