

Terms & Conditions



1. Student Class Information

- 1.1 Correct uniform and foot wear is to be worn for all classes and rehearsals.
- 1.2 Hair should be in a neat Bun for all classes.
- 1.3 No loose jewellery or watches are to be worn in classes or rehearsals.
- 1.4 Please bring water or juice ONLY into class in a suitable bottle.
- 1.5 All Mobile phones must be switched off during class.
- 1.6 Please leave ALL areas of venues clean and tidy & dispose of your rubbish correctly.
- 1.7 NO children allowed in Kitchen areas unless supervised by an adult.
- 1.8 Please do NOT walk through working classes uninvited as this disrupts the students
- 1.9 Unruly behaviour in and out of class, including bullying and gossiping will NOT be tolerated.
- 1.10 Regular attendance is very important to your child's progression. Please inform the Principal of absences or illness.
- 1.11 Lateness will disrupt and hinder student development. Therefore Students should be ready for class at least 10 minutes prior to the start time.
- 1.12 NO under 16's will be allowed to leave the premises without anyone who the parent/guardian hasn't authorised.
- 1.13 Student performance and behaviour is monitored throughout the year. Parents /guardians may be invited to watch various classes to observe their child's progress.
- 1.14 I.S.T.D Examinations will take place throughout the year once correct standard is attained and students will be entered only at teachers discretion.
- 1.15 Please inform the School of an injury or illness as soon as possible. This prevents further injury or illness.
- 1.16 Physical Contact between the student and teacher may be necessary during class when correcting or demonstrating.
- 1.17 P.H.A.D. reserve the right to change the timetable without prior notice. However we will endeavour to inform all parents/guardians of any changes as soon as possible.

2. Communication

- 2.1 Where you have provided us of your main contact details, you agree for us to use this as your primary contact.
- 2.2 If you change any contact details (e-mail address, postal address, telephone etc.) you must advise us of these changes a.s.a.p or use the Parent Portal you have been invited to use.
- 2.3 Any general news or information will be posted in the Facebook Community Page and in our Monthly Newsletters that are emailed to you. It is your responsibility to check all information regularly.

3. Fees

- 3.1 New students will an enrolment fee of £20.00 for admin.
- 3.2 Fees are based on 40 week of the year divided into 12 equal monthly payments to be paid between 1st & 14th of every month.
- 3.3 Late or missed payments will accrue a charge of £5.00 per each late or missed payment.
- 3.4 Private Lessons will be invoiced individually and payments to be made within in 7 days of invoice.
- 3.5 Payment for Festivals, Workshops and Events will be invoiced and must be paid for within 7 days of invoice.
- 3.6 Refunds or deductions will NOT be made due to your child's absence.
- 3.7 Fees are subject to an annual increase and you will be informed of the fee increase 3 months before the increase is in place.
- 3.8 Should it be necessary to cancel classes on account of epidemic, crisis, hostilities, adverse weather conditions or any other circumstances over which the Principal has no control (force majeure) classes will be delivered remotely and therefore fees will continue as set.

4. Charges

- 4.1 Late or Missed payments will accrue a charge of £5.00 per transaction.
- 4.2 Unpaid accounts without communication will be taken to a small claims court to recover the fees.

5. General

- 5.1 Our teaching year is divided into three terms in corresponds to a school calendar as set by Essex County Council LEA.
- 5.2 You are aware of the subjects being taught at P.H.A.D are extremely physical activities.
- 5.3 It is understood that in the event of an emergency, basic first aid may be administered to the student by a member of staff. If you do not agree to this, you must inform us in writing.
- 5.4 The student must not enter any examinations, festivals, competitions, auditions and other performances in public without first consulting us.
- 5.5 We will not enter your child for examination, festival or competition without your approval, and all entry fees for exams or competitions will be paid for by yourself.
- 5.6 A 4 week notice period must be given if a child will not be continuing with a class. Failure to do so will result in a further one month of fees.
- 5.7 Personal information collected about you and your child will be used and stored in compliance with GDPR 2018.