



MAJESTIC ACADEMY OF PERFORMING ARTS

**Terms and Conditions must be accepted by all students and parents/guardians. You can not proceed your booking without accepting.**

### **Section 1 – Fee Payment**

Fees are payable for a full pay period (termly or by subscription) yearly is every 3 months / subscription is per calendar month spread across 12 months to bring your monthly payments down - this is monthly through the year, we minus all holidays working with Chester school terms. It is a little like mobile contract but without the ties. This regardless of attendance unless explicitly arranged with the Principal.

Fees must be received before the beginning of a term or a £5 late payment charge is incurred to cover administration costs.

We offer up to 6 weeks trial on any of our classes with a 50% discount. (This does not include private 1-1 classes) If the student decides to join the class, the parent/carer should complete the online enrolment and pay either in full or if booking via subscription which is monthly and an invoice will then be sent to them for the balance of fees of the term remaining.

There are no refunds if a student is absent from class.

If a pupil has a long-term illness or injury, fees may be refunded at the Principals discretion. This does not include minor illnesses or holidays taken mid-term.

On the very rare occasion that a class is cancelled it will be rescheduled (usually during the school holidays). If it is not possible to reschedule, fees will be subtracted from the forthcoming term fees.

If it is necessary to cancel a class due to adverse weather conditions or unforeseen circumstances class fees will not be refunded.

If a student is asked to leave a class due to a breach of any of the conditions detailed within this document, they will not be refunded.

The method of payments is via [Mapa.class4kids.co.uk](http://Mapa.class4kids.co.uk). Please ensure [info@majesticacademyofperformingarts.co.uk](mailto:info@majesticacademyofperformingarts.co.uk) is in your safe senders list.

Half a term's notice in writing is required for cancellation of classes. Half a term's fees will be charged if notice is not given if our in full, if subscription 1 months notice will be required and 1 months payment.

## **Covid-19**

Our payment policy still stands and if you wish to terminate classes during Covid-19, we require half a terms notice in advance. Fees will still be due if you fail to give advance notice. Please understand that overheads (venue rent, teachers, insurance, and other expenses- such as COVID requirements) still need to be covered. See below for updates but do read our full terms and conditions and the payment policy within this document. Fees will be invoiced termly as before. Our multiple class discounts will be also available again. As stated in our previous policy, refunds are not provided for students' sickness, injury, school trips, holidays, etc. This includes Coronavirus. If classes are temporarily cancelled for any reason, we will offer a replacement class instead (at the academy or online) and no refund will be given. If a teacher at The Dance Studio contracts Coronavirus and has to self- isolate, as well as letting you know, we will try our best to keep classes running with another teacher or classes will then take place via Zoom until normal classes can recommence. If lock-down is reintroduced, classes will revert to Zoom immediately. The timetable may adjust slightly. Please note if classes are missed due to our teachers being unavailable or low numbers in class due to Covid-19 we can not be held accountable for this, therefore we will not be in a position to offer refunds, however we may offer credit off future classes as a gesture of good will at the principles discretion.

## **Holiday Workshops with Covid-19**

Should we go back in to lock-down and lock-down is extended, please note we will either move the date to an available date in the holidays or give 80% deposit back (this is to cover costs we are be charged for taking payment and refunding.

## **Holiday Workshops**

Should we cancel we will either move to another available date or give you a full refund if we can not offer alternative days. Should you cancel, we will only offer a refund in credit towards future workshops or classes. No cash refunds will be given.

## **Section 2 – Uniform, Class Timing and Behaviour Etiquette**

Class uniforms are as described in the document "Uniform Details". Clean and tidy class uniforms are mandatory after a student's first half-term of attendance. The uniform and good grooming is part of the School's discipline and forms an essential part of preparation for class. This includes the wearing of appropriate non-holely footwear. If the student is wearing inappropriate clothing or footwear the student may not be permitted to participate in the class.

All students must wear their hair neatly tied back for class. A pony or bun for Street / Commercial, French Plait for Tap and Modern and in Ballet (from Grade 3 and above) girls must have a neat classical ballet bun (hair net and pins) with fringes clipped out of their face. Students are encouraged to take responsibility for their own hair. Students with short hair should wear an "Alice Band" to keep the hair off the face. If necessary, male students must keep their hair out of their face with the aid of an appropriately coloured bandanna.

Jewellery items (including watches) which the teacher feels may cause injury or is inappropriate for the class must be removed.

