



TERMS & CONDITIONS FOR STUDENTS AND PARENTS UPDATED 20/08/2020

It is very important that you understand these Terms & Conditions before agreeing to them.

This is part of your agreement when you or your child joins EXCEL PERFORMING ARTS. Excel classes are open to all subject to the following conditions:

EXCEL PERFORMING ARTS accepts no responsibility for loss or damage of personal belongings while on the premises.

EXCEL PERFORMING ARTS accepts no liability for any injuries sustained whilst participating in a class or on the premises.

EXCEL PERFORMING ARTS principal must be notified of any changes to the information provided on the online enrolment form.

Staff/Teachers:

All Staff, including cover teachers (who may be brought in at short notice), are qualified, experienced and DBS checked.

General

1. The main method of communication by EXCEL PERFORMING ARTS is via email. It is therefore essential that all email addresses are kept up to date.
2. By submitting the online enrolment form and ticking the terms and conditions box, you are agreeing for your data to be held on an electronic database, in a contacts file and a paper copy in a secure location.
3. We are supporting the NHS Track and Trace Services and have added this to our 3rd parties in our Privacy Notice for Students and Parents.



Special COVID-19 Measures

1. At the beginning of term during the COVID-19 crisis, we require Parents/guardians to fill out and submit the online Excel Performing Arts Household Health Form no more than 48 hours before the start of classes.
2. No Parents/Carers will be allowed inside Bowmansgreen School building apart from Prep Ballet Parents for Students age 3-4yrs.
3. Everyone needs to abide by any new COVID-19 procedures and special measures that we have put in place. We will send you a written copy of these procedures as well as explaining clearly to the students.

Fees and Cancellation

1. Fees are payable every half term in advance and no later than the second class of each new term.
2. A reminder for fees not paid after the second class of term will incur a 5% interest and admin charge. If no fees are paid within 4 weeks of the term starting and no agreement has been made, then the student will unfortunately not be able to participate in any more classes until payment has been made. If there is a waiting list for that class, then the place will be offered to the first person on the list. We reserve the right to start legal proceedings in order to recoup the nonpayment. This will incur more costs and can affect your credit rating.
3. As our costs are fixed, fees remain payable in cases of absence. There is no reduction for sickness, holidays or if students are having to self-isolate.
4. Six weeks written notice or payment in lieu is required if you wish to withdraw your child from any classes. Twelve weeks' notice for Performance class.
5. Fees are non-refundable. Due to Coronavirus COVID 19, classes may have to switch from in person classes to online classes with very short notice. Reasons for having to switch to online could be local lockdown or if track and trace say an Excel bubble has to self-isolate. The class cost will remain the same whether it is online or in person and no refund will be



issued if classes are

6. transferred to online. The online class may be at a different time to the in-person class. If we are unable to transfer the class online or we have to cancel due to staff illness/reason, then we will refund in the form of a credit off towards the next invoice.
7. If a child or household member is told to self-isolate by NHS Track and Trace (or equivalent service) and therefore unable to take part in face to face classes, this will be classed as missed sessions and no refund will be given.
8. Any increase in fees will be notified at least one term ahead of the increase.
9. Your Invoice must be checked by you and any classes that are being attended by your child and are not shown on the invoice must be paid for. We reserve the right to backdate invoices for corrections.
10. If a cheque is returned or re-represented, then our bank will charge us for this. There will be a charge of £10 to you to cover this. If this happens, we will notify you with proof of the return and ask you to make payment plus the additional £10 immediately.
11. If you do not receive an invoice by the last week of the term for the following term, it is your responsibility to contact us to obtain a copy of your invoice as this usually is as a result of incorrect email details. Please check your SPAM or Junk Mailbox as well.

Methods of Payment

1. Bank Giro/transfer
2. Cheque
3. Cash in an envelope clearly marked.



Timetable

Excel Performing Arts reserves the right to alter the timetables and its teaching staff as appropriate at any time without prior notice. However, we will try to inform parents and carers of any changes as soon as possible.

