

# Terms & Conditions

## 1. Responsibilities

- These terms and conditions, and any enrolment forms you have signed or will sign, constitute an agreement between you and Summerscales Performing Arts in connection to classes or any services superseding any prior agreement.
- Attendance at class is deemed to be acceptance of the current Terms and Conditions
- It is the responsibility of the Parent or Guardian to notify Summerscales Performing Arts of any illness/injury that may affect the student's participation at class.
- It is the responsibility of the Parent/Guardian to ensure that we have the correct details for you and the student and keep us updated of any changes to health
- It is the responsibility of the Parent or Guardian to read the Notice Boards at each venue that your child attends in order to be fully aware of all upcoming events
- In the event that we consider you to be in breach of these terms & conditions or that your child is destructive to other pupils, staff or teachers, we reserve the right to exclude your child from any activity within Summerscales Performing Arts
- Summerscales Performing Arts has a uniform and strives to maintain a high standard of appearance; Summerscales Performing Arts Staff may find it necessary to exclude a pupil from class due to health and safety reasons, i.e. if uniform is not worn.
- Terms and Conditions are available to view on the Noticeboard at each venue as well as at [www.s-p-a.co.uk](http://www.s-p-a.co.uk). It is the responsibility of the parent/guardian to make themselves aware of these.

## 2. Payment

- For the first three weeks of joining the only liability will be for the payment of lessons provided.
- After these first three weeks a full terms notice in writing must be received before the removal of a student or the termination of any subject.
- Failing such notice full fees in lieu will be charged
- Notice must be received on the first day of term addressed to the Principal.
- A surcharge at the rate of 10% will be added to any accounts left unpaid after half term.
- Summerscales Performing Arts may however arrange for a payment schedule to be made if applicants are unable to pay the full amount due, this must be arranged with the principal and an agreement will be drawn with both parties, applicants should however make Summerscales Performing Arts aware of this at the time of billing. The outstanding amount must be paid by the last day of the term, after which 10% will be added for late payment.
- Full payment for all invoices received must be paid by the last day of term. After this date Summerscales Performing Arts may decide to take legal action to recover all costs.
- The school reserves the right to refuse entry to any pupil whose fees have not been paid by the agreed date.
- All fees are subject to increase without notice to applicants; however efforts will be made to give this prior to billing.
- Payment can be made via Cash or Cheque
- Any cheques returned unpaid will incur a handling charge of £10.00
- Fees are not waived in respect of family holidays, school trips, school exams or short term sickness or injury

## 3. Lessons

- Lessons are timetabled on a termly basis, Parents / Guardians are expected to view the new timetable at the end of the prior term.
- Lessons are subject to change, times and studio without notice. There will be no refunds for classes missed by the applicant.
- To enable the child to understand certain correction, physical contact may be necessary. All staff are qualified in their line of teaching and have valid CRB certificates.

## 4. Festivals

- Festivals will be by invitation only and students will be required to commit to two years
- By committing to the festival students are expected to rehearse, and be available for all festivals agreed prior
- All costumes must be agreed by the principal
- Choreographed dances are the ownership of Summerscales Performing Arts and will not be whole or partly copied for use for any other purpose other than for Summerscales Performing Arts. Permission must be granted from the principal for any routines to be danced elsewhere, including auditions.
- Summerscales Performing Arts reserves the right to refuse entry into a festival if fees are not paid and/or the dancer has not rehearsed, and it is seen the dance is not of a standard to perform
- Festival coaching is charged at an hourly rate of £20
- Invoices are published on an Ad Hoc basis
- Invoices must be paid by the date stated (for late payment see 2e)

## 5 Examinations

- Summerscales Performing Arts enters children on an Ad Hoc basis for examinations for Dance, Singing, Drama and Musical Theatre
- Extra lessons are provided to bring students up to their optimum level
- Every extra lesson must be attended if the lessons are not attended students may be withdrawn from the examination without refund
- Fees are expected within 14 days of billing
- Summerscales Performing Arts reserves the right to change the date and/or time of examinations but will endeavour to give prior notice as soon as possible

## 6 Students

- Summerscales Performing Arts can only be responsible for the wellbeing of the pupils during class time and will not be held responsible for the safety of the children when they are outside the classroom.
- Occasionally photographs may be taken for publicity purposes. This may mean your child is in a photograph used. If parents/guardians object to this, a letter in writing should be made to the principal.

- Summerscales Performing Arts does not accept responsibility for loss or damage to clothing or property

# Policy Statement

## 1. Statement of general policy

Summerscales Performing Arts are committed:

- to continually assess the health and safety risks and child protection issues arising from our work activities
- to provide adequate control of those health and safety and child protection risks
- to ensure all collaborators are competent to do their tasks
- to provide information and instruction and whilst maintain safe and healthy working conditions
- to maintain valid CRB certificate as well as any members who regularly come into contact with children
- to act with integrity ensuring a high standard of work is achieved at all times
- to give members the right to opportunity regardless of gender, ethnicity, disability, sexuality or belief
- to review and revise this policy as necessary at regular intervals to follow general guidelines to which members of Summerscales Performing Arts adhere in order to provide a safe and healthy environment as long; as this is practicable, for all who work professional with the company.

