



**Terms and Conditions must be accepted by all students and parents/guardians.**

**Section 1- Fee Payment.**

1. Fees are payable in advance for one full month and all fees must be paid regardless of attendance unless explicitly arranged with the principal. Weekly fees are not accepted.
2. Fees must be received on the 1st of every month (unless fully agreed with the principal and with good reason.) or a £5 late payment will be incurred to cover administration costs. Fees cover 4 weeks of classes and should be adjusted accordingly, subject to longer months and school holidays.
3. A new student may take 1 class paid in cash. If the student decides to join the class then parents must pay via bank transfer for the remainder of the month and then move to standing order from there on.
4. There are no refunds if a student is absent from class. Students are welcome to make up any missed classes at another class of their choice.
5. If a student has a long-term illness or injury, fees may be refunded at the Principals discretion. This does not include minor illness, minor injury or holidays taken mid-term.
- 6 A. On the very rare occasion that a class is cancelled due to tutor illness your fee for cancelled class will be carried over to the following month.  
B. In the event of Adverse weather/Act of god, fees for classes will still apply unless such classes are cancelled by the teacher/principal.  
C. If a child cannot attend class due to their participation in another Rhythm Nation Dance and Fitness event/performance, class fees will not be refunded.
7. If a student is asked to leave a class due to a breach of any of the conditions detailed within this document they will not be refunded.
8. The only method of payment is via bank transfer/standing order.  
**Rhythm Nation Dance and Fitness, Sort Code: 80-22-60, Account: 18923267.**
9. One months notice in writing is required for cancellation of classes. One months fees will be charged if notice is not given.

If the fee is not settled then this will be passed on to a debt recovery agency.

## **Section 2- Uniform, Class Timing and Behaviour Etiquette.**

1. Rhythm Nation T-shirts are optional otherwise students should come dressed in appropriate dance wear. Good Grooming and dance wear is part of Rhythm Nation Dance and Fitness Discipline. No jeans. School uniforms or dresses should be worn to class. If you are unsure of appropriate dance wear, then please speak to the tutor.

2. Students are not permitted to wear school shoes, Wellington boots or any boots to class. Trainers for street dance and Either trainers, Bare Feet or Ballet Shoes for Lyrical/Ballet.

If a student shows up to class in the wrong foot wear, they will not be permitted to take part in the class and fees will still apply. The wrong footwear is a Health and Safety issue. All students must have their hair neatly tied back for class.

3. Jewellery items (Including Watches) which the teacher feels may cause injury or is inappropriate for the class must be removed.

4. Students should aim to arrive 5 minutes before class is due to start. If they are late then they should enter the studio/hall quietly and apologise to the teacher. This is to ensure they are recorded correctly on the register in case of a fire or evacuation.

5. Most Classes run back to back without a break so students should come prepared and leave promptly.

6. Students are asked to wait quietly outside of the studio/hall until their class begins. Rhythm Nation Dance and Fitness will only be responsible for students in the studio/hall and not those outside in the waiting area.

7. Students and parents/guardians are expected to demonstrate mutually respectful behaviour to the teaching staff, fellow students and the halls. Dancing is fun and is designed to be enjoyed by all so we ask every pupil to abide by this simple philosophy at all times. Poor behaviour will not be tolerated and may result in the student being asked to leave the school. Bullying will not be tolerated and should be brought to the Principals attention immediately.

8. Students are not permitted to chew gum whilst in the class.

9. Students are responsible for their own property and bring their items at their own risk. Rhythm Nation Dance and Fitness is not responsible for any lost, Damaged or stolen items.

10. Students are not permitted to use mobile phones during class. Any Phones that are brought into the class must be switched off or switched to silent. Students will not be permitted to film any class footage on their phones

If the teacher feels they need to have the footage to practice at home then the teacher will film this and send to the parents ONLY. The teacher will sometimes film the routines for rehearsal purpose.

11. Students are not permitted to leave the studio/hall without the teachers permission.

12. Students are not permitted to sit out of the class unless they become unwell or written consent from the students parent/Guardian is given in advance.

13. Children of primary age must be collected from the studio/hall by a parent/carer or responsible adult. Your child will not be permitted to leave the premises until they are collected from inside the

building. The Teacher must be informed if someone other than the child's parent or legal guardian is collecting them. If your child is walking home alone then you must supply a written letter that is signed by the parent to say so.

### **Section 3- Miscellaneous and Data Protection.**

Pupils/parents details will be kept in keeping with the General Data Protection Regulation (GDPR)

1. Students must complete the registration form upon joining the school.

If there are any changes to details such as phone numbers, address and medical issues it is the parent/guardians responsibility to inform Rhythm Nation Dance and Fitness to update.

