

EMERALD DANCE ARTS TERMS AND CONDITIONS 2025/26

1. **New Students:** All pupils must be registered for the classes they attend and fees paid in advance as stated on the termly invoice. Unregistered children will not be allowed to participate. There is an annual £20.00 registration fee (one fee per family). The fees for new pupils become payable in full after the trial class.
2. **Termly Fees:** Invoices are emailed at the end of each term for the following term's fees. Payment may become due from up to 2 weeks in advance of the start of the new term and the invoice due date is at the top left-hand corner of your invoice. Check your invoice and notify us of any class changes not reflected on it or for other errors at emeralddancearts@gmail.com.
3. **Late Payments of Fees:** There is a penalty for late payment of fees. If still due 7 days past the invoice due date, fees will be recovered by a CSA affiliated agency, where additional fees will be incurred. Failure to pay fees will result in your child being excluded from class until they are paid in full, inclusive of the penalty fee.
4. **Updated Contact Details:** Please ensure we have your most current home, email address and phone number on file. **Emerald Dance Arts must receive any changes to pupil's contact details in writing.** All details will be held in strict confidentiality, as per our GDPR policy and are not passed on to outside parties except to the Royal Academy of Dance for exams.
5. **Payment:** Our preferred method of payment is by bank transfer, and must include your invoice number or child's name. The School is not responsible for fees that cannot be allocated due to incomplete information provided on the payment.
6. **Fee increases:** Fees may be subject to an annual increase at the start of each academic year in line with inflation.
7. It is expected that children will attend all their classes unless ill. Our classes follow a syllabus and are structured to maximise learning when children attend regularly, so missing any classes will compromise a student's ability to learn and improve, particularly when working towards an exam or performance.
8. **Notice to leave:** One month (4 weeks) written notice to the Principal is required for any pupil wishing to discontinue any class or leave the school. **Failure to do so will lead to collection of fees in lieu of notice**, via a collection agency upon our behalf. Should a pupil discontinue classes and leave classes mid-term, refunds for unused classes will not be given.

However, a credit note valid for two years from the leaving date will be issued upon request.

9. **Private lessons:** Additional coaching classes must be paid for when they are booked. Bookings are pre – agreed by pupil, parents and Emerald Dance Arts. Refunds are not given in the event a pupil does not attend their pre-booked private lessons.
10. **Uniform: Pupils should wear the correct official ballet uniform in all ballet classes.** Long hair must be tied back and no jewellery is permitted except stud earrings. Children will be asked to remove jewellery and watches before they participate.
11. **Lost Property:** Emerald Dance Arts does not accept any responsibility for any loss or damage to property left on the premises.
12. **Ballet exams:** Emerald Dance Arts offers lessons leading to graded RAD exams and class awards. Pupils will be entered only when they have reached the required standard and this is decided by the teacher. Pupils attending class once a week who wish to be entered for exams may be required to attend additional classes in the half term before the exam takes place. Regular attendance in all classes, not just the weekly exam level class, is expected for any child who has been entered for a ballet exam. **Exam Fees** must be returned by the deadline on the form. Late entries may be admitted if space on the schedule and will incur a £5.00 additional charge.
13. **Safe Practice:** Emerald Dance Arts endeavours to ensure that your children are dancing in a safe and comfortable environment. We ask you to bring and collect your child promptly and provide us with written details of changes in drop off/pick up arrangements and any special medical needs. Pupils will not be allowed to leave the dance areas until they are collected by a parent or guardian unless arrangements have been made and the class teacher or assistant knows you allow your child to leave unsupervised; this will need to be put in writing to the office. Please ensure that your child uses the toilet before class and brings a bottle of water into the studio. Children must be able to take care of their own toilet needs.

Please be aware that students who need to use the toilet will need to leave the studio and walk along the external corridor to the closest toilets in Islington Studios.

14. **Parent attendance:** Children are expected to attend classes without a parent/guardian in general, however, for nervous children in Pre-Primary or Primary classes, a parent/guardian may stay in the studio to encourage their child until they feel more confident.

15. **Watch week:** Parents/guardians are invited to watch classes during watch week, generally held at the end of each term. Emerald Dance Arts reserves the right to cancel watch week. Filming and photography are not allowed except by permission and with the discretion of the teacher during watch week.
16. **Policies and Procedures:** The school does not discriminate on background, race or religion, regularly monitors staff to maintain school teaching policies and adheres to Health and Safety procedures to ensure that each child dances in a class appropriate to their level of development. It may sometimes be necessary for teachers to use physical contact when helping to improve pupils' posture or assist in movements.
17. **Misconduct:** Parents will be notified either by email, in person or by phone and a pupil may be asked to leave without notice for any serious breach of the school's terms and conditions or for any other serious misconduct.

Term Dates

Autumn/ Winter 2025

(12 weeks)

22 September – 15 December

No classes on 27th October (Half term)

Fees

30 min class: £8.00

45 min class: £9.50

60 min class: £11.00

Fees will be invoiced termly, payable in advance.