P3 Dance Academy - Studio Terms and Conditions

The aim of P3 Dance Academy is to ensure that all students experience dance in a safe, fun, friendly, and positive environment. In order to achieve this, please take note of the following terms and conditions.

1. **Safeguarding and Child Protection**

P3 Dance Academy have a duty of care to provide a safe environment for, and to promote the health and well-being of, all our students, in particular children under the age of 18 years and vulnerable adults.

We believe that the welfare of our students is paramount, and that all students regardless of age, disability, gender, race, sexual orientation or identity, or religious belief have the right to equal protection from all types of harm or abuse.

All our teachers hold current enhanced DBS certificates and regularly complete Safeguarding and First Aid training, and arrangements are in place to ensure that the physical risks associated with the activities undertaken at P3 Dance Academy are identified and managed.

We will take all reasonable steps to ensure that safeguarding and promoting the welfare of children and vulnerable adults is embedded in our contact with them through the training and activities we provide. This applies to all paid staff and volunteers working on behalf of P3 Dance Academy.

2. **Behaviour and discipline**

Students are expected to behave in an orderly, civilised, and well-mannered way and to show respect to their teachers, assistants and other students when attending classes at P3 Dance Academy. This includes listening and paying attention when the teacher is speaking, not talking back, not talking during lessons unless asking a question, and applying corrections/trying new suggestions in a positive manner.

Students should support and encourage each other, by being positive and not criticising other students. Bullying in any form will not be tolerated.

Aggressive, abusive, or anti-social behaviour is not tolerated from students, parents, or guardians in any part of the premises or at any time, whether toward P3 Dance Academy staff, other students, or visitors. We ask that you remember that the Hall and the surrounding spaces are available to the public, and we ask that you conduct yourselves in an appropriate manner.

3. **Punctuality and attendance**

Students should arrive at least 5 minutes prior to the start of their class. Arriving late to class is disruptive and disrespectful. Those arriving late for class may miss important information and impede the learning of others.

Regular attendance is extremely important. If students do not attend on a regular basis, the development and progress of the class and the individual student will be affected. Students' attendance will be monitored as they prepare for their examinations, and those who fail to attend classes and any required additional lessons may be prevented from entering the examination.

Parents and guardians are asked to drop off students before the start of their class and to supervise them until their class time. Students should be collected directly after their class. Students under the age of 12 years will not be permitted to leave the building unless they are accompanied by a parent/guardian.

4. **Bathrooms**

All students must ensure that they go to the toilet before class, as it is very disruptive if they need to go during a lesson. Obviously, we will not stop them going, however we would like to try to minimise these breaks where possible.

If your child is unable to go to the toilet unassisted, please ensure that you remain nearby so that you can assist them if necessary. This is generally worse in the colder months when students have more layers on, in which case they may struggle to get undressed or re-dressed without assistance.

Unfortunately, our teachers cannot leave the other students unattended to assist a child in the bathroom.

5. **Watching of classes / adult participation**

For our Twirl and Tumble Level 1 classes (students aged 1 - 2 years), a parent/guardian is required to remain with the student at all times. Adult participation is required for this class, so please be prepared to sit on the floor, dance around with us and use your imagination.

For all other classes, including our Twirl and Tumble Level 2 classes (students aged 3 and upwards), we ask that parents drop their children off at the start of the class and wait outside to collect them after class. This encourages students to work independently, without the distraction of an audience. We will invite you to watch classes periodically, which will enable you to see your child's progress.

For more information on why we don't allow watching, please refer to the article on our website at https://www.p3danceacademy.com/why-cant-i-watch-my-childs-class

6. **Uniform**

It is extremely important that students arrive dressed and ready for class in full dance uniform so that they are be able to work correctly and safely in class, and to present a neat and elegant appearance.

All uniform and shoes can be purchased from our online dance store https://snd.mydancestore.co.uk/. Please avoid purchasing elsewhere to ensure that everyone has the correct approved uniform and that the colours/style match. Please ask the teacher if you are unsure of what uniform is required for the class.

Twirl and Tumble students are not required to wear a uniform; however, clothing should not be restrictive to enable students to move freely and skirts/dresses are discouraged as they can get in the way when doing any tumbling activities. Ballet shoes/Non-slip socks/bare feet are recommended for level 2 classes as this will assist the students in practicing skills such as balancing and jumping. Hair must be neatly tied back away from the face.

Ballet students from Pre-primary and upwards, should wear the relevant class uniform, well fitted ballet shoes (please do not buy these too large as ballet shoes should fit snuggly), and ballet socks/tights. Character shoes and skirts are required from grade 1-8. All students must have their hair in a neat ballet bun (or tied neatly back away from the face in a ponytail/plait with a headband for shorter hair). Hair accessories (bun nets, hair pins etc.) can be purchased from our online dance store at https://snd.mydancestore.co.uk/hair-accessories-gifts/hair-accessories.html and our teachers are always happy to assist with showing you how to do a ballet bun or you can watch our tutorial at https://youtu.be/qQdZFbjGPaw.

Tap students should wear a leotard/well fitted top and leggings/shorts. Tap shoes should be well fitted (preferably with teletone taps - please speak to the Tap teacher before purchasing tap shoes). Hair must be tied neatly back away from the face in a bun, ponytail, or plait.

Jazz students should wear a leotard/well fitted top and leggings/shorts. Jazz shoes should be well fitted. Hair must be tied neatly back away from the face in a bun, ponytail, or plait.

