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**ENCORE TERMS AND CONDITIONS**

**Classes at Sevenoaks Preparatory School**

At **Encore** we offer our pupils the chance to shine in a safe and friendly environment. We expect pupils to be respectful to teachers and their peers and conduct themselves in a suitable manner whilst attending our classes/camps.

A registration form must be completed and signed by a parent/guardian before classes begin. Encore’s number one priority is the safety and security of your child. For our classes to take place in a safe and secure environment we require you to complete the enrolment form accurately and notify us immediately of any changes. Your completed enrolment form is your contract with **Encore** School of Performing Arts as from the date of return.

**Encore School of Performing Arts** is open to all subject to the following conditions:

* **Encore** accepts no responsibility for loss or damage of personal belongings while on the premises or attending holiday camps/activities.
* **Encore** accepts no liability for any injuries sustained whilst participating in classes or on the premises.
* **Encore** Staff must be notified of any changes to the information provided on the enrolment Form.

**Staff/teachers:**

All teaching staff, including cover teachers who may be brought in at short notice, are highly qualified, safeguard trained, and enhanced DBS checked. Class and holiday camp assistants are all DBS checked before working for Encore. There is always a first aider on site at any of the Encore classes/camps. Parents should be aware and recognise that due to the nature of dance, some aspects will involve teacher/ pupil physical contact. Contact will be made for correctional and instructional purposes only (E.g. teachers hands correcting a pupils limbs, shoulder, head or trunk). These correctional methods are required to ensure a high quality of teaching.

**Supervision while on site:**

Students must ensure they always get full permission from staff prior to leaving class. Toilet breaks will be supervised by either a member of staff or class assistant and students will always be supervised whilst on site.

**Behaviour:**

Racist, sexist and other offensive language and behaviour is not tolerated at Encore School of Performing Arts, and we reserve the right to terminate your membership without notice, the final decision being undertaken by the Principal (Miss Heidi Rowland). Please note that under no circumstances are pets allowed on school premises due to Health and Safety reasons.

**Photo Consent:**

Pupils may on occasion be photographed or filmed during classes or performances. By enrolling to **Encore** classes and completing the enrolment form you are agreeing to this, if you wish for your child to opt out, please confirm this on the form or notify the Principal (Miss Heidi Rowland). [info@encoreschoolofperformingarts.co.uk](mailto:info@encoreschoolofperformingarts.co.uk)

Photographs will be stored on file and may be used for marketing purposes.

**Watch Week:**

Parents/Guardians will be invited to one class/mini performance per full term. Parents may be asked to provide basic accessories and basic costume if required for watch week/performance.

**Emergency contact:**

If there are problems regarding the collection of your child/children, please contact us to notify us as early as possible using the contacts below;

Sevenoaks Preparatory School- Sarah Howe (Pre-Prep office) 01732 763572 or Heidi Rowland (Principal) 07761992263

Please note that these contact numbers should only be used in an emergency.

**Food:**

Chewing gum/ fizzy drinks are strictly forbidden on the premises and at any of the Encore classes. No food is to be eaten in during classes. Please ensure students have a water bottle. During full day workshops children will be required to bring NUT FREE snacks and a packed lunch.

**Uniform:**

Encore would like children attending classes to wear the correct dance uniform. This gives the students a sense of belonging, a feeling of equality and the sense of dressing for something important – their class. Class uniform is listed below and can also be found on the website. Suitable footwear is necessary for health and safety. Uniform can be purchased from <https://dancingboutique.com/schools/encore-school-of-performing-arts/>

**Mini Movers**

* Encore T-shirt
* Black leggings, tracksuit bottoms or shorts
* Bare feet

**Ballet Girls**

* Lilac leotard dress
* White cardigan
* White ballet socks
* Pink/white ballet shoes

**Ballet Boys**

* Encore T-shirt
* Black shorts
* White ankle socks
* Black ballet shoes

**Tap**

* Encore t-shirt
* Black leggings or shorts
* Black socks
* Black tap shoes (no heal taps)

**Street Dance**

* Encore t-shirt
* Black leggings or shorts
* Black socks
* Black jazz shoes/ plimsoles

**PLEASE NOTE**

* All uniform, bags and water bottles must be clearly labelled – lost property is donated to charity at the end of every term.
* Strictly no jewellery – no earrings (earrings are very unsafe during physical activity if newly pierced these must be covered with a plaster by the parent/ carer).
* Hair must be tied back from the face for all classes.

