

FEE PAYMENT

1. Fees are paid monthly. Discounts or refunds will not be given for classes missed by the pupil.
1. Laura McCabe Dance Academy should receive fees by the date shown on the invoice or will not be able to participate in the class .
2. We offer free trial sessions for one week only for new starters .
1. The only method of payments is via online bank transfer / BACS or Cash . An email with an invoice will be sent containing all payment details.
2. All fees are non-refundable. If a pupil has a long-term illness or injury, fees may be refunded at the teachers discretion. This does not include minor illness or holidays taken during the term.
3. Sibling discounts apply ask Laura for details
4. **CLASSES AND ATTENDANCE.**
5. On the rare occasion that a class is cancelled, it will be rescheduled, usually during the school holidays. If this is not possible, any fees already paid for the scheduled class will be subtracted from the next months fees.
6. Students must be on time to class, and be picked up on time.
7. Any child left unattended at the end of their class will be kept inside the hall with the teacher until collected.
1. Parents must take full responsibility for their child when in and around the main hall when not in class such as the foyer /toilets/ car park
1. No parents will be allowed to wait inside the venue or enter the hall unless requested
1. To comply with our risk assessment, a one-way system is in operation. Students must abide by the one-way system, entering and exiting as directed by the teacher/assistant.
2. Students must be collected from the hall/exit by a parent/carer or responsible adult. The teacher must be informed if persons other than the child's parent or legal guardian will collect the child. Students will not be permitted to leave unattended unless a parent has advised that they are allowed to walk if live local and are of secondary education age .

1. Should a local lockdown come into force at any time during the term, we will endeavor to reschedule all classes for the remainder of the term into online classes. Where we are not charged continued hall-hire fees will be altered and places held if you have not got access to zoom

WITHDRAWAL POLICY

2. Students wishing to discontinue their classes at the School must give ONE months notice via email otherwise one month fee will be charged.

CORRECTIONS

3. Dancing is a physical skill and in order to help and facilitate the student's learning, the teacher may physically guide a movement by touch. This will be in a professional manner and the intention of the contact will be made clear. Please contact the teacher if you have any queries about this.

UNIFORM AND APPEARANCE

4. We ask all students to wear the recommended uniform for each class. The uniforms ensure students look elegant and feel confident in their surroundings. As well as for health and safety .
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1. Hair should always be off the face and neckline, neat and tidy. From prep classes upwards a bun or similar is required. Shorter hair should be held back securely with clips and/or a hair band.
 2. For safety reasons, jewellery must not be worn in lessons and chewing gum is banned .

1. BEHAVIOUR, ETIQUETTE AND DECORUM

2. The **Code of Conduct** must be adhered to at all times:

We expect all dancers to:

- respect all teaching staff;
- treat all other pupils as you would wish to be treated yourself;
- come to every class with a positive attitude;
- always ask for help if you need it;
- consistently try your best;
- wear correct uniform and footwear;
- ensure hair is neat and tidy.

1. Parents and carers are asked to ensure their children are well behaved at all times whilst getting ready for class and that siblings have an activity to occupy them whilst waiting.
2. Students and parents/carers are expected to demonstrate mutually respectful behaviour to teaching staff, fellow students and the halls. Poor behaviour will not be tolerated and may result in the student being asked to leave the classes/school. Bullying is not tolerated and should be brought to the class teacher's attention immediately.

HEALTH

3. Please notify the Teacher on registration if any medical issues or learning difficulties that may affect your child's learning, however big or small it should be. This can help us to help them.
4. Any injuries should be discussed with the teacher prior to, or at the beginning of, class.

LOST PROPERTY

5. Students are responsible for their own property and bring items at their own risk. Laura McCabe Dance Academy does not accept responsibility for any items lost or stolen. any un-named items left at the end of class will have to be donated to charity or thrown away if not collected after a month.
6. Parents are not permitted to watch the classes, as this can be distracting for pupils. We will give parents an opportunity to watch their children during demonstration days.
7. If watching class, parents are asked to refrain from talking and to turn mobile phones to silent.

PHOTOGRAPHY

8. The Academy regularly takes class/show/comp/exam days photographs & videos of our students progress or for advertisement of the classes. Please confirm on registration if you allow photo consent, Children with no photo consent will not appear on public social media but photos may be sent to the parents privately.
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1. Parents are permitted to take photos on demonstration day unless another parent in the class objects on the day. The teachers will always ask everyone's permission before the demonstration class begins. We ask parents to refrain from recording/videoing the class for child protection and copyright reasons.

CANCELLED CLASSES

If a class is cancelled due to staff sickness, hall events, bad weather etc the class fee will be transferred over to the rescheduled class. If the class cant be rescheduled a refund will be given.

1. DATA PROTECTION

1. All invoices and other materials will be presented via email. Parents/Carers must provide a valid email address for this purpose and ensure that such email from Laura McCabe Dance Academy is not considered SPAM.
2. When you give us your details we promise to keep them secure and not share them with a third party.
3. We may use your data to contact you in relation to;
 - News updates about the school
 - Information relating to lessons/exams/show details
 - Invoicing
 - Emergency notifications (such as changes to planned lessons, cancellations etc.)
 - Records of invoices paid and outstanding (and any agreed payment terms)
 - Any other information relevant to the classes 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.

1. The Teacher should be notified of any change in contact details and/or health issues.

MISCELLANEOUS

2. The school timetable may be subject to change. Parents/carers will be notified of any changes.
 3. Dancing is a physical activity and contains a certain amount of risk. Students taking part in any of our classes or events run by Laura McCabe Dance do so at their own risk.
 4. If students and/or parents break the terms and conditions, they may be asked to leave by the Teacher and no refund given.
 5. Any queries and complaints should be addressed to the Laura McCabe.
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44. If you attend Laura McCabe Dance Academy this is the only dance school that you can attend
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44. CCTV is in Aberaeron Memorial Hall for everyone's safety but can only be accessed by 2 individuals that run the hall and by request only. Therefore no one will look at it unless an incident arises. CCTV is secure, password protected and the room is locked to the public.
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46. The Hall doors will be locked when the class starts for the safety of staff and pupils unless a licensed chaperone is standing on the door.

1. COVID-19

1. Following advice from the NHS, students should not attend class if they or anyone in the household have any of the following symptoms or have done in the previous 14 days:
 - New, continuous cough
 - High temperature
 - Loss or change of your sense of taste or smell

1. Your child should not attend class if the following applies:
 - If you have symptoms of coronavirus
 - If you have tested positive for coronavirus
 - Someone in your household has tested positive or has symptoms of coronavirus
 - You arrive in the UK from a country with a high coronavirus risk

The rules are designed to enhance your children's learning and enjoyment of the dance experience and help maximise their full potential.

If you have any queries regarding our policies, please contact the Laura McCabe Academy by email at lauramccabedance@yahoo.com

September 2022 (Updated January 26)