Contemporary Dance students should wear a leotard/well fitted top and leggings/shorts. Bare feet/Blochsox/Non-slip dance socks are preferable. Hair must be tied neatly back away from the face in a low bun, ponytail, or plait. Please note that loose hair is not only distracting but can also be a hazard, as this class includes head-down activities (handstands, cartwheels, somersaults etc.) in which loose hair can get caught and pulled.

AcroDance students should wear a leotard/well fitted top and leggings/shorts. For Exams, students are required to wear the Black Jill Polo Neck Sleeveless Leotard and hotpants which can be purchased from our online store at https://snd.mydancestore.co.uk/dancewear-other/acrodance.html. Bare feet are preferable, with non-slip socks permitted in the colder months. Hair must be tied neatly back away from the face in a low bun, ponytail, or plait. Please note that loose hair is not only distracting but can also be a hazard, as this class includes head-down activities (handstands, cartwheels, somersaults etc.) in which loose hair can get caught and pulled.

Adult Dance students are not required to wear a dance uniform; however, clothing and shoes should be appropriate and well fitted to enable the students to move correctly and for teachers to be able to observe and correct posture and technique. Hair should be neat and pulled back away from the face.

It is important that students always keep themselves warm between and after classes to protect against injury, especially in the colder months. P3 Dance Academy Branded Clothing and Accessories can be purchased from our online store at https://rockthedragon.co.uk/dance/p3danceacademy/.

7. **Personal Property**

Students should make sure that they keep their valuable personal items in a safe place during class, as we cannot be held responsible if items go missing. Mobile phones should be placed on silent during class to minimise disruptions.

Toys and other personal items should not be brought into class unless there is a specific reason that they are required (i.e. For the Teddy Bear Picnic in Pre-Primary Ballet). If such items are brought into class and cause a distraction, they will be confiscated and returned at the end of the lesson.

8. **'Hands-On' Teaching**

At P3 Dance Academy we have a 'hands-on' teaching philosophy, where we may use physical corrections to adjust students' bodies to help them understand proper alignment and technique.

The teachers may also be required to spot students when performing certain movements (especially in AcroDance), and this spotting will require us to touch and/or hold the student to keep them safe. All hands-on corrections and spotting will be made in a safe, sensitive, and professional manner.

9. **Health and Safety**

Students should drink plenty of water (no sugary, fizzy drinks) and ensure they keep their energy levels up by eating a healthy snack before or in between classes. Chewing gum is not permitted.

Any medical conditions (allergies, disabilities, illnesses, injuries etc.) need to be disclosed to P3 Dance Academy. We are not permitted to provide or administer any medication, so please ensure that the students are either able to administer their own medication (asthma inhaler etc.) or that a parent/guardian is on the premises should medical intervention be required.

Any student who gets injured in class or feels unwell should inform their teacher immediately. In the case of minor accidents, first aid will be administered by a qualified first aider.

10. **Personal Information**

All student information is kept confidential and P3 Dance Academy staff members are not at liberty to disclose any information relating to students and their parents/guardians to anyone.

Please ensure that you update P3 Dance Academy of any changes to personal information (address, contact numbers etc.) to ensure that our database remains up to date.

11. **Social Media and Photography/videography**

P3 Dance Academy will not publish or post any images (static or moving) of students, across any of our online channels without prior written consent (and then with minimal personal information).

If you take photos or videos of your child, please ensure that you do not include any other children unless you have consent from their parent/guardian. This is especially important if you plan on sharing the images on any public platforms.

Please like and follow our Facebook page @P3Dance and Instagram page @P3DanceAcademy, as we often use them to communicate studio information and it helps to ensure you do not miss any news.

We would also appreciate if you could help us grow P3 Dance Academy by sharing our classes with your community and posting a review on our Facebook page or on Google at https://g.page/r/CTqOJuZZsvbWEBI/review

12. Invoicing and Payment

A fee plus VAT is charged for each class enrolled in per term. Students are expected to attend all lessons, and an invoice will be raised for the full period specified.

Invoices are sent out termly (or Monthly for our adult classes) and are only pro rata when a student starts after a new term has begun. Invoices are usually generated a week or two before the start of a new term/month and reflect a due date of the first class of the term/month.

When fees are not paid on time, P3 Dance Academy will not guarantee the student's place in the class and reserves the right to withdraw the student from classes until payment has been made.

Refunds will not be given for non-attendance, however an account credit will be issued if a class gets cancelled.

Students are automatically re-enrolled each term/month unless written notice of withdrawal or change of class has been made. If a student wishes to withdraw from classes, parents/guardians are required to give 4-weeks written notice prior to the start of the next term and adult students are required to give 1-month written notice.

We appreciate that sometimes it is not possible to make payment immediately and ask that you let us know if you need to delay making payment. This will enable us to keep track of outstanding invoices and not generate unnecessary reminders.

We understand that the cost of living has increased and that activities such as Dance classes are a luxury, so if you have any financial concerns please speak to us so that we can work together to find a solution. P3 Dance Academy is a business; however, we are also a community and where possible we will always try to assist.

13. Professional Certifications

Our teachers are certified with the following international dance organisations:

- Royal Academy of Dance (RAD)
- Imperial Society of Teachers of Dancing (ISTD)
- International Dance Teachers' Association (IDTA)
- Acrobatic Arts
- Rambert Grades
- Progressing Ballet Technique (PBT)
- Alixa Flexibility

Our teachers also undergo continuous professional development (CPD) through the attendance of courses, workshops, online seminars, self-study etc.

We believe that continuing to enhance our knowledge, skills and understanding on a regular basis not only helps us to do the best for those we teach but it keeps us on our toes as we bring new skills into the dance class and into our teaching.

If you have any questions or concerns, please feel free to contact me.

Kind regards,

Melissa Dolby
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