



TERMS & CONDITIONS / HEALTH & SAFETY POLICY

AJ School of Dance take seriously their responsibility to ensure the safety of their pupils. All pupils must complete a Registration Form when joining the school with clear information regarding emergency contacts and any relevant medical history.

- Employment of freelance staff will only be made with evidence of appropriate qualifications.
- All staff must have completed an Emergency Aid course and have regular updates.
- All staff will have an up to date DBS/CRB Check.
- Pupils will be supervised during class time only and parents/carers must ensure the safety of their children in the waiting, changing and toilet areas.
- Outside play equipment at Ravenshead Leisure Centre is used strictly under supervision of parents and carers and at own risk; AJ School of Dance will not partake in the use of the outdoor play equipment.
- In case of a Fire emergency a clear understanding of responsibilities must be understood by all: Ravenshead Leisure Centre Fire Assembly Point –
- A fully equipped First Aid Box must be kept up to date at both hired premises. In case of an incident – a report will be made in AJ School of Dance’s accident/incident
- All children are advised to stay inside the premises until collected by a responsible adult.
- Teachers will always ensure children have been collected before leaving at the end of each session.
- All policies and procedures featured on our website or notice board are at the discretion of AJ School of Dance and will be complied by.

PAYMENTS

- Payments for classes must now be made via the AJ School of Dance website upon enrolling onto a class.
- Classes must be paid for half termly or termly.
- We will not be handling cash or cheques during this period. Additional payments can be made via the website or bank transfer.

- All accounts must be settled before the 2nd week of term. Additional charges may be applied for late payments.
- We reserve the right to suspend your child's classes and withhold examination results until any overdue payments have been received.
- In the event of class cancellation, payments will be carried forward to future terms/classes. No refunds will be made.
- Classes lost due to the March/April lockdown will be accredited to this term's classes.

UNIFORM

- Correct AJ School of Dance & NATD regulation uniform must be worn for all classes. Where this is not possible, black must be worn.
- Uniform is available to order from our website <https://www.ajschoolofdance.com>

DISCOUNTS

- A 10% discount will be applied to the final bill of any household taking part in 10 or more termly classes.
- Instances of long term sickness or injury will be assessed on an individual basis.
- Fees are not waived in respect of family holidays, school trips, school exams or short term sickness or injury.

EXAMINATIONS

- Invoices for examinations are distributed when the occasion arises.
- All examination invoices must be settled within 14 days of the invoice date.
- Invoices unsettled after 28 days will be re-issued with a 5% surcharge added.
- All examination fees must be paid before the examination date.

EXAM PRACTICES

- Exam practices will incur additional charges. These will be on a pay-as-you-go basis.
- Exam practices are essential for anyone wishing to take part in NATD examinations. Failure to attend may result in exclusion from the exam.

TERMINATION OF CLASSES

- New terms and conditions on termination of classes is in place from Sept 2020.

- If a pupil wishes to give up a class, the fees for the current term will not be refunded. In the case of a pupil quitting any class, it must be made known to Miss Vicki directly, in advance of the new term and preferably in writing.
- In the event of a pupil leaving AJ School of Dance with fees still outstanding, AJ School of Dance reserve the right to pursue recovery of the debt by all legal means.

CANCELLATION OF CLASSES

- Occasionally, it is necessary to temporarily change the venue or a class, or postpone it to a later date. Where this occurs AJ School of Dance will try to notify parents either by the reception notice board, email, facebook page, text, phone or word of mouth.
- We reserve the right to cancel any classes, at any time up to and including the date of the class. Should this occur, we will endeavour to give you as much notice as possible via email, the facebook page, text or phone/word of mouth and relevant fees will be credited to future classes.

MISCELLANEOUS

- All teachers at AJ School of Dance are qualified, DBS checked and fully insured.
- Due to the physical nature of dancing and the performing arts, it is necessary to correct positions physically. This will always be conducted with care and professionalism. [Please note. During this COVID-19 phase, teachers and assistants will be limiting physical contact, however that may be unavoidable in some cases. i.e. Gymnastic Dance]
- The safeguarding of children is of paramount importance. On school trips, events and internal and external shows, AJ School of Dance, jointly with external chaperones, will take responsibility for the welfare of the children. No children will be allowed to leave any premises without a parent there to collect, unless the principal has been informed that alternative arrangements are in place.
- Any changes to the Terms and Conditions will be announced by email and via our website.