The day to day running of Summerscales Performing Arts will take place within two main environments:

- Dance studios
- Theatres

Before commencing work within each new environment Summerscales Performing Arts will require health and safety policies to be exchanged with the proposed working environment and will carry out a risk assessment of the proposed venue, familiarising themselves with fire safety procedures and first aid facilities.

Summerscales Performing Arts will not work in an environment where health and safety risks are thought to have been inadequately considered and provided for, which could potentially cause any injury, disease or dangerous occurrence.

## 2. Student & Parents

- Students and Parents are requested to treat others as they would expect to be treated themselves. Negative comments about others appearance or ability are not welcomed. Positivity and encouragement are. Summerscales Performing Arts promote a positive environment for children and all members and their families are requested to invest in that
- Summerscales Performing Arts is a performing Company, School and Society, to this end every member is a member of a team. Choreography doesn't just happen, it is planned. Absence from class or rehearsal means dancers catching up when they return resulting in wasted time and slowing down the advancement of the team. Sporadic attendance may result in members being banned from partaking in public performances. Whilst it is appreciated that absence is sometimes unavoidable it is asked that this is not a regular occurrence and plenty of notice is given prior (dates of performances are published well in advance) if choreographers are aware a member is not going to be at a display it can feasibly be planned however someone dropping out in the weeks preceding a performance can have a catastrophic effect on the outcome, denting the morale of the team and not fulfilling the full joy potential that the dancers deserve as a return for their efforts and hard work.
- Summerscales Performing Arts has a Child Protection Policy and Health and Safety Policy and parents are requested to be aware of these policies in the interest of serving the wellbeing of the children. Parents are asked to disclose any medical information, allergies or injuries that students may have on a medical form and to provide any amendments to this information if necessary. Parents are also asked to recognise that as with any physical activity there can be a risk of injury and therefore release Summerscales Performing Arts and its teachers from any liability.
- Parents and any Adult who are not involved in the teaching of pupils are prohibited from entering classes. Any correspondence is to be either sent via email to [info@s-p-a.co.uk](mailto:info@s-p-a.co.uk) or by letter. If discussion is required there are periods at the start and end of a Saturday. If parents require advice, for then to arrange a suitable time to discuss when the tutor is available.
- In Addition, it is appreciated that parents like to see the progress their children are making, however the presence of an adult within the classroom usually has a debilitating effect on the students, making them more self conscious and causing a general distraction.

## 3. Child Protection

Overall and final responsibility for Child Protection Policies & Diversity within Summerscales Performing Arts members are that of the Company Director Tracey Summerscales who must:

- Provide a happy and safe environment where children can learn to dance
- Provide professional tuition from a qualified teacher or Director with appropriate facilities following safe practise
- Summerscales Performing Arts does not accept liability for any photographic or Film posted on websites or social networking sites, and the opinion expressed are not the opinions of the Company Directors
- The expectations for parents or spectators who wish to take photographs or film at an open event are to avoid inappropriate or intrusive photography Any child or parent who has concerns regarding inappropriate or intrusive photography must report their concerns to the Company Director who will act in the same manner as they would with any other child protection concern.

Any person teaching for Summerscales Performing Arts will be in receipt of a clear Criminal Record Bureau disclosure certificate (CRB check) It is a legal requirement that whenever children of compulsory school age are engaged in public performances or entertainment under a licence issued by the Local Authority, they must be supervised at all times by an approved chaperone. Consequently volunteer members of Summerscales Performing Arts have trained as approved matrons, who are responsible for up to 12 under 16 year olds constantly supervising unless the children are performing. A matron is the representative of the Local Authority and their sole concern must be to protect the health, safety, moral welfare and education, whilst ensuring the kind treatment, of each and every child in their care. Summerscales Performing Arts have a log of all qualified matrons with copies of their CRB which will be kept up to date annually.

## 4. Health & Safety

Overall and final responsibility for the health and safety of Summerscales Performing Arts members are that of the Company Director, Tracey Summerscales who must:

- a) ensure risk assessments have been carried out and make arrangements for implementing the health and safety measures identified as being necessary by the assessment (setting up emergency procedures, providing adequate first aid facilities, providing health surveillance as appropriate)
- b) ensure that all company members/collaborators are made aware of those health and safety measures review these assessments every year, or when work activity/environment changes, whichever is soonest report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority in accordance with RIDDOR
- c) RIDDOR requires the reporting of deaths, major injuries, accidents resulting in over three day injury, diseases, dangerous occurrences and gas incidents. As Summerscales Performing Arts does not have its own premises, it is our responsibility to comply with RIDDOR by informing the owners of the premises on which we work about any occurrences of the above. In addition to this, Summerscales Performing Arts will keep a record of these occurrences, which will include the date and method of reporting, the date, time and place of the occurrence, the personal details of those involved, and the nature of the occurrence, this of which will be signed by the person(s) involved (if under the age of 18 for a parent/guardian/carer to sign on behalf).
- d) All individuals associated with the day to day running of the company are responsible for ensuring that safe methods of work exist, and are implemented:
- e) taking reasonable care for their own health and safety and that of others who may be affected by what they do or do not do co-operating on all matters of health and safety reporting all health and safety concerns to the Principal not interfering with anything provided to safeguard their health and safety or corrupting any policy enforced by Summerscales Performing Arts

