



## **Dance Expression Terms & Conditions**

Our aim is to offer the best training we can in a secure, enjoyable and comfortable environment for our pupils. We are open all year round with exception of bank holidays, Easter weekend and two weeks at Christmas. In the summer holiday, half term and Easter we offer a variety of summer schools and workshops in Dance, Musical Theatre and Gymnastics.

We currently work on a half termly basis that coincides with the North Yorkshire County Council term dates, classes are booked for the half termly period, and will automatically be rebooked unless we hear from you (please see our cancellation policy). If you are booked in for 4 classes or more each week then you qualify for our weekly fee discount program. This does not include private lessons.

We send half termly invoices via email, any queries should be raised with Clare asap. Payments must be paid by the stated date on the invoice to avoid any additional charges (late payments are subject to a £5.00 late payment fee)

Weekly fee payments (for 4 classes or more only) – Weekly fees should be agreed with Clare before payments begin. Fees must be paid every single week of the term even if your child is absent. There are no ‘holidays’ included in our weekly fees arrangement. These are to be made may via BACS on a Monday. If you wish to pay for the whole term, the half term or month in advance, then of course you may do so. You will receive an invoice even if you pay weekly and will receive a receipt once payments have been made. Please contact Clare for our weekly fee prices.

### **Cancellation / Notice Period -**

Once registered at DE your child will automatically be enrolled for the following half term. If your child does not wish to continue with any class, we require two weeks’ notice before the current half term ends. Failure to provide the relevant notice means that you will be charged for those classes in the half term that follows due to your child being automatically enrolled. This does prevent another child being given a place. The same rules apply for weekly fee students.

With regards to private lessons, we will require a 48-hour cancellation notice. Failure to do so will result in you being charged full for the missed lesson.





Please note that no refunds will be made unless your class is cancelled by us. In the event of circumstances beyond our control such as weather warnings when we are advised of any dangers to the general public; there will be additional classes for your child to attend. There will be no refunds in such cases as we will always offer you replacement classes.

Please contact Clare at [admin@danceexpression.co.uk](mailto:admin@danceexpression.co.uk) regarding payments and fees.

If anybody wishes to try a new class, you may do so for one week. If you sign your child up to the class after the first session you will be then invoiced accordingly, if your child does not wish to continue then you only need to pay for the one class attended. If you are on weekly fees the extra class / classes will automatically be added to your fees. You may be asked to wait until a certain date to start a new lesson due to exams or show work.

#### Concerns & Complaints Procedure

If anybody has any concerns or complaints, these need to be addressed appropriately outside of class time. Please contact either Clare, Miss Anna or Miss Lucy via email (not our personal Facebook or social media) and we will aim to get back to you within a 48-hour period. Please do not raise any concerns or complaints with anyone else besides Clare, Miss Anna or Miss Lucy. If necessary, we will arrange a meeting at a convenient time.

#### Questions and Enquiries

Please email Clare if you have any questions, queries or enquiries. If you need to speak with Miss Anna, Miss Lucy, or Miss Laura then please make these outside of class time to avoid the children losing out on any of their lessons. This is to be done via email (not our personal Facebook or social media). If we cannot answer your question, we will then pass it onto the relevant member of staff and will aim to respond within a 48 period.

#### Contacting Staff & Social Media

At Dance Expression, we take great pride in our work as well as looking after our staff. The huge amount of work injected by our staff is often not seen by many, we all sacrifice many hours of family / personal time for the love of our job. Please could we ask both parents and pupils to respect teachers time away from the school and our valuable time at home. We will always answer any questions and queries via our DE email addresses. We aim to answer emails within





48hrs, however during busy periods there may be a small delay and we thank you for your patience.

#### Absences

All absences are to be made prior to the class. Either you / your child need to excuse yourself / your child with the relevant teacher. If absences are last minute, for example; illness then please phone the studios Our number is 01653 692660 or email [admin@danceexpression.co.uk](mailto:admin@danceexpression.co.uk), please use this number as your main point of telephone contact and please leave a message if your call is out of hours or nobody is available. If you wish to join our Facebook group, then please send a request to “Dance Expression School of Dance” or “Dance Expression Gymnastics Academy” for our gymnastics page.

Gymnastics: Please contact Clare or Miss Laura

Acro & Dance: Please contact either Clare, Miss Anna or Miss Lucy

Singing / MT / Drama: Please contact Clare or Miss Anna

Speech & Drama: Please contact Clare or Miss Lucy

#### Use of the Premises and Car Parking

After completing an extensive renovation in Feb 2015, we have a beautiful contemporary set of studios. We would ask that all visitors to the premises to respect and adhere to all policies and procedures. Please always respect our studios and the whole building. Please use the car park provided to ensure the safety of all children and the public.