Students should aim to arrive 5 minutes before class is due to start. If late, they should enter the studio quietly and apologise to the teacher. This is to ensure that they are then recorded correctly on the register in case of a fire or evacuation.

Most classes run back to back on the timetable without a break. Students should be dressed and ready to start their class on time and leave promptly at the end.

Students are asked to wait quietly outside the studio until their class begins.

Students and parents/ guardians are expected to demonstrate mutually respectful behaviour to the teaching staff, fellow students and the halls. Dancing is fun and is designed to be enjoyed by all, so we ask each and every pupil to abide by this simple philosophy at all times. Poor behaviour will not be tolerated and may result in the student being asked to leave the academy. Bullying is not tolerated and should be brought to the Principal's attention immediately.

Students are not permitted to chew gum whilst in class.

Students are responsible for their own property and bring items at their own risk. Majestic Academy of Performing Arts is not responsible for any lost, damaged or stolen items.

Students are not permitted to use mobile phones during a class. Any mobile phone brought into the class is at the student's own risk and these must be switched off or on silent. In exceptional circumstances, the student may be able to use their phone at the teacher's discretion.

Students are not permitted to leave the studio without permission from the teacher.

Students are not permitted to sit out of a class unless they become unwell or injured during the lesson or written consent from the student's parent/ guardian is given in advance.

There is a lost property box at each venue – it is not secure, and we are not responsible for any items left. Items of footwear or clothing should be clearly named, and we will aim to return the item to you at the next class.

Food and drink should not be bought into class with the exception of water. Snacks may be eaten in the upstairs theatre/ corridor and all litter must be thrown away or recycled.

Children of primary school age and under must be collected from the studio by a parent/ guardian or responsible adult. The teacher must be informed if collection is undertaken by persons other than the child's parent or legal guardian.

### **Section 3 – Miscellaneous and Data Protection**

All students must complete the online pupil registration form upon joining the school, this will be when you register via our [mapa.class4kids.co.uk](http://mapa.class4kids.co.uk)

All invoices and other materials will be presented online via email or [mapa.class4kids.co.uk](http://mapa.class4kids.co.uk). Parents/ Guardians must provide a valid email address for this purpose and ensure that such email from Majestic Academy Of Performing Arts is not considered SPAM.

When you give us your details, we promise to do our best to keep them secure.

We may use your data to contact you in relation to;

- News updates about the school
- Information relating to lesson/ exam/ show details
- Invoicing
- Emergency notifications (such as changes to planned lessons etc.)
- Records of invoices paid and outstanding (and any agreed payment terms)
- Any other information relevant to the school and your/ your child's lessons and progress.

In addition, we will use any data relating to medical conditions to ensure that we are able to provide a safe environment for you / your child.

By ticking the GDPR box in your enrolment form, you consent to:

1. Majestic Academy Of Performing Arts sending information that is relevant to you/ your child's dance education by phone, email, text and written communication.
2. Majestic Academy of Performing Arts holding and processing data in relation to your/ your child's medical condition.

Please note that you may withdraw this consent at any time by notifying us at our main business address.

The school timetable may be revised at any time, but you will be notified of any changes by email or text.

A certain amount of risk is carried by any physical activity. Students taking part in any of our classes or events run by the Majestic Academy Of Performing Arts do so at their own risk.

Our Safeguarding and Child Protection Policy is available on request. Please contact the Principal for more information.

The Academy is affiliated with the Royal Academy of Dance (RAD) and the International Dance Teachers Association (IDTA). Entry for any examination is at the discretion of the class teacher and Principal. Majestic Academy Of Performing Arts are also affiliated with London College of Music (LCM) for singing exams and LAMDA for drama exams. . Students who do not adhere to our examination Terms and Conditions risk being withdrawn from the examination without a refund (Details upon invitation to take an exam).

To ensure the correct teaching of dance, physical contact may be necessary to guide students into the correct stance etc. We always make these corrections with due care and respect for dignity. Please contact the Principal if you have any queries about this.

Photographs and videos of students may be taken and used as promotional material on our website and/or social media. This also includes on the minis and juniors taking home Majestic (our academy bear) along with a photo diary for you to participate if you wish. Please let us know, in writing, if you prefer your child not be included.

#### **Section 4 - Hire of Costumes**

There is a costume hire charge for costumes provided by MAPA between £10-£75 depending on the costume and the show. This cost covers the hire of the costumes, the tailoring and the dry cleaning along with the security of any damage during the production.