



Northolt Ballet School - Terms and Conditions

This document outlines the Terms and Conditions of classes at Northolt Ballet School. Northolt Ballet School reserves the right to refuse entry to classes if these terms are breached. If you require any further information please email info@northoltballetschool.com.

1. Registration and Fees

- By registering your child for classes, you are agreeing to follow these Terms and Conditions.
- I agree that payment must be made by or on the 1st of each month for classes taking place that month. For example, fees for September classes must be paid by September 1st.
 - I understand that no refunds will be granted for missed lessons under any circumstances. This includes for holidays, trips, school events, illness or injury or any other reason.
- I agree to give one month's written notice should I wish to cancel my child's classes.
- I understand that Northolt Ballet School reserves the right to adjust fees and accepted payment methods as we see fit. Appropriate notice will be given to families before any changes are made.
- I understand that exams or performances are optional, and come at an additional cost. I understand that these fees must be paid by the given deadline, or my child's place will be forfeited. I understand that exam fees must be paid to the exam board by a strict deadline, and Northolt Ballet School cannot enter any child for an exam if the fee is not paid before this deadline.

2. Media Consent and Personal Data

- I give consent for Northolt Ballet School to take photographs and/or videos of my child during classes, performances and events for use on social media, website and marketing pages.
- If I do not wish for my child to be photographed or filmed, I will make this known by emailing info@northoltballetschool.com or texting +44 7895 543492.
- I understand that any personal or confidential information regarding the customer or student will be held securely by the Class Manager database.

- Any personal information will be used in accordance with the Data Protection Act 1998 and other applicable laws.
- Parents, carers and family are not permitted to photograph or film classes in accordance with our child safeguarding policy.

3. Uniform

- I understand that no jewellery or accessories are permitted in classes for safety reasons (exceptions will be made only for religious or cultural items, which must be secured or made safe for physical activity).
- Hair should be pulled off of the face or tied in a ponytail or bun for safety reasons.
 - Uniform can be purchased from our store <https://nbl.mydancestore.co.uk/>.

4. Medical and Health

- Upon registering my child for classes, I will inform Northolt Ballet School of any medical information, injury or illness that may affect my child's ability to take part in physical activity.
- I understand that Northolt Ballet School and Alec Reed Academy maintain a nut free policy, and agree that I will not bring nuts into the premises.

5. Codes of Conduct:

- I agree that myself, my student and any other family or guests that attend the facility will be expected to follow our Codes of Conduct to ensure a safe and welcoming environment for everyone at Northolt Ballet School and Alec Reed Academy. As the customer it is my responsibility to ensure that these conditions are met:

Parents, Carers and Families:

Northolt Ballet School aims to cultivate a friendly and welcoming environment for our students and families, where children feel safe and comfortable to learn, grow and develop their skills. To aid us in this, we ask for anyone accompanying, dropping off or picking up a student of Northolt Ballet School to abide by the following codes:

- Parents, Carers and Families are expected to interact in an orderly, civilised and well-mannered way, and be respectful to staff of Alec Reed Academy and Northolt Ballet School, as well as other students and families in the building.
- Any behaviour deemed to be inappropriate, aggressive, abusive or anti-social may result in immediate termination of the students classes. This includes the behaviour of anyone accompanying the student, including but not limited to family, friends, siblings or carers.
- Students, their friends and any siblings should be supervised at all times in the building. Northolt Ballet School does not accept liability for any incidents occurring outside of the dance studio. Children should not be permitted to cause disruption to other staff, students or visitors of Alec Reed Academy, and are expected to behave in a calm and orderly manner around the building.

- Students should be dropped off and collected promptly from the dance studio door. Students will not be permitted to leave unattended unless a parent or guardian is present, unless prior written permission is given.
- Parents/carers of children under 8 should remain on or nearby the premises, and be contactable by phone for the duration of the class. At this age students are not able to go to the toilet unsupervised, and our staff are not able to escort children to the toilet during lesson time.
- Parents/carers are not permitted to photograph or film any classes or students at Northolt Ballet School under any circumstances.

Students:

- Students are expected to behave in an orderly and well-mannered way in the studio and on Alec Reed Academy premises. Bullying is absolutely not tolerated at Northolt Ballet School, and any evidence of bullying, harassment, belittling or similar behaviour may result in immediate termination of classes. Unkindness and minor disputes will be mediated by staff as they see fit, with consideration for all students' emotional wellbeing.
- Students should bring a water bottle and relevant dance attire to class (tap shoes, character shoes, character skirt, ballet skirt, demi-pointé or pointé shoes as applicable) to class. We highly recommend that all items are labelled with the students name and kept in a bag to avoid loss or mix ups of shoes. Please avoid bringing toys, games or additional items into the dance studio as these cause distraction and are prone to loss. Northolt Ballet School and Alec Reed Academy will not be held liable for lost, damaged or stolen items.
- Students are not permitted to use mobile phones during class. If students bring a mobile phone to class it should be turned off and kept in their bag for the duration of the lesson.

Staff:

- All teachers, chaperones, assistants and other staff representing Northolt Ballet School will undergo DBS checks, reference checks and safeguarding training before commencement of work. Staff are also expected to attend first aid training and PREVENT training at their earliest convenience.
- As a Royal Academy of Dance school, all teachers providing classes for Northolt Ballet School should follow the Royal Academy of Dance Code of Professional Practice (<https://assets.royalacademyofdance.org/wp-content/uploads/2024/11/Code-of-Prof-Practice-2024.pdf>), to ensure that we maintain high standards of teaching and learning across our classes.
- Staff should adhere to our safeguarding and health and safety policies, and should remain vigilant to immediately mitigate any risks, concerns or hazards that arise.
- Staff should behave in a polite and professional manner when interacting with students, families and Alec Reed Academy staff.

- Staff are not permitted to message, follow or add as a friend any student, parent or carer at the school on social media or personal email or phone numbers. All contact between staff and families should be done through the appropriate channels.