**Guidelines, Terms and Conditions**

**Date:** July 2024 **Reviewed by:** Miss S Pickard

**Behavior & General:**

* Students will respect their peers and teachers in all sessions.
* Students under 10 years of age MUST be accompanied by an adult to and from classes.
* Students aged 11-17yrs may enter and leave the studio with parent/guardian permission.
* Parents are responsible for their children when not in the studio, at an event, or performance.
* Students must wait quietly outside their studio until the class is called.
* All students should arrive 10 minutes before their class start time to use toilets, change and warm up
* Sammy’s Dance teach with a hands-on approach, to best help nurture and support the dancer in training.
* Students will be expected to practice in their own time and may be given home learning tasks to assist with performance or examination prep.
* Students must respect any dance props/equipment brought into the class.

**Fees:**

* Class fees are payable monthly (pro rata) and split equally across 12 months of the year.
* Fees are payable on the 25th day of each calendar month.
* Invoices will be sent on the 10th of each calendar month. Late fees will incur a 10% surcharge.
* Fees are payable using the Class Manager portal.
* If a student wishes to leave the dance school, parents must give a FULL calendar months' notice or a cancellation fee of £30 will be payable.
* Students studying more than one class per week are entitled to discounts (please contact the administrator for more details).

**Uniforms:**

* All students must wear the correct Uniform for their class.
* All Uniform can be purchased via Roynon Dancewear, instore or online.
* All hair should be tied back appropriately for the class. (Ballet Buns for Ballet and Ponytails for all other classes)
* No nail varnish, jewelry or tattoos are permitted in class.

**Company Tracksuits:**

* Tracksuit Jackets and Leggings can be ordered 3 times per year (November, February & July)
* Emails will be sent with details and payments can be made via invoice.

**Examinations/Class Levels:**

* Sammy’s Dance will only enter students for regulated examinations when their teacher feels they have mastered the techniques and styles of the grade to a satisfactory level and are able to demonstrate an understanding of how the body works. Students should be able to show line and style to the best of their physical capabilities in a safe dance manor.
* Class levels are based on ability and not on age, so you may see students progressing at different speeds.
* Students MUST practice any ‘Home Learning’ tasks set by their teacher at home under parents’ supervision leading up to an examination.

**Outside School** - When representing the school on trips or at performances:

* Students **MUST** wear their SSD company Tracksuit.
* Behavior must be exemplary.
* All students must be accompanied by a parent/guardian to and from venues or meeting points.
* Parents must supply the Principal or Lead Chaperone with any medications and a medical declaration form when not present at an event.

**Class Manager Portal:**

* All parents **MUST** be signed up to the Class Manager portal (either via app or web browser).
* All Parents **MUST** check the Portal regularly for updates regarding classes and invoicing.
* If there is a query, parents MUST email [info@sammysdance.co.uk](mailto:info@sammysdance.co.uk) so the administrator can pick it up.
* Parents are responsible for keeping their contact details, address and medical information up to date on the portal at all times.

**SEN:**

* Parents are responsible for keeping SSD up to date on any changes in medication or routine to students with SEN so we can best support the learning process for each student appropriately.

**Covid Secure Measures:**

* We are a Covid-19 secure dance school.
* Covid-19 training has been carried out by all staff.
* Hand sanitizer and wipes are available to be used by students and staff.

**In case of Emergency:**

* If in an emergency you need to speak to a member of the team urgently please contact the administrator
* If your query requires an immediate response from the Principal and is within term teaching hours please send an email as urgent.
* If a class needs to be cancelled or rearranged at short notice, parents will be notified via the SSD announcements group via whats app. It may not always be possible to send via email or update the portal (depending on the circumstances and timing of the cancellation).