



## Terms & Conditions

### Safety

Pupils of the school are our responsibility only whilst in class, and waiting between lessons if parents have notified the teacher that they are staying on. At all other times they are the responsibility of parents, carers, or a named adult.

Children of 11 years and below will not be allowed to leave the building unless accompanied by an adult known to the School. Older students, who have written permission, will be allowed to leave the building. The Temple Dance School cannot accept responsibility for students once they have left the building.

Please make every effort to come into the School to meet your child, rather than make arrangements to meet outside. If for any reason you are detained please inform the School as soon as possible. This is particularly important in the case of the younger children who need to be reassured as to when they will be collected.

During School hours, and when weather permits, parents, carers, and siblings are welcome to use the School garden whilst waiting. Children must be accompanied at all times. For security reasons the gate to the car park is bolted and must remain so at all times. Please leave the building through the front door only. No responsibility will be taken for children not attended by an adult at all times.

### Conduct

A high level of discipline is expected from our pupils both during class and at all times whilst they are on the School premises. Respect for both the staff and each other is important to ensure classes are enjoyable for everyone and a good working environment can be achieved.

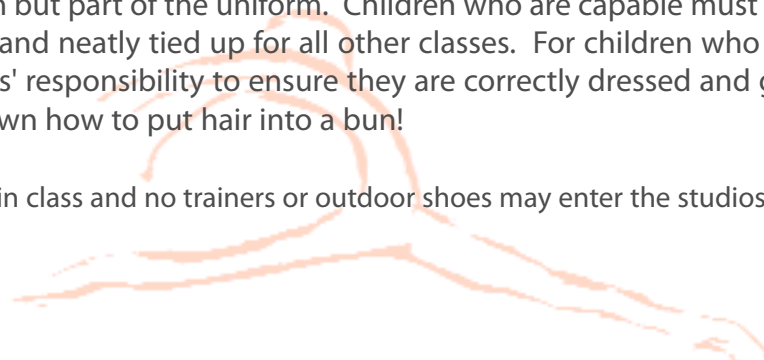
Any student who is continually disruptive will be asked to leave the School - no refund will be offered.

### Uniform

Once your child is happy in a class that we feel is suitable for them the correct uniform must be worn. A list is available from Reception and you are able to order all necessary items through the School.

Neat hair is not an option but part of the uniform. Children who are capable must ensure their hair is in a bun for all ballet classes and neatly tied up for all other classes. For children who are not old enough or able then it is the parents' responsibility to ensure they are correctly dressed and groomed. Please ask if you would like to be shown how to put hair into a bun!

No jewellery may be worn in class and no trainers or outdoor shoes may enter the studios.





## Terms & Conditions cont..

### Fees

Fees must be paid by the second week of term. Reductions are made for parents with more than one child attending classes.

Should a pupil wish to leave the School half a term's notice must be received in writing or the fees paid in lieu of notice. This period of notice also applies if your child wants to discontinue any one of their classes. Disciplines may not be changed part way through a term. If your child wishes to try a different class we require half a term's notice as this helps us to control class sizes.

Please help us to make the Temple Dance School a friendly and safe environment by adhering to the conditions above. Please sign the attached Disclaimer and return it to the School as soon as possible, keeping the Terms and Conditions for your own record.

