

## **TREVONNE STAGE SCHOOL TERMS & CONDITIONS updated Jan 2024**

### FEES

1. Fees cover one full term which is typically between 10-13 weeks dependant on the term and subsequent holidays. Subjects are charged individually.
2. Invoices are issued approximately 2 weeks prior to a new term via email. The school should receive fees by the date shown on the invoice unless prior arrangement for weekly/monthly instalments has been agreed.
3. All fees are payable whether your child attends the class or not. If your child/you have not attended lessons throughout the term, the fees for these lessons must still be paid.
4. All fees are non-refundable. If a pupil has a long-term illness or injury, fees may be refunded at the Principal's discretion along with a medical exemption. This does not include minor illness, including COVID-19 or any holidays taken during the term.
5. Fees can be paid using the Payment link on the invoice, via bank transfer/ BACS or payment at the studios via card, cash, or cheque. Receipts for the latter will only be available upon request.
6. All accounts must be settled by the last day of that term. Failure to pay the full term by the last date may result in your child/you not being able to continue lessons with Trevonne until this is settled.
7. We reserve the right to suspend your child's classes and withhold examination results until any overdue payments have been received.

### REGISTER/ATTENDANCE/CLASSES

8. An enrolment form must be completed on behalf of all pupils and remain up to date throughout the pupil's time at Trevonne. Please ensure this includes an up-to-date emergency contact number, email address and medical information.
9. A register for each class is maintained by the teacher and for the purpose of safety and security.
10. Students must be on time to each lesson and collected promptly from the studios when their lessons have finished. No refunds shall be granted for adverse traffic conditions causing lateness or any other circumstances out of our control.
11. If a class is cancelled due to sickness of the teacher, a health epidemic, or any other unforeseen event, we will try to reschedule the class. This may be on a different day and time from when the class was originally scheduled and might involve an extension to the term time dates. No refunds will be given in this case.
12. Half a terms written notice to the Principal is required for any pupil wishing to discontinue any class or leave the school. If the required notice is not received, the full payment of the pupil's fees for the following term will be due.
13. Prior permission must be sought from any pupil wishing to participate in any external vocational classes or performances with other companies or professional productions as this may cause a conflict of interest for both schools.

## UNIFORM/APPEARANCE

14. All pupils will be expected to wear the recommended uniform for each class and subject. These are to promote a sense of belonging and help pupils feel elegant and confident in their surroundings.
15. Uniform requirements are available on the school website and can be purchased through the school.
16. No jewellery is to be worn in lessons.

## BEHAVIOUR/ETIQUETTE/DECORUM

17. We expect all pupils to
  - Respect all teaching staff
  - Treat other pupils as you would wish to be treated yourself
  - Come to every class with a positive attitude
  - Always ask for help if you need it
  - Consistently try your best
  - Wear correct uniform and footwear
  - Ensure hair is neat and tidy
18. No food or drink to be brought into any lessons.
19. Pupils are not the responsibility of the teacher until the class begins. Please do not interrupt the class to speak to a teacher, you should contact the school through the appropriate means and arrange a meeting at a suitable time.
20. Parents/carers are asked to ensure their children and any siblings are well behaved at all times whilst waiting for a lesson. Pupils under the age of 11 or still at Primary school must be supervised at all times when not in a lesson (during breaks etc).
21. Pupils and parents/carers are expected to demonstrate mutually respectful behaviour to teaching staff, fellow pupils, and the studios. Poor behaviour will not be tolerated and may result in pupils being asked to leave the school.
22. Bullying is not tolerated and should be brought to the principal's or teachers attention immediately.

## HEALTH

23. Please notify the Principal and school of any medical issues or learning difficulties that may affect your child's learning so we can support them accordingly.
24. Any injuries should be discussed with the teacher prior to any lesson.

## SAFEGUARDING

25. All teachers are qualified, DBS checked and insured. However, due to the nature of teaching any physical skill, sometimes it is necessary to correct positions physically. This will always be conducted with care and professionalism with a clear intention. Please contact the Principal if you have any queries about this.
26. The safeguarding of children is of paramount importance. We have a separate Safeguarding policy which is available on our website.

27. No child will be allowed to leave the premises unless a parent is there to collect or prior arrangements have been made to leave alone which the school are aware of.
28. During school productions we have a wealth of experienced, qualified, and licenced chaperones who will take responsibility for the welfare of your child.

Please contact the Principal if you have any concerns regarding Safeguarding at Trevonne.

#### EXAMINATIONS, PRESENTATIONS, AWARDS

29. Trevonne Stage School is affiliated with the Royal Academy of Dance (RAD) and International Dance Teachers Association (IDTA). We offer examinations, presentations, Class Awards and Medals for these syllabi. Entry for any examination is at the discretion of the class teacher and the Principal. Parents/carers and pupils will be informed when the required level is achieved.
30. Whilst Examinations and Class Awards are not compulsory, they are encouraged to fulfil achievements and progression.
31. Extra lessons may be required in the lead up to an examination, usually 4 for IDTA exams and 6 for RAD. These are compulsory for the pupils to attend and will be charged at the current lesson price.

#### LOST PROPERTY

32. Parents/Carers/Pupils are responsible for their own property whilst in the Trevonne Premises and bring items at their own risk. Trevonne Stage School accept no responsibility for any items lost or stolen. Any unnamed items left in the studios or waiting areas will be placed in the lost property boxes.

#### PHOTOGRAPHY

33. The school may wish to take photographs or videos of pupils for advertisement of the school on the website or social media pages. If you do not want your child to be included in these photos or videos, please notify the Principal in writing asap. By not informing us in writing, you are agreeing for your child to feature in promotional/marketing posts.
34. Please see our separate Photography policy for more information.
35. A signature or permission is required to accept your child being photographed on our site.

#### MISCELLANEOUS

36. The school timetable may be subject to change in accordance with examinations and lesson clashes. Parents/carers will be notified of any changes.
37. Dancing and Musical Theatre is a physical activity and contains a certain amount of risk. Students