**Attendance:**

Children must arrive and be collected promptly. It is very important that children arrive in time for their classes, preferably 5 minutes before the start. This allows the group time to settle from the moment the class starts. Latecomers will have to wait outside until an appropriate time to join the class. Children arriving after 15 minutes may be refused admission, as this may disrupt the professional attitude to classes we aim to foster.

Where possible **Encore** will aim to let people know of any changes in venue or class time at least one week ahead of schedule.

**Absence:**

Children attending classes at Encore must show excellent attendance. Please notify us of an absence, with reasoning via email. Any child missing for more than two classes per term without reason may not be able to join future classes. Class numbers are limited so good attendance and commitment to the class is essential.

**Illness/Injury:**

Parents are not to allow their child to attend **Encore** if they are feeling unwell or have a known injury which would prevent a student from fully taking part. This includes presenting any contagious illness, such as; Chicken Pox, Head Lice, Common Cold, Flu and, as of March 2020, symptoms of COVID-19. COVID-19: Parents are expected to follow government advice in relation to when to self-isolate.

Refunds will only be given in the event of illness or injury preventing attendance at classes for a sustained period of time at the principal’s discretion.

**Booking:**

All classes**/**workshops must be booked in advance. New students may join classes during the term subject to availability. If there are no spaces in a requested class/workshop when booking the student may be added to a waiting list.

**Waiting List:**

Members on the waiting list will be contacted in order of the list. If members are unavailable, no message will be left. The next member will be contacted and the first to make contact will receive the place.

**Priority Booking:**

A priority booking will be for current students and those wishing to continue should register to secure their places in the next term’s classes. If any current students have not registered during the booking time their place may become unavailable and places will be offered to the waiting list.

**Payment**

Courses are billed at £9 per class and will be charged in line with the school term and hall availability. Full payment must be received in advance of the first class/ session to confirm a place. **Encore** is a no cash school and all fees are required to be paid by bank transfer.

**Non-payment**

Failure to make payment before the term starts may result in no place being available. If this happens **Encore** will make every attempt to offer an alternative class or arrangement. If this is not possible then your name will be added to a waiting list.

If payment is outstanding, **Encore** reserves the right to withhold services.

**Refunds**

**Encore** cannot offer a refund for classes/workshops missed by our pupils. If classes are cancelled due to teacher absence or unforeseen circumstances, we will endeavour to offer extra sessions but cannot offer refunds for individual classes. Please be aware that extra sessions are likely to be during the first week of the next holiday or when the premises have availability. Holiday courses are non-refundable.

**Cancellation**

Encore requires a minimum of one-half term’s notice should you not wish to continue with classes. Occasionally some classes may be cancelled due to circumstances beyond **Encore’s** control. The administration team will endeavour to contact paid customers and will either offer an extra session or, in rare cases of a cancellation, a full refund will be given.

**Encore** reserves the right to cancel a class if there are fewer than eight participants and the above efforts will be made to place a student in an alternative class.

**Communication:**

Should you have any questions please do get in touch with the Principal (Miss Heidi Rowland) using the email below;

[info@encoreschoolofperformingarts.co.uk](mailto:info@encoreschoolofperformingarts.co.uk)

**Data and Information:**

Encore will endeavour to keep your personal details safe. Personal information will be saved on our personal computer system. By signing these terms and conditions you are agreeing for your data to be held on a file in a secure location.

**Additional Notes:**

**LOCALISED LOCKDOWNS and PANDEMICS:**

If **Encore** cannot deliver classes due to force majeure or government directive, we shall implement online classes via video conferencing software as a replacement. No refunds will be offered.

If a child or household member is told to self-isolate by NHS Track and Trace (or equivalent service) classes will be provided to the student via video conferencing software. If the student is unwell and cannot take part,

1. A refund for missed sessions will be made in the form of credit to be held by **Encore**
2. This will be classed as missed sessions and as per the below, no refund will be made.

**Heidi Rowland-Principal**

**A.L.C.M A.I.D.T.A**

**Please complete below to agree to the Terms and Conditions above and return via email.**

**Parent/Carer Name: ……………………………………………………………………………………..**

**Pupil Name and Class/es:** *(this can have multiple entries if siblings are attending Encore)*

**………………………………………………………………………………………………………………**

**Date: ………………………………………………………………………………………………………..**

**Review Date: 7th August 2024**