



MSW Elite School of Dance Ltd – School Policy:

Fees:

Fees are to be paid termly, in full, on or before your/your child's first lesson of each term. Payment is required for all lessons regardless of attendance and all fees are non-refundable. Payment can be made by bank transfer, or by cash placed in a sealed and named envelope, handed to the class teacher or placed in the secure white box in the waiting area at the dance studio.

In some circumstances payment plans can be offered. Please contact Marianne for further information.

Notice Period:

Should you or your child wish to leave the school or a dance discipline, a half terms written notice must be given. If the required notice is not given, then a half terms fees must be paid for all classes no longer attended.

Uniform:

All students who attend the school will be required, once settled, to wear the school's set uniform which encourages good self-discipline and allows for freedom of movement whilst dancing. All uniform is dependent upon dance style and grade and is available to purchase through the school upon completion of an order form. All students must wear this uniform, along with the correct footwear, **to every lesson**. Hair must be secured neatly away from the face, with all long hair tied back, in every lesson. In all Ballet classes, students are expected to wear their hair in a classical bun, and from Grade 3 Ballet onwards, this is essential. If you are unsure on how to bun hair, please speak to your teacher who will be happy to assist. All jewellery (except small stud earrings) and watches are strictly not permitted for health and safety reasons. MSW Elite School Of Dance Ltd cannot be held responsible for any jewellery or valuables which are brought to the school or left in the changing room areas. If dressed inappropriately for class, MSW Elite School Of Dance Ltd reserve the right to refuse students entry to class, without refund.

Class Etiquette:

MSW Elite School Of Dance Ltd prides itself on its high standards and excellent reputation and therefore expects all students to behave appropriately in class and whilst representing the school.

MSW Elite School Of Dance Ltd see it to be in both pupils and staffs interests not to attend another local dance school which offers the same dance styles and syllabus', due to varying standards and different approaches to teaching. If you currently do or wish to attend another dance school, as well as MSW Elite School Of Dance Ltd, please contact Marianne to discuss this further.

Viewing classes:

Parents are not permitted to watch normal weekly classes from within the dance studio, however we do have a viewing window at the studio and as of the students' second lesson at the school, parents are invited to view classes through this viewing window in the waiting area instead.

Queries:

To ensure all classes run on time, if you have any queries or questions which may need to be discussed at length, please contact Marianne via email or telephone.

Confidentiality/Child Protection:

MSW Elite School Of Dance Ltd respect the privacy of all our students, however it is highly important that we are able to contact you in case of emergencies and that we know of any medical conditions which may affect you or your child within class, so please be as open and honest with us as you can be. A registration form must be completed and signed upon joining the school, to provide us with these necessary details, and as an agreement to the terms and conditions of MSW Elite School Of Dance Ltd. It is the responsibility of parents/guardians to inform us of any change of contact or medical details at all times.

The school follows a strict child protection policy which is available to view upon request. To enable us to fully comply with this policy we have also listed some important points below:

- Because of the physical nature of dance, to ensure all movements and positions are correctly executed and to avoid injury, please be aware that there may be times when the teacher may need to physically correct you/your child.
- Please ensure you supervise your children in the waiting area prior to their class starting, and please also ensure your children are collected promptly at the end of their lessons. MSW Elite School Of Dance Ltd cannot be held responsible for children outside of their lesson times. If there is an issue with collecting your children, please speak to the teacher/Marianne prior to their lesson beginning, who will be very happy to help.

Confidentiality/Child Protection continued:

- Please try to be on time for all classes so that you/your children participate in the group warm-up at the start of the lesson, which is vital in the prevention of injuries.
- There may be times in schools shows and events when you/your child may be videoed/photographed. These may then be used for school notice boards or to promote the school in various ways.

If you have any questions about any of the above or require further information, please do not hesitate to contact Marianne on 07988626298 or via email on: marianne@mswelitedance.co.uk.