

STARDUST STUDIOS TERMS AND CONDITIONS

FEES

1. Fees are payable termly in advance and no later than the first class of each new term. If your child turns up to class without the fee having been paid they will not be allowed to participate. A written reminder for fees not paid after the second class of term will incur a £5 administration charge.
2. Half a term's (i.e. 6 weeks) 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.
3. Should any pupil wish to discontinue any class or leave the school, refunds for any unused classes will not be given.
4. If the teacher is unavailable to give any scheduled lesson, and a supply teacher cannot be arranged, the lesson will be carried forward to another date. If this is not possible, any fee already paid will be refunded. There will be no reduction in fees for lessons missed by the pupil due to holidays or illness.

PRIVATE LESSONS

1. Parents who book private lessons, whether for festivals, competitions, exam coaching or otherwise, must pay in advance for these classes when they are booked. Refunds will not be given in the event of the pupil not attending pre-booked private lessons. Private lessons will be booked in writing and agreed by pupil, parents and Stardust Studios.

CLASS PROCEDURE

1. Please ensure that your child goes to the toilet before class and brings a bottle of water if desired into the studio.
2. Correct uniform must be worn at all times including footwear. Hair must be worn in a bun for ballet and hair tied back for all other subjects.
3. Stardust do not accept any responsibility for any loss or damage to property left on the premises.
4. Stardust endeavour 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, special medical needs etc.
5. Pupils will not be allowed to leave the dance areas until they are collected. Written permission is required should you wish your child to be allowed to leave unsupervised.
6. Pupils will be asked to leave without notice for any serious breach of the school's terms and conditions or for any other serious misconduct.
7. 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.
8. From time to time it is necessary for the teachers to use physical contact when helping to improve pupils' posture or assist in movements. This includes physical contact between students ie. holding hands.
9. Mobile phones must be turned off or switched to silent if brought in to class.
10. Stardust Studios pupils will work towards IDTA exams. Pupils will only be entered when they have reached the required standard decided by the teacher. If students miss classes directly prior to their exam their place may be cancelled.
11. Photos / videography of your child may be taken in class for the use of the teachers as training aids or to promote our classes on our website / social media.
12. Photography / videography may be taken of your child at our annual show by Stardust professional photographers / videographers that may then be sold to the public.
13. Entry to our performance / competition teams is through selection and audition. Students that take part in our teams are asked to commit solely to our dance studios

team and are not to take part in other dance school classes or be included in other dance school teams.

MEDICAL

1. I authorise a member of staff at Stardust Studios to give consent for all medical / and or surgical treatment that maybe required for our child during our absence.

As parent/guardian, I consent to have my child receive first aid by facility staff and, if necessary, be transported to receive emergency care. I agree to review and update this information whenever a change occurs and at least every 6 months.

DATA PROTECTION PRIVACY POLICY: MAY 2018

This privacy policy covers the way in which Stardust Studios will collect, use and disclose personal information that the Director, teachers, employees, volunteers, chaperones, parents and other people associated with us may provide. Stardust Studios recognises the importance of privacy and security of personal information and this policy outlines the way in which information is collected and handled. The Dance school strives to comply fully with data protection law applying in England and Wales.

Why the Dance School retains personal data

- Personal data, which is supplied to Stardust Studios in writing or electronically by individuals, is retained for the purpose of communicating to parents and carers with information to keep you aware of events and notices in the dance schools year
- Personal data is also retained where there is a need to do so for law or regulatory reasons to ensure safe guarding and health and safety regulations.
- Personal data is shared with the local authority for shows and performances. Consent is sought through our show letters. Kent county council over sees to ensure the Dance school adheres to the child performance rules and regulations.
- Personal contact information is kept in order to send class information, invoices, statements and receipts (for example, term invoice, uniform or show tickets).
- Personal medical information is kept in order to inform relevant staff to ensure the safety and wellbeing of students in their care.
- Personal information is shared with our examining bodies. If you enter your child for exams, we will disclose certain details about your child. These include their name and previous exams they have taken (including scores). If your child needs additional support during their exam (for example because they have a disability), the additional support they need will also be disclosed. You can prevent exam boards (IDTA) from collecting information about your child by not entering them for exams. This will not affect your child's ability to progress through our

classes. We do not disclose any of your child's details to exam boards unless you enter them for an exam.

- Dance show videos are for documenting a performance for the purposes of family and friends of the students. You can prevent videos of your child by not entering them for shows. This will not affect your child's ability to progress in class.
- Videos and photos are kept for teaching reference for progression monitoring, choreography, dance start positions and teacher training.

What personal data is kept by the Dance school

Personal information kept about you and your child includes

your name

your address

your email address

phone number

your child's name

their date of birth

The date they started classes

Your child's school

Medical conditions we should be aware of (for example allergies, disabilities or any medication they might need to take whilst dancing).

Child's exam information (grade/marks)

If information in addition to this is retained, the purpose will be made clear and prior consent will be sought unless the purposes are a requirement of legislation or regulation (e.g. Employment, payroll, safeguarding)

Photos and Videos or practise (for teaching reference) Where the personal data is stored

- Personal data is stored electronically principally using Membermeister (a UK cloud hosted, account system. The system is protected via password.
- Personal data stored other than using Membermeister is stored in a locked filing cabinet or electronic (password or finger print protected laptops, PCs, phones and software)

form.

How the personal data is used and shared

- Personal data is used to communicate to Parents and Careers of students
- Information on Membermeister is used for accounts purposes to send out invoices and receipts
- Information on Membermeister (contact information) is passed on to a debt guard only when payment is overdue in accordance with our terms and conditions.
- Information is passed on to the local council where needed
- Data is only accessible to those who need to know (e.g. medical information is passed on the chaperones and teachers for Health and safety and safe guarding)
- Information will not be forwarded outside the Dance school unless there is a requirement by law, regulation or public duty, or unless there is prior consent (debt collection via debt guard).
- Every reasonable effort will be made to ensure that personal data is up-to-date and accurate.

How long personal data will be retained

- Records will be retained by the Dance school for up to 6 years in accordance with government guidelines for a limited company. This is after a student has ceased to be a regular member of the school or for whatever period is dictated by law or regulation (where applicable).

Your rights

- Acceptance of the privacy statement indicates consent for Stardust Studios to retain information as specified.
- Any individual has the right to request what information is stored about them. Requests should be addressed in writing via our address or email Info@starduststudios.co.uk
- Any individual has a right to refuse consent for their information to be retained by the Dance school, unless such storage is required by law or regulation.

SAFE GUARDING – To read our full policy please email the principal

Your safeguarding officer is :- Mrs Natalie A Kitts

Stardust Studios believes that:

- The welfare of children is vital
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- All staff (paid/voluntary) working in dance have a responsibility to report concerns to the principal or other identified staff

The dance school has a duty of care to safeguard all children involved in dance from harm. All children have a right to protection and the needs of disabled children and others who may be particularly vulnerable must be taken into account. The dance school will ensure the safety and protection of all children involved in dance through adherence to the Child Protection guidelines. A child is defined as under 18 The Children Act 1989.

Policy Aims

The aim of the Stardust Studios Child Protection Policy is to promote good practice:

- Providing children and young people with appropriate safety and protection whilst in the care of the studio
- Allow all staff/volunteers to make informed and confident responses to specific child protection issues

PHOTOGRAPHY AND VIDEOGRAPHY

1. I understand and give consent to use of photographs and video recordings from time to time including Stardust Studios website/ internet for press and promotional development of the school.

By enrolling my son/daughter at Stardust Studios, I confirm that I accept the above terms and conditions.