



TAYLORDANCE

Parents are required to read and agree to comply with our Privacy Policy and Terms & Conditions as laid out in this document prior to their child's first day at Taylor Dance. We will update this notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable.

If you have any questions, please do not hesitate to contact us at admin@taylordance.com

Terms & Conditions

Photo & video permission

All photos and videos published by Taylor Dance will be handled in accordance with our photographic policy. This means we will never post media without permission. The only personal details stated will be the child's first name. We will remove or edit any media containing images of your child that you ask us to. When you give us permission for the use of photographic and video materials you are consenting to the following:

- **School Show:** For the school to provide families with memorable footage of our main school shows (held approx. every 3 years), a reputable person/company is arranged to produce DVDs/photographs. In this case, the school will ensure a Disclosure Scotland/PVG certificate is obtained before the event takes place.
- **Other Events:** The school is often asked to provide dancers for charity events, entertainment, family fun nights and many more. There are often press photographers and reporters present, who may publish a story and/or photographs of our students.
- **Publicity:** We use photographs of students within our Taylor Dance Facebook and Instagram page, school website & advertising posters to give context and ensure relevance to the school's work and activities.

Single School Enrolment

- Taylor Dance requires that students are NOT enrolled at another dance school whilst taking classes with us. We require a high standard from our teachers, and it is only when all classes are taken with us that we can ensure consistent teaching techniques. Furthermore, it is impractical and often infeasible to participate in examinations and dance shows organised by more than one school as we are not able to coordinate scheduling.
- At the school's discretion exceptions may be made but usually only when a student wishes to study a class we cannot offer.

Teacher training, Disclosure Scotland & First Aid

- Taylor Dance are fully insured to teach all classes on the timetable
- All teachers working within the school are professionally qualified to teach the classes allocated to them and PVG/disclosure checked before commencing work. Our teachers are committed and regularly attend CPD (Continued Professional Development) courses to ensure teaching standards are maintained and are up to date with curriculum changes.
- Any guest and substitute teachers will be PVG/disclosure checked where time permits and otherwise will never be left alone with students.
- Teachers hold a first aid certificate, which is renewed to ensure it remains current and valid.

Class disruptions and cancellations

- We shall not be liable for delay in performing, or failure to perform, any of our class obligations, if such delay or failure result from events, circumstances or causes beyond our reasonable control. Such events shall include, but shall not be limited to: -
 - (a) bad weather
 - (b) epidemic or pandemic;
 - (c) terrorist attack;



TAYLORDANCE

- (d) any law or any action taken by a government or public authority or failing to grant a necessary licence or consent;
- (e) collapse of buildings, fire, explosion or accident;
- (f) any trade dispute, strikes, industrial action or lockouts;
- (g) non-performance by suppliers;
- (h) interruption or failure of utility service.
- Notwithstanding the foregoing, where any such events do occur, where possible, we shall use reasonable endeavours to offer classes in lieu, but no refunds shall be provided. If a class in lieu cannot be provided, credit shall be placed on customer accounts to be applied against the next term's invoice and anyone leaving the school must use any credit applied to their account before they leave.
- Class cancellations will be advised with as much notice as possible via our Facebook and Instagram page and Email, at the latest by 1pm on weekdays and 8am on Saturdays. If we receive notification that an email has bounced, or if we have no choice but to cancel at even shorter notice, we will contact the individuals affected by phone and as a last resort, will post details of the cancellation at the class venue.

Child Protection

Taylor Dance wish to safeguard all children in our care and at the same time, protect the integrity of all School Staff.

- **Student Adjustment:** At certain times, it will be necessary to physically adjust the movements of a student during class. All genres of dance are very physical in nature and require accuracy of limb placement. This is to ensure correct posture, positioning and to prevent injury.
- **Toilet visits:** Our youngest children will be accompanied to the lavatory as and when necessary. Children will be left alone to complete their ablution unaccompanied however we may need to assist to help undress and redress your child to avoid accidents. Always encourage your child to go before class. Any parent who feels this is inappropriate must inform the school administrator immediately and care will be taken to treat your child as requested.
- A full copy of our **Child Protection and H&S Policies** can be found in the school policies section of our website.

Fee payment, class absence, notice to stop classes

- Fees are invoiced in advance by the term.
- Payment in full may be made by internet banking, or through GoCardless
- Cash and Cheque payments are NOT accepted
- Fees are not waived in respect of absence due to family holidays, school trips, school exams, sickness or injury.
- Pupils who have paid for classes and are absent for an extended period due to injury or illness are invited to join make-up classes on their return if suitable classes are available. This will help to regain their confidence, fitness and progress. This policy is only applicable to long term illnesses and injuries and decisions will be made at the discretion of the school principal.
- If a pupil wishes to give up a class we must receive written notice prior to the commencement of the term for which notice is being given or the class will be charged. Absence of notice or late notice for exceptional circumstances will be addressed on an individual basis.

Uniform & Hair

- **Uniform** provides a disciplined approach to class and is required after one month. The strict requirements of the RAD and ISTD examination boards mean that the leotard and shoes stated for your child's class are the **ONLY** ones which are acceptable. Before their uniform has been purchased, your child should wear stretchy, comfortable clothing that does not hide or restrict the body, whilst bare feet are suitable for Ballet, Jazz, Modern Theatre and Contemporary classes, and shoes with a hard sole for Tap. For your convenience, Andrew Begg and Dance Fit hold a copy of our uniform requirements in store. If you have any questions or queries regarding the school uniform, please contact our school administrator.
- All classes have specific **hair** requirements which must be adhered to. It is compulsory for ballet pupils (Grade 1 & up) to wear their hair in a bun.
- We have a strict **no jewellery** policy (this includes any types of material, friendship bands and fit bits) in all dance classes which is in place for the health and safety of your child. New piercings must be covered with medical hypoallergenic skin tape to protect the area until they heal.

Exams

- Every student in the school studying Ballet follows The Royal Academy of Dance (RAD) syllabus and will be given the opportunity to take examinations.
- Every student in the school studying Tap and Modern Theatre follows The Imperial Society of Teachers of Dancing (ISTD) syllabus and will be given the opportunity to take examinations.
- Although exams are not compulsory, pupils are encouraged to sit them. This is partly as a measure of progress and as a reward for all their hard work
- Students are entered at the discretion of the teacher and/or principal and compulsory extra coaching classes are held for the exam candidates during the term in which the exam takes place
- Children who have been invited but do not wish to sit their exam can simply move up to the next grade along with the rest of the exam class.

Watching class, student feedback, teacher consultation

- To prevent disruption in class and to avoid other class members feeling uncomfortable, parents are not permitted to watch class. We hold an open week, approximately once a year whereby parents are invited to watch their child's classes. This is an opportunity for parents to watch their child in a regular class setting.
- From time to time parents may wish to speak to their child's teacher. Whilst we are open to and welcome this, please contact the school administrator to request a suitable time. Attempting to catch a few minutes between classes is very disruptive for the students and decreases class time.

Lost Property

- The school will not take any responsibility for lost property.
- Valuables left behind will be kept by the teacher and any other general belongings found (clothing, dance bags etc) will be placed in the lost property box at the class venue.