

THE L.A. SCHOOL OF DANCE: TERMS AND CONDITIONS 2018-2019

1. Only courteous and polite children will be allowed in class.
1. Correct uniform should be worn at all times and hair appropriately groomed.
1. Chewing gum is not allowed on the premises.
1. Dance uniform can be purchased from the school at a discounted price. Payment for uniform is due upon receipt of goods.
1. Children should be supervised by their parents or guardians when not in the dance studio. Teachers are not responsible for pupil's safety out of class.
1. The L.A. School of dance accepts no responsibility for items lost or damaged on the premises.
1. Fees are due at the beginning of each term by the date stated on your invoice, please be prompt with payment. If fees are received more than two weeks late then admittance into class will be prohibited. Please discuss any payment problems with Miss Laura in person. All missed classes are still payable.
1. Should a pupil decide to leave then **FOUR WEEKS PAID** notice must be given in writing otherwise a full terms fees will be charged. It is understood that once a registration form has been signed and completed your child's place at the dance school will automatically renew every term unless we hear otherwise.
1. It is expected that all pupils will not attend any other dance school without first consulting Miss Laura.
1. Damage to changing room property should be reported immediately, please leave the changing room clean and tidy and put all rubbish in the bin provided.
1. All uniform should be clearly named.
1. Any form of bullying will lead to immediate exclusion from the school.

L.A.SCHOOL OF DANCE : COLLECTION & USE OF DATA 2018-2019
(all the points below are described in more detail in our data protection policy)

1. 1) The L.A. School of Dance is registered with the ICO (Information Comissioners Office) and is compliant with the rules set out by the GDPR
1. 2) Mrs Laura Green is the Data Protection Controller for all data held at the LA School of Dance.
2. 3) All staff at the LA School of Dance adhere to the data protection regulations set out by the school and are trained in handling data safely and securely.
3. 4) A copy of your enrolment form will be held on file until you are no longer a pupil at The LA School of Dance. Once you leave the school all documents/communications received by yourself and the dance school will be deleted from our database immediately
4. 5) By giving your email address and contact details you are agreeing to be contacted by staff at the LA School Of Dance regarding notices/timetables/invoices etc by email, phone or text message.
5. 6) Sometimes it is necessary to share personal information with staff at the dance school regarding your child such as medical conditions, email address , emergency contact number. Should your child's teacher need to contact you in case of an emergency/cancelled class etc
6. 7) It is the responsibility of parents/carers to inform The LA School of Dance immediatly of any changes to your personal information...change of address/phone number/ child's medical condition.