

# **ELIZABETH BOARDMAN SCHOOL OF DANCE**

## **Terms & Conditions and Rules**

1. Payments for classes are monthly instalments payable via Class for Kids. We reserve the right to refuse entry to class if fees have not been paid. Class fees cannot be refunded due to missed classes except in exceptional circumstance. If you miss a class speak to Reception and you can make up a suitable class the following week. If you no longer wish to continue with your classes we require 30 days notice before direct debits are cancelled. From January 2026 there will be a late payment charge of £10 if fees are not paid on 1st of the month.
2. From time to time photographs and videos will be taken for publicity e.g. our website, official Facebook page, official Instagram, video recording of our school show or newspaper photos etc. By attending our school you agree to your child being photographed as stated above.
3. EB DANCE must be kept up to date with emergency contact information and medical information. If this changes it is the parent's/guardian's responsibility to update us. This is very important.
4. When necessary teachers and staff who are trained first aiders will deliver emergency first aid to students when necessary. If required we will also pass on any relevant medical information to persons who are called to an emergency i.e. ambulance crew. This will also apply to any adults and children who require emergency first aid when in our premises or at our events.
5. Please note it is the parent's/guardian's responsibility to ensure their children's safety before and after class(es). Teachers and staff cannot take responsibility for children outside of the class time. Children are not permitted to be left unattended in or around our premises.
6. Data protection – please note all private and confidential information is kept securely. It may be necessary for us to pass on your child's information to local authorities in connection with BOPA (Body of Persons Approval – child safeguarding) regulations for performances.
7. Uniform must be worn during class, with the only exception for the first half term for new students by prior agreement with Miss Elizabeth to ensure clothing is suitable and safe.
8. No jewellery is permitted in class and hair must be tied up neatly with the correct style according to the class being attended.
9. Valuable items should not be brought to class. Mobile phones must not be used during class. Teachers and staff cannot be held responsible for students' possessions.
10. No food, gum, or drinks other than water are permitted in the dance studio.
11. Only indoor trainers are permitted in the studio.
12. No smoking on or around the premises.
13. Students should arrive at least five minutes before their class is due to start and must be picked up promptly after class.
14. Students must be correctly dressed in all respects before the class starts. Students should be wearing the correct footwear before the class is due to start. Students are not permitted to be changing shoes in class time unless they have consecutive classes.
15. EB DANCE reserves the right to exclude from classes any student or parent who is not complying with our safeguarding policy. Under no circumstances do we tolerate bullying or misbehaviour. Please ensure you have read our safeguarding policy which you can find on our website - [www.ebdance.co.uk](http://www.ebdance.co.uk)
16. If classes occasionally need to be cancelled due to circumstances beyond our control, we will work with you to make up the missed class or credit the amount.
17. Students must be respectful to each other, teachers and staff at all times. We always strive to foster a friendly atmosphere to enable all students to achieve the highest level possible.
18. For free taster classes - if the student misses their free taster class booked we are unable to offer a second free taster class place, if they would like to re-book a taster it will be payable as a single price. Multiple free taster classes must be booked in the same week. We allow 2 weeks for children to settle in to class after the free taster which can be paid weekly on arrival then the remainder of the half/ full term is due.