2. When you give us your details we promise to do our best to keep them secure.

Rhythm Nation Dance and Fitness will not disclose your information to third parties outside of RN.

We may use your data to contact you in relation to

- News updates about the school
- Information relating to lessons/show details
- Outstanding Class Fees
- Emergency Notifications (such as changes to planned lessons etc)
- Medical Emergencies to ensure we are able to provide a safe environment for you/child.
- Any other information relevant to the school and you/your child's lesson and progress.
- Information about individual children is used in certain documents such as, a weekly register, medication forms and competition entry forms.
- All DATA collected from Rhythm Nation Dance and Fitness will be stored on a password protected laptop that is only used by the Principal. This will also be backed up with an encrypted USB stick that will be stored away in a locked cabinet. The principal has sole access to this storage.
- Paper contact forms are used in class for emergency use and they are then stored in a locked container at the head office when they are not being used.
- Should a student leave Rhythm Nation Dance and Fitness Then All of your personal Details will be deleted after 30 days and paper copies will be shredded.
- Rhythm Nation Dance and Fitness stores personal data held visually in photographs, video clips or as sound recordings. No names are stored with the images in photo albums, displays on the website or on Rhythm Nation Dance and Fitness social media sites, unless agreed with the pupil(s) parent/carer.
- Access to the school email account, website, personal Data, social media accounts, Newsletters and Competition information is password protected and is not available to members of the public, members of the school and or its staff. The principal has sole access to all this data.

Please note you can withdraw this consent at any time by contacting our business email.

By Ticking the GDPR box below and signing at the bottom of this form, you consent to the above and to

1. Rhythm Nation Dance and Fitness Holding and processing data in relation to your child's Medical Condition.

2. Rhythm Nation Dance and Fitness sending you information that is relevant to you/your child's dance education by Phone, Email, Text and written communication.

**PLEASE TICK AND SIGN TO AGREE TO GDPR**

**Signed:** \_\_\_\_\_

3. Rhythm Nation Dance and Fitness strive to create a safe environment for our students but a certain amount of risk is carried by any physical activity. Students taking part in any of our classes run by Rhythm Nation Dance and Fitness do so at their own risk.

4. Our Safeguarding Policy and child protection policy is available on request. Please Contact the principal for more information should you require.

5. To ensure the correct teaching of dance, physical contact may be necessary to guide students into the correct stance etc. We always make these corrections with due care and respect for dignity. Please contact the Principal if you have any queries about this.

6. Pictures and videos of students may be taken and used as promotional material on our website and/or social media. Please let us know, in writing if you prefer your child not to be included.

7. The use of social media – The staff of Rhythm Nation Dance and Fitness request that parents/students only use the Rhythm Nation Dance and Fitness social media pages to contact any of the staff and not personal pages. Alternatively you can contact us by email or by phone.

8. Students will not be permitted to film class, dance routines that contain any other child.

9. The Class ages are a guideline for the teacher ONLY. We ask that you trust your professional teacher to make the decision of when your child is ready to move up a class. Birthdays and friends moving up have absolutely no bearing on your child's progress. Whilst we don't mind you reminding your teacher that your child has a birthday coming up we ask that you respect the teacher's decision. Age is not the discretion for moving up a class. Children moving up a class is not solely based on ability but we strongly take into consideration the child's feelings and if we feel the next class up, which is always more intense, will knock your child's confidence. We consider every child as an individual and we like each child to grow at their own artistic pace. Parents may at any time speak to the teacher about your child's progress however we ask you to take on the teacher's reasons and understand that their decision is based on the ability and welfare for the child. This decision is non negotiable and made by the Principal only.

10. Whilst we encourage children to take other dance classes that Rhythm Nation Dance and Fitness does not offer, it is professional etiquette to seek the permission of the Principal for you to join

similar style dance classes. This is to prevent events and show timetables clashing. This particular clause is not enforceable but is common courtesy.

11. Elite Dance Teams will have a separate Terms and conditions and these dancers will not be permitted to compete with any other dance team outside of Rhythm Nation Dance and Fitness.

12. Absolutely no uniforms from other dance schools should be worn to Rhythm Nation Dance and Fitness Dance classes, performances or other events.

**PLEASE PRINT YOUR NAME AND SIGN TO AGREE TO EVERYTHING PRINTED IN THESE TERMS AND CONDITIONS.**

**DATE:**

**PRINT NAME:**

**CHILDS NAME:**

**SIGN:**