



The Studio, School Cottage, Barley Road, Flint Cross. SG8 7PU
07825 380674 www.thestudio-ct.co.uk

Welcome

Your document pack contains:

- General information & Terms and Conditions
- Child Protection, Safety and Equal Opportunities Policy

- If you're looking to introduce your child to dancing, join with your friends after school, learn for your Wedding dance, for social events, competitions, or to keep fit and healthy...we have just the class for you!

- Our aim? To offer a high standard of Dance Sport training in a safe encouraging environment; helping every dancer to achieve their own personal potential, and have fun at the same time!

- If you wish to enquire about or purchase dance wear please speak to the office staff, who deal with the class payments, or email claire@thestudio-ct.co.uk

We hope you enjoy your class with us. If you would like any more information you can contact us on the details listed above, or speak to us at your next class.

Claire Thompson L.I.S.T.D

Find us on....
Twitter: [@studio_ct](https://twitter.com/studio_ct)
Instagram: [thestudioct](https://www.instagram.com/thestudioct)
Facebook: [thestudioct1](https://www.facebook.com/thestudioct1) / [thestudioct2](https://www.facebook.com/thestudioct2)

Your Dance Class

We would like to welcome you to the dance classes for children, teenagers and adults held by The Studio - CT. Below, you will find information about the classes that we hold.

- Class times and termly dates are displayed on social media, our website, and the notice board in the reception areas of our classes. You will also find news of I.S.T.D. examinations and competitions that pupils may take part in. You will be notified in writing when we feel you/your child is ready for an competition/examination.
- Social Media - find us on Facebook, Twitter and Instagram to keep yourself up to date with our news.
- Dance Wear – suitable clothing should be worn for your lesson. After your first term, all children must wear a Studio branded T-Shirt which can be purchased directly from us. Children's Ballroom & Latin classes require the correct shoes, please ask a member of staff for details. We have arranged with suppliers to provide suitable dance wear, which is also inexpensive. Please speak to the admin staff who will be able to advise you and provide an order form. Adult pupils who would like advice on dancing shoes should also speak to the admin staff or their teacher who have catalogues of the various styles, which they may order.
- We reserve the right to change teachers at short notice as and when necessary, or to cancel any course due to insufficient demand. In this case a full refund will be given.
- All valuables will be the responsibility of the student. The Studio - CT will not be liable for any loss or damage.

Payment

We offer a variety of payment methods, cash, BACS and PayPal. All classes with The Studio - CT are a half termly sign up. We allow new pupils to pay weekly for their first week as a trial, and on returning for the second week the remaining weeks of the half term are payable in one block.

You can pay this in the following ways:

- a) In cash at the time of the class
 - b) Invoice, you can choose to be emailed an invoice to be paid via BACS or PayPal.
- All fees are payable in advance or by invoice due date. Invoices will be issued to you/your child at the end of their first class of each term or if requested via email. Invoices will be assumed to have been received unless notified otherwise during the first week of each term.
 - Any invoices sent out for unpaid fees after invoice due date will be subject to a £5 administration charge.
 - You will be automatically be rebooked onto your class/s for the next term unless we are informed otherwise before the end of the current term.
 - We accept new students throughout the term. Fees will be pro-rated from the first class attended.
 - Fees are non-refundable under any circumstances. No refunds will be made for missed classes.
 - All fees are payable termly in advance however, an option is available to pay monthly. If this option is taken the following terms apply:
 - a) Regular monthly payments MUST be made, the first payment by the first session of the start of each term.
 - b) If for any reason a student leaves during a term, full payment of the account is made at that time.

Child Protection and Equal Opportunities Policy

It is the policy of The Studio, wherever reasonably practical, to safeguard its members from physical, sexual and emotional harm while participating in Dance Sport activities. We take all reasonable steps to ensure that, through relevant procedures and training; children do so in a safe environment. To protect the well being of children in our care, we would ask you to be fully aware of the following points.