#### Sickness, Illness and Injury

If you child becomes ill or injured whilst at Dance Expression, we will contact you asap to inform you and to arrange collection of your child, please ensure correct details and an “in case of emergency contact” is available on your registration form. If your child has an infectious illness such as eye/ear infection or sickness and diarrhoea, they should not return to dancing until they have been clear for at least 48 hours. Illnesses of this nature are very contagious, and it is unfair to expose other children to the risk of an infection. Any issues regarding injuries please speak with Clare or Miss Anna and Miss Lucy.

#### Change in Classes





If at any point your child is asked to move class, this will be for the benefit of the child. As professional and qualified teachers, we put a lot of time and consideration into class and timetable changes to ensure the child's full potential will be met. We have many years of teaching experience and these decisions are made based on each individual child. We ask you to respect and have both faith and trust in our decisions. If any parent / child has any difficulties making a certain class due to other clubs, school, parents work etc then we will always try to accommodate the best that we can.

#### Responsibility as a parent

We ask as a parent to help support and encourage your child to attend classes on time, in the correct uniform and to respect our studio rules and policies. During your child's class, we as teachers take on the responsibility and well being of your child. Once your child has left the class, we are no longer hold this responsibility. If children stay on the premises without adult supervision, please ensure that they are always well behaved. If letters and information are given out to your children we have no way of knowing if it has made it into the hands of the parents, please make sure you pop in from time to time to collect letters and read our notice board to avoid missing out on important information. If you do not receive emails from us, can you please check with Clare or Miss Anna that we have the correct email address for you.

### Exams & Syllabus Work

Exams are not compulsory, but they are encouraged. **Dance Expression teachers will keep you updated and inform you when your** child is ready to take their exam. A lot of thought and consideration goes into our decisions, we only ever want what is best for our pupils. Parents are of course welcome at any time to enquire as to how their child is progressing. If any teacher is undecided as to entering a child for exams, then Miss Anna and Miss Lucy will be consulted, and make a final decision.

At Dance Expression, we study the following syllabuses:

**IDTA** (International Dance Teachers Association) in Ballet, Tap, Modern Jazz, Contemporary and Acro.

**RAD** (Royal Academy of Dance) in Ballet

**NATD** (National Association of Teachers of Dance) in Contemporary Dance

**BATD** (British Association of Teacher of Dance) in Acro & Lyrical Dance





LCM (London College of Music) in singing  
LAMDA (London Academy of Music and Dramatic Art) in Drama  
Gymnastics UK for Gymnastics  
Acrobatic Arts for Acrobatics

## External Auditions

We encourage our pupils to audition for accredited dance programs, shows and professional experiences outside of Dance Expression. These decisions are made at the teacher's discretion. Please always consult Miss Anna and Miss Lucy if you wish for your child to audition for such things due to the children auditioning under our school name. We are extremely supportive of these wonderful experiences, but a certain standard, level of maturity and technique needs to be met to avoid unnecessary upset and disappointment. Some of these productions are rather costly so we will advise on which companies are worth the financial cost. We also take into consideration the work that we are doing at DE and the timings of certain productions in case they clash with our own shows and exams, again this is to avoid any upset and disappointment. Please see some examples below:

- **Associate Programs;** Royal Ballet School, The Northern Ballet School, Renaissance Arts, Phoenix Youth Dance, CATS, Denman Associates, Stage box, Ballet Boost.
- *Any auditions for external shows (excluding school productions) professional work or agencies.*

## Uniform

Our uniform can be purchased at [des.mydancestore.co.uk](http://des.mydancestore.co.uk)

Please make sure that your child is dressed in the correct uniform and always looks presentable. We encourage the children to have pride in their appearance in class as well as pride in their work. We believe this is a great life tool and really helps the children progress in their work.

Hair must be tied back always. Ballet dancers from Grade 1 (one) ***must*** have their hair in a bun for their Ballet class. The correct hair kits can be purchased from us in our online shop.





Jewellery and denim are not allowed in any of our classes due to the health and safety of the children. Jewellery is not allowed in any class; please leave jewellery at home to avoid it been lost at the studios. For newly pierced ears, parents please make sure they are tapped up before your child's class begins.

Anybody who fails to follow our requests may not be allowed to participate in their class.

Visit [www.danceexpression.co.uk](http://www.danceexpression.co.uk)

# DANCE EXPRESSION

SCHOOL OF DANCE

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