



# MANDY GODDING'S THEATRE ARTS

## *TERMS AND CONDITIONS AUGUST 2020*

Our Terms and conditions are in place to ensure that Mandy Godding's Theatre Arts (referred to as 'MGTA' herein) runs smoothly and successfully, whilst ensuring the safety of our students' staff and teachers.

By registering and attending classes at MGTA, it is seen as acceptance of these Terms & Conditions.

Note: We currently have a Covid19 Policy in place which may supersede some of these Terms and Conditions.

### ***Registration***

All students must be registered for the classes they attend. We will not be able to accept unregistered children. During Covid19 times, everyone must register even if on the day by emailing or text as we need to ensure that we can accommodate within the class bubble.

The information we require upon registration contains personal data. MGTA process and hold your information securely, in strict confidence and in accordance with GDPR.

All students will require an ID card, which will be scanned on entrance and exit. It will register the students, aid track and trace and give us access to emergency contact details if required. The ID card will be part of the registration process.

It is the responsibility of parents/guardians to ensure that MGTA have the correct details and are notified of any changes as soon as possible.

### ***Payment / Notice Periods***

Fees are payable termly in advance - Invoices will be provided at the start of each term. All fees should be settled within 2 weeks of the invoice date unless an agreement has been put in place. A late payment charge of £10 will be added if payment is not received within two weeks.

Payment Options:

- BACS for full terms fees Sort Code: 09-01-56 Account No: 36127486
- BACS / Standing Order Monthly (over 12 months)
- Cash (in a named envelope handed to reception)
- Cheque (made payable to Many Godding's Theatre Arts)

If a student wishes to discontinue a class or leave the school, we must receive written notice (by email) at least half a term prior to leaving. If the required notice is not received, the full payment of the student fees for the following term will be due.

Regrettably we cannot offer refunds to cover your booked holidays, illness or any other reason why you may miss a class or workshop, due to the need to ensure continuity of service. In exceptional circumstances refunds may be given at the principal's discretion.

If for any reason, an unprecedented situation occurs and MGTA are forced to close lessons may be transferred to Zoom. In this instance all fees will continue to be payable as services will be available.

MGTA are unable to provide refunds for any missed or cancelled classes due to a Force Majeure event. A Force Majeure refers to any event beyond our reasonable control. Including but not exclusively; Acts of God, interruption of power or other utility, acts of civil or military authority, national emergencies ,explosion, flood, accident, earthquake or other catastrophe, fire, notable disease, pandemic, epidemic, war or riot.

### ***Our Teachers***

All teachers hold formal dance teaching qualifications, are DBS checked and have valued insurance through MGTA.

They are aware of the Safeguarding Policy and have completed Safeguarding training.

Physical contact may be necessary when a teacher is helping a student to correct a position or when demonstrating, this is always conducted with professionalism.

We have Public Liability Insurance as MGTA.

### ***Responsibilities of Parents/Guardians and Dancers***

By registering and attending classes at MGTA, you are deemed to accept these Terms & Conditions.

Prior permission must be sought from any pupil wishing to participate in any external vocational classes, amateur or professional productions and festivals and competitions. As a matter of courtesy teachers should be informed of any audition's pupils are planning to attend.

Appropriate uniform must be worn at all classes. All Ballet students from Grade1 upwards must be correctly groomed with hair in a bun. Modern, Jazz and Tap hair must be off the face and tidy. No jewellery is to be worn except for stud earrings. Please ensure that ALL uniform items are labelled with the pupils' name.

Any rude or discriminatory behaviour to other pupils, teachers, members of staff or parents will not be tolerated. MGTA reserves the right to terminate without notice their contract with any individual who is aggressive, violent or uses inflammatory language on its premises.

Please ensure your children are respecting the studio, that any rubbish is tidied away in the bins provided and that they follow the signs and instructions when on the premises.

Photographs and videos for our website, press, promotional development, class development and our social media pages, alongside professional recordings of shows may be taken from time to time in class or shows by a third party or by your child's teacher, possibly shared amongst our team as a teaching resource. By agreeing to these terms and conditions you understand you are consenting for your child to be part of this and allowing these images to be utilised online on social platforms This will be ongoing and not limited to your time at MGTA. Photographs taken by parents should not be stored or used without the express permission of the legal guardian of every child appearing in them.

Pupils are forbidden to take photos or videos in class without the teachers consent. If consent is given then they are only to be used as a learning resource and never posted to any social media pages or shared with others outside of the class. Please make your child aware Photographs taken by parents should not be stored or used without the express permission of the legal guardian of every child appearing in them.

Teachers must be informed of any injury or illness that may impact the student's participation in class.

Parents / guardians are asked to keep their children at home if they have a serious infection and to inform MGTA as to the nature of the infection so that other parents can be alerted.

Please keep your child at home if he/she has any of the following symptoms (including but not limited to):

- Has a fever or has had one in the previous 24 hours
- Has had an upset stomach or diarrhoea in the previous 48 hours
- Has discharging eyes
- Has symptoms of a possible communicable diseases
- Measles
- Chicken pox
- German measles
- Whooping cough
- Impetigo
- Scarlet fever
- Hand, foot and mouth disease
- Norovirus
- Covid19 - See MGTA Covid19 Policy

Please ensure that you keep up to date with important information. This can be via email, Facebook or our website. Where possible, parents should be a member of MGTA Mums Facebook Page - please request to join ASAP.

### ***Liabilities***

No responsibility is accepted by MGTA for any items lost or damaged, whether in class or in the changing room.

MGTA is not responsible for your children before, between or after lessons. Please ensure they are safe and ensure they are collected promptly

MGTA reserves the right to cancel a class or change the time / venue. Parents / Adult Dancers will be informed of this as soon as possible via email, MGTA Facebook page, MGTA Parents Facebook page and in some case SMS.

MGTA does not accept any liability for personal injury to any child attending class.

### ***First Aid and Insurance***

MGTA has Public Liability Insurance and Employers Liability Insurance

All first aid accidents will be recorded. Minor injuries may be treated by the teacher using a first aid kit which is provided by the school unless a letter advising to the contrary is received in writing from a parent or legal guardian. If a parent cannot be contacted MGTA will need permission to authorise emergency medical treatment.

### ***Breach of Terms and Conditions***

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.

### ***Safeguarding***

At MGTA we welcome people to join and be part of us irrespective of where they live, their age, gender, sexuality, race, disability, educational attainment or economic circumstance.

We promote the safety of all our students in our classes

We believe that everybody has the capacity and right to dance / Act / Sing

We focus on the benefits that being part of MGTA can help individuals personally and socially as well as physically