



Deborah Manning School of Dance

Terms & Conditions Health & Safety / School Rules

Principal: Connie Manning
Updated: Friday 4th September 2020

Personal Data / GDPR

- ✓ All data and personal information will be kept confidential between the following people:
Founder: Deborah Manning
Principal: Connie Manning
- ✓ All data will be kept on Class Manager, where each parent/guardian will have access to via an Online Portal – All information must be kept up to date and can be updated by the customer
- ✓ If you leave the school, all information will be destroyed within two working weeks
- ✓ We may need to share personal data with the Examining Board 'United Teachers Of Dance' if you wish for your child to participate in any Examinations once enrolled
- ✓ It is our obligation to share data with local authorities if a Safe Guarding concern has been raised
- ✓ If you have outstanding payments due, we may share personal data with the Courts and Legal Advisers in order to recover any outstanding payments
- ✓ We may need to share personal data with a third party if we need to call medical emergency services

Dance Fees & Invoices

- ✓ All Dance Fees are invoiced monthly and are calculated by the number of classes within that month
- ✓ All Invoices will be sent through Class Manager to your personal Online Portal, ten days before the due date
- ✓ Payments are due by the first day of the month
- ✓ Payments can be processed by either Bank transfer, Direct Debit or Cash
- ✓ There is an extra administration charge of 10% of your Invoice, if the deadline has passed without payment being received
- ✓ If no payment has been made even after the administration charge has been added and there has been no contact with the Principal, then a student will not be allowed to attend Classes and Legal Advice will be taken.

Refunds

- ✓ No refunds will be given for missed classes, unless this has been given in writing and there has been correspondence with the Principal and an agreement that a refund can be given has been confirmed
- ✓ No refunds will be given for any Examinations once consent forms have been signed and payment has been made, as these would have already been sent to the Examining Board prior to the Exam
- ✓ No refunds will be given for the cancellations of classes due to dangerous weather disruptions
- ✓ Due to the current Global Pandemic, we cannot offer any refunds if we are advised to suddenly stop running classes. All payments will go towards the running of classes Online via Zoom, if this is possible
- ✓ No refunds will be given if you are asked to leave the school with immediate effect by the Principal
- ✓ No refunds will be given if a cancellation of Private Classes are made by the parent/guardian less than 24 hours before

Dance Examinations

- ✓ If a student is put forwards for any Examinations/Dance Shows, a Consent Form will be required
- ✓ Extra coaching classes will be compulsory, these are often held on Sunday's at Northleigh Memorial Hall, near Witney
- ✓ The correct United Teachers of Dance Uniform must be worn. You will be notified beforehand if you need to purchase any new uniform before the Exam
- ✓ Brand new Tights or Socks are to be purchased and kept for the day of the Exam
- ✓ The Principal can withdraw any students from the Exam if she feels they are unlikely to pass with a satisfactory result



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Dance Uniform

- ✓ Once students are enrolled a set Uniform is required, which must be purchased through the Principal directly. If any uniform is incorrect then you will be asked to purchase the correct items immediately
- ✓ Dance Uniform is to be purchased within six weeks of fully enrolling
- ✓ All Uniform, including shoes must be clearly labelled with students names and to be kept clean
- ✓ Dance Shoes are not to be worn outside, only in the Dance Studio
- ✓ Girls hair must be in a Classical Ballet Bun for every class, Boys hair must be off their face

Dance Teachers & Employees

- ✓ It is necessary to have physical contact with the students in order to correct posture and technique
- ✓ Acrobatics classes involve more contact and support whilst they are executing movements
- ✓ Permission will always be asked to the student before correcting stance/posture, unless we feel it is urgent to avoid risk of injury
- ✓ Toilet Duties – Assistants/Volunteers will wait outside the area until the student has finished before returning back to class. Children under 6 years old will be expected to have supervision by their parents/guardians
- ✓ All Staff at Deborah Manning School Of Dance hold the following qualifications:
 - DBS Certificate
 - Safe Guarding Certificate
 - First Aid Qualification
 - Teaching Membership or Qualification
 - Public Liability Insurance
 - Employee Liability Insurance
- ✓ All Volunteers at Deborah Manning School Of Dance hold the following qualifications:
 - DBS Certificate
 - First Aid Qualification
 - UTD Membership

Photographs & Videos

- ✓ Official Photographs & Videos may be used for advertisement purposes only on the following three Social Media Platforms: Website, Facebook, Instagram
- ✓ Students names, ages or location will not be exposed
If parents do not wish for photos or videos of their children to be used, then please ensure you tick the correct box on the Consent Form

Terminating Classes

- ✓ One month's notice to stop classes is required
- ✓ Notice must be given before the first day of the month to stop classes the following month
Example: If you wish to stop classes in November, we need notice by the 1st October.

Equality Opportunities Policy

- ✓ Our aim is to provide high quality training which will challenge students to reach their full personal potential. Our qualified teachers create an inclusive environment to educate all students with passion and enthusiasm whilst appreciating individuality, differing abilities and personalities. We eliminate discrimination, harassment and victimisation and we aim to develop self-confidence, poise, co-ordination and musicality in a safe and creative environment. We will work together to encourage and inspire one another.



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School Rules

- ✓ Students that are at Secondary School will be allowed to leave the premises unaccompanied by an adult
- ✓ Students that are at Primary School will need to be picked up from inside the premises
Once a class has finished, students are no longer under the responsibility of staff members
- ✓ Unacceptable behaviour from either parents/guardians or students will be dealt with accordingly and can result in immediate suspension from the School with no refunds
- ✓ Parents/Guardians & Students are expected to speak to all members of staff with respect
- ✓ Students are to promote our Dance School in a respectful manner both inside and outside of classes

Safe Guarding & Child Protection Policy

- ✓ All Teaching Staff hold a Safe Guarding Certificate which is regularly updated
- ✓ Deborah Manning School Of Dance is committed to providing a safe and secure environment for our children, parents and staff
- ✓ We like to encourage all parent/guardians if they have a concern about a child, member of staff , another parent/guardian or the safety of the environment, to inform the Principal immediately
- ✓ The Multi-Agency Safeguarding Hub (MASH) will remain the front door to Children's Social Care for all child protection and immediate safeguarding concerns
- ✓ If a child makes a disclosure, our practise is to inform parents/guardians, as long as this will not put the child in danger or we are advised not to speak to parent/guardians by social care. We will usually inform parents if a referral to social care has been made
- ✓ If an allegation about a member of staff has been made directly to the Principal, then advice will be found from Oxfordshire's Safeguarding Team and the appropriate action will be taken. Parents will be informed and staff may be suspended or put on supervised teaching during all classes until a satisfactory outcome has been concluded

Injuries

- ✓ The nature of Dance is an extremely physical activity and can run the risk of accidents and injuries. *(There is the potential of falls, sprains, strains, dislocation, soft tissue injuries and bruising)* All staff will act in the best interest of the student in the event of an accident happening. This will be providing first aid and contacting emergency medical care.
- ✓ It is expected that student or parent/guardians are to inform all Staff if they are coming to class with an injury. Staff will make the decision based on the best interest of the student, if they are happy for them to participate within that class
- ✓ If any injury does occur, both through Virtual or Online Classes, all staff at Deborah Manning School Of Dance will not be held responsible for any cost occurred and are to be released from any Claim which may arise.

In order to complete your full enrolment with Deborah Manning School of Dance, the following Consent Form needs to be signed and returned to the Principal.

If you have any complaints then please address these via email to the Principal at conniemanning16@yahoo.co.uk

Thank You
Connie Manning