**SHOW CALL ACADEMY OF PERFORMING ARTS - TERMS AND CONDITIONS**

*(PLEASE CAREFULLY READ THE FOLLOWING BEFORE SIGNING REGISTRATION)*



1. We shall endeavour to provide a safe environment for all children.

2. All staff members will be DBS checked. Any staff member awaiting a DBS check will be supervised at all times by a member of staff with an up-to-date DBS check.

3. We will ensure that all helpers are supervised by a DBS checked member of staff at all times.

4. Anti-social behaviour such as bullying, verbal and physical aggression or vindictive comments from or to any member of staff, your child or parent/carer will not be tolerated. Anyone found in breach of such can be excluded without prior notice.

5. Your child will not use mobile phones during sessions except when given permission by the teacher.

6. We take no responsibility for your child once sessions have ended, although we will ensure they have been safely picked up by parent/guardian/carer.

7. Older children (under 18) will be allowed to leave at the end of the session by themselves, only if express permission is given in writing by legal parent/guardian/carer.

8. No liability will be taken by us for broken or lost property. It is therefore important that your child leaves valuables at home or for them to take responsibility to keep items in a safe place.

9. We reserve the right to amend timetables, venue, fees and terms and conditions at any time. However, notice will be given where possible.

10. It is the parent/guardian/carers responsibility to ensure the child attends their class regularly and to inform the Principal (Lisa Marsh) or Admin Manager (Talulla Wheatley) as soon as possible if your child cannot attend a class for any reason.

11. You agree to pay the relevant fees owing to us for your child’s attendance in accordance with the following policy: I. All fees due whether termly or monthly must be paid in advance at specified times as published in our most up to date prices and payment schedule. II. Weekly session payments are not accepted unless authorised by the principal or business manager and will only be considered under exceptional circumstances. These payments must be made weekly even in the case of absence, unless holiday has been agreed in writing prior to the start of the term. III. Payments will be made by bank transfer or standing order, ensuring your child’s name is used as a reference. We will also accept cash if you are unable to pay any other way.

12. You will not be entitled to a refund in respect of non-attendance. Any pre booked holidays must be specified in writing before the start of each term, in order to have the holiday period deducted from that terms invoice, before it is sent out.

13. Refunds will not usually be made for non-attendance due to illnesses. (In the circumstance of longer lasting illnesses, we may offer sessions missed to be taken off the next terms payment only. Discussion with the Principal (Lisa Marsh) or Admin Manager (Talulla Wheatley) will be required for this and will be assessed on a case by case basis.)

14. No refund of fees paid will be given for continued unarranged absence.

15. Your child will not be able to take part in sessions if payments have not been made.

16. If for any reason you are unable to pay fees due, you can contact the Principal (Lisa Marsh) or Admin Manager (Talulla Wheatley) to discuss possible alternative arrangements.

17. It is your responsibility to inform us of any medical conditions your child has. If any medication is to be administered during class times, you must give authorisation in writing.

18. You agree to ensure your child arrives promptly to all sessions and is collected promptly at the end.

19. Please ensure we have up-to-date details for you and your child and inform the Principal (Lisa Marsh) or Admin Manager (Talulla Wheatley) of any changes as soon as possible.