- We respectfully request that parents or guardians be responsible for escorting young persons under the age of eighteen to and from the venues, and are punctual on collecting.
- That parents or guardians of children under the age of twelve should remain in the waiting areas while classes are in progress. Failing this, that staff are made aware of any absence on the part of the parents or guardians. We expect that students aged 12+ attending classes will leave the class unaccompanied, no longer becoming the responsibility of the teacher in charge, unless we are notified otherwise.
- The Studio staff are not to be considered in 'loco parentis' outside the halls of tuition. The Studio - CT's duty of care for a student is during stated class times only and then only to negligence. This is on the condition that they adhere to the rules of behaviour and conduct given by the teacher. Supervision outside of class/performance times is not the responsibility of The Studio - CT.
- Parents and guardians should be aware that the styles of dance taught at The Studio necessitate physical contact between teacher and pupil, and I hereby consent to physical correction. If this is not acceptable, the teacher must be notified in writing.
- Where personal tuition is given, parents or guardians are advised to remain in the waiting areas throughout.

Code of Practise and Equal Opportunities

1. All staff and volunteers within the school are vetted and have been checked through the Disclosure Barring Service (DBS)
2. The staff of The Studio do not discriminate and offers equal opportunities to all pupils.
3. The staff hold qualifications relevant to the training they undertake with pupils and are covered by full Public Liability insurance.
4. We undertake to ensure that outside halls used for tuition are safe to use and suitable for the teaching of dancing.

Procedures

1. In the event of illness of pupils under the age of sixteen, prescribed medicines will only be given where permission has been given by the parent/carer.
2. In the event of an accident in class, first aid will be given and medical assistance sought in cases where it is reasonably deemed necessary.
3. Parents or guardians who will not be present during classes should make full contact details available.
4. Details of any accident will be noted in the accident book
5. It is your responsibility to inform us via email to claire@thestudio-ct.co.uk or in writing to The Studio - CT, Barley Road, Flint Cross. SG8 7PU if:
 - a) You/your child has any medical conditions and/or allergies, special needs or learning disabilities which could affect them during class
 - b) You/your child has any injuries which could affect them during class. Agreeing to attend a class is a declaration of your fitness.
 - c) Of any changes to your/your child's circumstances e.g. address, contact details, medical conditions etc.

Model release

- By signing The Studio - CT registration form you consent to the following:

Your consent gives permission for images/video footage of yourself/your child to be taken during classes, workshops, parties, demonstrations, events and shows, and for these images/video footage to be lawfully used for the advertising, marketing and promotion of The Studio - CT. Consent also includes the release of photographs/video footage for sale to parents as mementos of workshops or the rehearsals/shows performed by students of The Studio - CT. The photographs/video footage may be used in our promotional material including, but not limited to, flyers, posters, newsletters, course leaflets, advertisements, promotional show reels, web site and press releases. You also relinquish any right to edit/examine or approve the products or use to which any such image(s) is/are applied in the lawful promotion of The Studio - CT.

Written confirmation will be required if you wish to opt out of Model Release terms and conditions.

Behaviour

- All students are expected to conduct themselves sensibly during all classes/sessions, showing self-discipline and respect towards others at all times. The Studio - CT reserves the right to exclude students from lessons at its discretion.
- No mobile phones are to be used in class.
- When using social media all students are expected to conduct themselves appropriately and sensibly with polite etiquette. Students should ensure they uphold the reputation of The Studio - CT. Inappropriate use of social media in association with The Studio - CT may jeopardise your place.

Competitions

1. Written parental consent is necessary for all pupils taking part.
2. By entering into competitions, you are agreeing to further commitment of weekly group and one to one lessons which are expected to be maintained throughout the year. If both classes and one to ones are not maintained then we reserve the right to cancel your competition involvement.
3. We respectfully request that parents or guardians are responsible for their children's well being throughout the day.
4. It is suggested that if there is concern, that parents or guardians could contact the management of the competition venue to ascertain their safety procedures.

Complaints

In the event of a complaint against The Studio, this should be made in writing to the office address: The Studio, School Cottages, Barley Road, Flint Cross. SG8 7PU.