



Terms and Conditions

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Section 1 – Fee Payment

1. Fees are payable for a full pay period (half-termly) regardless of attendance unless explicitly arranged with the Principal.
2. Fees must be received before the beginning of a term or a £5 late payment charge is incurred to cover administration costs.
3. If a new student decides to join RNSD they should complete the online enrolment form and pay the registration fee (£15.50) and an invoice will be sent to them for the balance of fees of the term remaining.
4. There are no refunds if a student is absent from class, (exceptions to this rule may apply if self-isolating under Coronavirus guidelines – please contact principal@nsd.co.uk to discuss). Instead, students are invited to make-up any missed classes at another venue of their choice.

5. If a pupil has a long-term illness or injury, fees may be refunded at the Principal's discretion. This does not include minor illnesses or holidays taken mid-term.
6. Should a local lockdown come into force at any time during a pre-paid half-term, we will endeavour to reschedule all classes for the remainder of that half-term into online classes. There will be no refund for that half-term's fees. Where we are not charged continued hall-hire, the hall section of each fee will be donated into RNSD's scholarship fund. (Exceptions to this rule will be granted where the student has no access to Zoom classes).
7. Should a local lockdown continue into a second half-term, the fees charged for that half-term will be in line with our Zoom class price structure and not our face-to-face class price structure.
8. Aside from Coronavirus incidents: 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.
9. If it is necessary to cancel a class due to adverse weather conditions /a force majeure, or if a child cannot attend a class due to their participation in another Rutleigh Norris School of Dance performance/exam/event, class fees will not be refunded.
10. 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.
11. The only method of payment is via online payment – an email will be sent with an invoice and a link. Please ensure billing@rnsd.co.uk is in your safe senders list.
12. 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.

Section 2 – Uniform, Class Timing and Behaviour Etiquette

13. 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-hole footwear. If the student is wearing

inappropriate clothing or footwear the student may not be permitted to participate in the class.

14. All students must wear their hair neatly tied back for class. A French Plait for Tap and Modern, and in Ballet from Grade 2 and above long hair must be in 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" or an appropriately coloured bandana to keep the hair off the face.

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

16. Students must be on time to class, and must be picked up on time.

17. Any child left unattended at the end of their class will be kept inside the locked building, but we may be unable to supervise them. Parents understand that if they are late picking their child up, their child won't be supervised and the parent takes full responsibility for their child's safety and wellbeing should anything happen to them after their class time has ended.

18. Parents will drop dancers at the door of each building and must then leave following the teachers direction for exit route.

19. No parents will be allowed to wait inside the buildings.

20. Between the classes, teachers will disinfect any equipment used or surfaces that may have been touched by the dancers, including but not limited to; barres, door handles, toilet doors, locks, flush handles, taps and soap dispensers.

21. All classes run back to back on the timetable without breaks. Students must arrive ready to start their class, and only bring in any required medication and a water bottle if their class is longer than an hour.

22. 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 School. Bullying is not tolerated and should be brought to the Principal's attention immediately.

23. Students are not permitted to chew gum/ consume food whilst in class.

24. Students are responsible for their own property and bring items at their own risk. The Rutleigh Norris School of Dance is not responsible for any lost, damaged or stolen items.

25. Any un-named items left at the end of class will be kept in the lost property, which is emptied at the end of each year and recycled/ thrown away.

26. 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.

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

28. 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.

29. If a student becomes unwell with Coronavirus symptoms, the teacher will ask them to move to a safe, well ventilated and supervised space where they can keep 3m away from any other dancer. The teacher will assess whether it is safe and reasonable to ask them to wear a mask and will provide a single-use disposable mask to the dancer. The teacher will then contact the parent to collect their child. Anything that they have touched will be cleaned adequately and all parents of dancers attending that class (or any class where the symptomatic child has danced in) will be notified by email to monitor their dancer for symptoms.

30. No food is allowed in the buildings.

31. Children of primary school age and under must be collected from the studio by a parent/ carer or responsible adult. The teacher must be informed if collection is undertaken by persons other than the child's parent or legal guardian. Students under this age will not be permitted to leave unattended.

Section 3 – Miscellaneous and Data Protection

32. All students must complete the online pupil registration form upon joining the school.

33. All invoices and other materials will be presented online via email. Parents/ Guardians must provide a valid email address for this purpose and

ensure that such email from the Rutleigh Norris School of Dance is not considered SPAM.

34. 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. Rutleigh Norris School of Dance sending information that is relevant to you/ your child's dance education by phone, email, text and written communication.
2. Rutleigh Norris School of Dance 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.

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

36. A certain amount of risk is carried by any physical activity. Students taking part in any of our classes or events run by the Rutleigh Norris School of Dance do so at their own risk.

37. Our Safeguarding and Child Protection Policy, and Coronavirus Risk Assessment is available on request. Please contact the Principal for more information.

38. The School 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. 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).

39. 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.

40. Photographs and videos of students may be taken and used as promotional material on our website and/or social media. Please let us know, in writing, if you prefer your child not be included.