



www.libertyschoolofdance.co.uk

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Enrolment form

Terms and conditions

Welcome to Liberty School of Dance!

We would like to take this opportunity to thank you for your interest in the school. We hope your son/daughter has enjoyed their trial session. If you would like to enrol for classes, please could we kindly ask you to read through, complete the enrolment section and then sign the terms and conditions below:

Whilst every effort is made to maintain the highest levels of safe practice within the dance studio, please be aware that the nature of dance being a physical activity can incur some risk of injury.

In the very rare event of an injury, first aid will be administered by the teacher in charge or in the event of a more serious accident, an ambulance will be called and the parents will be notified as soon as possible.

Liberty School of Dance employs the highest standards of teaching and as a result there is often the need for some physical contact in the correct teaching of dance technique. Contact is always made in a highly professional manner and is completed as quickly as possible with consideration for safeguarding at all times. This is to ensure that the movements are learnt safely and correctly. It is imperative that our dancers are all taught safely and effectively. Please note that in the current climate of the coronavirus pandemic, physical contact has been temporarily eliminated as a teaching method in order to minimise risk.

All new students are offered a free trial, followed by two weeks of pay as you go classes, to ensure that your son/daughter is happy with their chosen class. After this point, we kindly ask that you pay for the remainder of the term.

All fees are paid for a term in advance. There are three terms in the academic year, which generally follow the school calendar for the London Borough of Hounslow. We honour all the half terms, beginning on the Monday of each half term unless otherwise stated. (Therefore, the Saturday for half term will generally always be the second Saturday in the week.) Terms are generally 11 – 13 weeks in length.

Liberty school of Dance reserves the right to make changes to the timetable on a termly basis. Please note that while there may be some slight alterations to class times from one term to the next, we do everything possible to maintain as much continuity as possible.

Once your child is settled into their class, it is requested that the correct uniform is purchased. This can be done through the school or you are welcome to source it yourself, but in doing so, we ask that it matches the school's regulation wear.

Correct grooming is an important part of the discipline of dance. We kindly ask that hair is tied off the face and into a bun and that correct footwear and leotards are worn at all times.

If you wish to cease your child's classes at the school, please do so by writing to us before a new term begins.

Refund policy

Unfortunately, we cannot offer any credit or refund for student illness or absence. Terms must be paid for in full by the third week of each new term.

In the event of teacher illness a cover teacher will run the class. If this is not possible, the classes will be moved to an alternative date. If this is still not possible, you will be refunded or your account will be credited.

Please see the parent waiver in relation to Covid-19 for more information regarding refunds in the event of a lockdown.

Enrolment

Below, we kindly ask you to complete some personal information to finalise your enrolment at the school. All personal information is kept in line with the GDPR guidelines.

This information is stored on a secure class software system called *class manager* and used to generate invoices and emails. You will be invited to join the portal, where you can monitor the records we hold at the school. You will receive emails and invoices from this system as well as from the school's Gmail account; libertyschoolofdance@gmail.com.

Your information will only be shared with the relevant exam board, namely the Royal Academy of Dance and/or Imperial Society for Teachers of Dancing in order to enter your child for examination or with the relevant councils to register for the bi-annual show. If you take part in festivals, the relevant information will be shared in order to submit your child's entry. Further information relating to this can be found on our GDPR policy, which is on our website. By signing these terms and conditions you are in agreement to the use of your information as stated above.

To be completed by the parent/guardian:

Your Name	
Child's Full Name	
Child's DOB	
Address	
Contact Telephone Home	
Contact Telephone Mobile	

Email Address	
Are there any medical conditions or allergies that you feel we should be made aware of:	
Where did you hear about us?	

- I declare that I have read the terms and conditions above and I am in agreement with the policies outlined.
- I declare that I have been made aware of the data protection and child protection policies and can find these on the school website: www.libertyschoolofdance.co.uk
- I declare that I have been made aware of the new procedures and risk assessment in line with the coronavirus pandemic and will complete the parent waiver form.
- I declare that I will complete the photo and digital image consent form

Signed:

Signature	Date