## 5. Fire Safety

All members of Summerscales Performing Arts will familiarize themselves with the evacuation procedures for each working environment, and comply with those procedures in the event of fire. Summerscales Performing Arts does not accept responsibility for personal property lost in the event of a Fire. Members who attend activities with Summerscales Performing Arts will be registered in case of evacuation. Summerscales Performing Arts do not advise any member to attack a fire in any environment.

## 6. First Aid

Gemma Summerscales-Heard, is the Appointed First Aider for the company who is qualified to act as a First Aider under the HSE First Aid Regulations (1981) As the Appointed First Aider, she will:

- a) identify Certified First Aiders within the working environment
- b) provide support to those Certified First Aiders where necessary
- c) take charge in the event of illness or accident

In addition, the Appointed First Aider will:

- a) carry a first aid kit solely for the use of Summerscales Performing Arts
- b) keep a record of every first aid cases treated for 3 years or until the casualty is the age of 21 whichever is the greater. This record will include personal data about the effected casualty and witnesses (if applicable) which will be kept in accordance of the Data Protection Act (1998). Either the casualty (if over the age of 18) or an appropriate adult will be required to sign the record to confirm the actions taken are correct.

Where neither a Certified First Aider nor the company's Appointed First Aider is available and there is an immediate need for first aid treatment, the necessary action should be taken by a member of staff who is available at the time.

In all but the most trivial cases, expert help should be obtained as soon as is possible. In case of doubt about any accident, it is essential to call a Doctor or Ambulance (999/112).

It is not normally the function of Summerscales Performing Arts Appointed First Aider to deal with illnesses of students, except where it is necessary to preserve life and minimise the consequences of an illness until medical help is obtained.

Summerscales Performing Arts will not be responsible for administering prescribed medication nor will any member prescribe medication Summerscales Performing Arts will only administer prescribed medication to a member to prevent loss of life (i.e. adrenalin for allergies) this will be administered by a certified First aider.

## 7. The working environment

The day to day running of the company will take place within two main environments:

- a) Dance studios
- b) Theatres

Summerscales Performing Arts hires the studios and theatre from a third party who will be responsible for the maintenance of safety appliances such as fire extinguishers, electrical safety, maintenance of toilet and kitchen areas, maintenance of heating systems and general cleaning of the facilities.

Summerscales Performing Arts electrical equipment will undergo Portable Appliance Testing (PAT) to conform to its responsibility for electrical safety under the Electricity at Work Regulations 1989

All members within Summerscales Performing Arts are responsible for ensuring safe, respectful practice in the work place:

- a) Wearing suitable clothing
- b) Having bare feet/wearing shoes as appropriate
- c) Wearing protective clothing such as knee pads (as necessary for the individual and for the nature of the work)
- d) Securing hair back
- e) Taking responsibility for appropriate warm-up/cool-down
- f) Taking care of others moving in the space
- g) Working at all times to prevent injury

Where injury may occur, Summerscales Performing Arts expects that its members will treat injuries responsibly e.g. seeking advice from a registered physiotherapist and will inform the Company Director of any problems. A decision will be made to ensure adequate healing process

Summerscales Performing Arts work using a 'hands on' teaching method, commenting honestly and criticising sensitively throughout the rehearsal process

## Application

### Student Details

Surname  Forenames

Date of Birth  Male / Female (Please delete)

Address

### Parent / Guardian Details Please complete if Student is under the age of 18

Mr/Mrs/Miss/Ms/ (Please delete)

Surname  Forenames

Address (If as above please tick here )

Tel Home  Mobile

Email

### Past Training

Please give details of any Dance, Drama and Singing exams passed. Please bring reports of last exam taken with you to your first trial lesson.

| SUBJECT | GRADE | SOCIETY | RESULT | DATE    | SCHOOL       |
|---------|-------|---------|--------|---------|--------------|
| Modern  | 5     | ISTD    | A (89) | Sept 10 | Karen Clarke |
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### Courses

Please indicate classes you are interested in

- Ballet
- Modern
- Tap
- Musical Theatre
- Singing
- Drama
- Technical Jazz
- Contemporary
- Commercial Jazz
- GCSE / A LEVEL
- Boys Technical
- Body Conditioning

### Commencement

- Autumn
- Spring
- Summer

### Terms & Conditions

I have read and agree to the Terms and Conditions.

\*Terms and Conditions are displayed on the website as well as the board at the theatre school. It is the responsibility of the applicant to make themselves aware of these terms before enrolling.