AJ SCHOOL OF DANCE LIABILITIES

- AJ School of Dance and any of its teachers do not accept responsibility for loss, damage or injury arising from errors or omissions on the registration form, whether completed by you or the person in charge of the child at the time of enrolment.
- AJ School of Dance do not accept liability for personal injury to any child attending class, with the exception of such injury being caused by negligence.
- AJ School of Dance will not accept any responsibility for loss or damage to personal property.

- AJ School of Dance do not accept responsibility for any loss or expense due to circumstances beyond our control.
- AJ School of Dance is only responsible for children while they are in their class. Children cannot be supervised whilst they are outside of class. Young children must be collected promptly at the end of their class.
- AJ School of Dance and its teachers hold Public Liability Insurance.

RESPONSIBILITIES OF PARENT OR GUARDIAN

- These terms and conditions, and any enrolment forms you have signed, constitute an agreement between you and us in connection to classes of any services superseding any prior agreement.
- Attendance to class is deemed to be acceptance of the current Terms and Conditions.
- It is the responsibility of the Parent or Guardian to notify AJ School of Dance of any illness or injury that may affect the child's participation in class.
- It is the responsibility of the Parent or Guardian to ensure that we have the correct details for you and your child, and to keep us updated on any changes to health.
- It is the responsibility of the Parent or Guardian to regularly read the website/facebook page information &/or the notice board in order to be fully aware of upcoming events and all notices.
- In the event that we consider you to be in breach of these terms and conditions, or that your child is disruptive to other pupils or staff, teachers or venue staff, we reserve the right to exclude your child from any activity within the school.
- AJ School of Dance hires the Ravenshead Leisure Centre for classes; therefore all AJ School of Dance staff, parents and pupils must be respectful of Leisure Centre staff, users and neighbours, and arrive and leave responsibly.
- Photographs and video footage of pupils taken by AJ School of Dance may be used on our website/facebook page and for publicity purposes. If you do not wish for you child's image to be used for these purposes you must inform us in writing.
- Photographs and videos must not be taken during classes unless permission has been given prior.

GDPR Policy (General Data Protection Regulations)

What we do and do not do at AJ School of Dance:

- We do not disclose or sell personal data to third parties.

- We do not disclose personal data to other members of the school and their families.
- The School uses contact numbers and emails for newsletters, updates, whole school and individual communication, invoices and general information.
- Emergency parent contact numbers are given to teachers purely for the use of emergency contact only.
- Personal data is stored in a password encrypted database. Email addresses are stored on our school computer, which is password protected and is not accessible by anyone other than the Principal.
- We collect the personal data of people making enquiries about our school, and those on the waiting list to join. These records too are stored digitally, on the school computer. Digitally stored data is deleted three years after a pupil leaves our school.
- With parents' agreement, AJ School of Dance stores images of pupils as photographs or video clips. No names are stored with images on our computer, on social media or on the website.

GDPR includes 7 rights for individuals

1) The right to be informed

AJ School of Dance is registered with the National Association of Teachers of Dancing (NATD) and as so, is required to collect and manage certain data. The school collects parent's and or guardian's names, addresses, emergency telephone numbers and email addresses. We also collect children's' full names, addresses, date of birth along with any SEN requirements and are stored on the school computer.

2) The right of access

At any point an individual can make a request relating to their data and AJ School of Dance will need to provide a response (within 1 month).

3) The right to erasure

You have the right to request the deletion of your data where there is no compelling reason for its continued use. However AJ School of Dance has a legal duty to keep student and parents details for 12 months. Self Employed Teaching records will be erased when the member leaves their position.

4) The right to restrict processing

Parents, visitors and staff can object to AJ School of Dance processing their data. This means that records can be stored but must not be used in any way, for example School Newsletters, General Emails about School news and updates. In this situation, The School has no obligation to refund any classes missed or cancelled due to 'lack of communication'. It will be the parents

responsibility to ensure they are informed about the termly event's happening at the School, cancelled classes, etc.

5) Data portability

AJ School of Dance will transfer data such as student dates of birth and exam pin number's to the NATD to be able to enter students in NATD Exams. In this case, the NATD uses secure file transfer systems and have their own policies and procedures in place in relation to GDPR. In addition, student data will be transferred to chaperoning staff when they are working with us at a performance in a theatre or similar. In these circumstances, we may hold children's names and emergency contact details on paper. This paper will be stored securely by trained and registered chaperoning staff, for the duration of a rehearsal / performance period only, and then AJ School of Dance will ensure all paper copies are shredded.

6) The right to object

Parents, visitors and staff can object to their data being used for certain activities like marketing or research.

7) The right not to be subject to automated decision-making including profiling.

Automated decisions and profiling are used for marketing based organisations. AJ School of Dance does not use personal data for such purposes.