



## **Terms and Conditions**

**By enrolling your child at Aiming High School of Performing Arts, you accept these terms and conditions ("Terms & Conditions") and sign your agreement to them as an ongoing agreement between you and Aiming High School of Performing Arts ("Agreement").**

**The Agreement is made between the parent/guardian ("Parent", "you" or "your") of each enrolled student ("Student") by a Aiming High School of Performing Arts ("Aiming High", "we", "our", "us") (trading as Aiming High School of Performing Arts) and is valid at all times whilst the Student is enrolled on any Aiming High activity and until such time as written notice is given in accordance with these Terms & Conditions.**

**For participation of a Student in an Aiming High Activity all Parents are required to consent to these Terms & Conditions by signing our new pupil form during your child's first lesson or trial. We may update these Terms & Conditions from time to time.**

1. Fees are based on an 11 week term as per the term dates on the website (10 weeks per after school club booking)
2. Invoices will be provided at the start of each new term. Fees are due no later than 3 weeks from the start of term. A £10 administration fee will be added for late payments
3. Receipts will only be provided upon request. Fees are subject to change and Aiming High will notify you in advance of any increase in fees.
4. Half a term's (i.e. 5 weeks) written notice to Miss Aimee or Miss Nicola is required for any pupil wishing to discontinue any class or leave the school. If the required notice is not received, the full payment of the pupil's fees for the following term will be due.
5. Should any pupil wish to discontinue any class or leave the school, refunds for any unused classes will not be given. Nor can these be transferred to other pupils.
6. Parents who book private lessons, whether for auditions, exam coaching or otherwise, must pay in advance for these classes when they are booked. Refunds will not be given in the event of the pupil not attending pre-booked private lessons. Private lessons will be booked in writing and agreed by pupil, parents and Aiming High.
7. Pupils are required to attend class wearing the correct uniform as seen on our websites uniform tab.
8. Please ensure that your child goes to the toilet before class and brings a bottle of water if desired. Those pupils who stay for long periods of time are welcome to bring a lunch for their break time. We are strictly a NO NUTS school. Food found containing nuts may be confiscated or destroyed due to children who have serious allergies on site.
9. Aiming High do not accept any responsibility for any loss or damage to property left on the premises.
10. Aiming High School of Performing Arts will work towards ISTD and Trinity Guildhall exams. Pupils will only be entered when they have reached the required standard decided by the teacher. Pupils taking Grade ISTD exams will be required to attend a compulsory extra lessons and a mock exam before the exam takes place. Parents will be notified at the appropriate time and additional costs via email. Failure to attend lessons leading up to exams or the extra lessons may result in the

pupil not being able to take the exam. This does not apply to children in other classes. Aiming High has the right to withdraw any pupil from an examination at any stage.

11. Fees for exams must be returned by the deadline on the exam email. Failure to pay exam fees will result in your child not being entered for the exam.

12. Aiming High endeavour to ensure that your children are dancing in a safe and comfortable environment. We ask you to bring and collect your child promptly and provide us with written details of changes in drop off/pick up arrangements, special medical needs etc.

13. Pupils will not be allowed to leave the dance areas until they are collected. Written permission is required should you wish your child to be allowed to leave unsupervised.

14. All students must have a new pupil form completed before commencing a lesson or trial with us. This is to ensure we have all medical details and correct parental information before being left in our care.

15. Please ensure that Aiming High have your correct contact information and are kept updated of any changes. We keep all information under strict confidentiality (under Data Protection Act) and would only give details to ISTD or Trinity Guildhall for examination purposes. On the odd occasion where a casting director may require a parents contact information we would gain permission before sharing such information.

16. Parents/guardians are invited to various shows and watching weeks. These normally take place at the end of each term and parents are notified well in advance of these dates. We kindly ask for notice if your child will not be present on this day due to planned holidays etc so performance numbers can be planned in advance.

17. Pupils will be asked to leave without notice for any serious breach of the school's terms and conditions or for any other serious misconduct (which includes, but is not limited to, bullying, verbal abuse, physical violence, fighting, racial incidents, defiance, rudeness to others, dishonesty, disobedience and deliberate damage to property), or non-persistent incidents of particularly serious behavior (for example which endangers children or staff) . In this rare instance warnings would be given first, parents would be spoken to and be followed up with an email. If a pupil was asked to leave a refund would not be given.

18. The school does not discriminate on background, race or religion, regularly monitors staff to maintain school teaching policies and adheres to Health and Safety procedures to ensure that each child dances in a class appropriate to their level of development.. Staff are DBS checked, trained and there is always at least one qualified first aider on site at any one time.

19. From time to time it is necessary for the teachers to use physical contact when helping to improve pupils' posture or assist in movements. This includes physical contact between students ie. holding hands.

**20. Parents are asked when completing their new pupil form whether they permit Aiming High School of Performing Arts permission to photograph my child for advertising purposes. This permission allows us to use images of performances and class work for our website, social media sites and any other form of advertising should we see fit.**

**21. Any other photography is not permitted on site or in lessons unless discussed with the teacher or Miss Aimee or Miss Nicola. This is normally during Watching Week or performances and no other child should be photographed. On these occasions absolutely no images of other children should be shared on social media.**

22. Any child who has suffered from diarrhoea, sickness or high temperature/fever must be kept away from the club for a period of 48 hours after such condition has ceased.

23. Dancers aged 3 years+ parents may watch only during Watching Week unless otherwise agreed by the teacher.

*Aiming High School of Performing Arts reserves the right to amend or alter these terms and conditions at any time without prior notice.*