Code of Conduct

1. Children should arrive promptly, correctly dressed in the uniform for the class (please see below). Long hair must be tied up suitably for each class.
2. Students participate at their own risk and are obliged to inform the staff of any existing injuries or medical conditions. Parents should inform Excel of any medical conditions too and confirm this in writing.
3. During class, children are expected to listen, and we discourage any unnecessary talking. If a child is causing consistent disruption, we will speak to parents. If it does not improve, we may have to ask them to leave the school.
4. Racist, sexist and other offensive language and behaviour is not tolerated, and we reserve the right to ask that student to leave without notice and no refund will be given. The final decision being undertaken by the Principal of Excel Performing Arts. Behaviour of staff, parents and students must always follow our code-of-conduct.
5. Under no circumstances are pets allowed on school premises due to Health and Safety reasons.
6. From time to time it is necessary for the teachers to use physical contact when helping to improve pupils' posture or assist movements. This includes physical contact between students i.e. holding hands, lifts etc. Please note there will be no physical contact during COVID-19 crisis.
7. Students are obliged to take care of their own belongings. Excel Performing Arts cannot accept liability for lost or damaged belongings. Anything we find will be placed in lost property.



8. Parents are responsible for their child's safety before and after class times. The liability of Staff is restricted to class time only and then only to gross negligence.
9. Chewing gum/ fizzy drinks are strictly forbidden on the premises.
10. It is important that any learning difficulties are disclosed in order for us to provide support and nurture the student.

Child Collection:

EXCEL PERFORMING ARTS TEACHER POLICY AND PROCEDURE FOR YOUR INFORMATION

During Covid-19 we will have a procedure for dropping off and pick up. Teachers must ensure that each child has left a session with an adult or older child (agreed in advance with parent). It is the parent/guardian's responsibility to ensure the child is collected punctually at the end of the class or session. If a child is to be allowed to leave independently then these instructions are to be put in writing to the principal of Excel Performing Arts. All children that are secondary school age will be allowed to leave without a parent unless we are instructed otherwise. Should a parent/guardian not turn up to collect a child on time and has not notified us – this is the procedure we will follow:

1. We will try to contact the parent/guardian by telephone.
2. If the parent/carer is not reachable, the emergency procedure is as follows after 10 minutes:
3. Telephone all contact numbers for that child and leave messages if unable to speak to anyone.
4. Try contact again every 10 minutes. After 20 minutes there will be a £20 fine and consequently £1 a minute after that until the child is collected.
5. If the parent/guardian is not reachable and it has been longer than 20 minutes and it is at the end of all Excel classes for that day, then we will call the police. If the child has to be taken into police care, then we will leave a message for the parent/guardian to say who to contact and where the child is. Obviously this would be extremely stressful for the child so we ask that if you



think you will be late for whatever reason to let us know immediately so that we can reassure the child and we know not to proceed with the emergency procedure.

Free first class

If we have space available in the chosen class, we will offer one first free trial class in each genre apart from the Performance class. We do not offer a free trial class for the Performance class. The conditions for the free trial class are as follows:

1. Your child will be a suitable age for the class.
2. Your child has not previously attended that particular genre at Excel Performing Arts.
3. The trial is booked in advance and you must have received confirmation of this from us by e-mail
4. You have agreed to our Privacy Notice and Terms and Conditions.
5. You have given us all of the contact information that we have asked for.
6. During the **COVID-19** crisis and the fact we will have to operate bubbles, it will mean that we will have to charge for the first class, but the next class will be free. This is because if you decide that you don't want your child to join that class and the bubble is up to the maximum we are allowed, then we would have to wait two weeks before we could offer the place to the next person on the waiting list. This is a temporary measure whilst we have these restrictions. This would need to be paid before the child starts the class.

You need to let us know within 24 hours of the first class as to whether your child would like to join that class. We will then issue an invoice up until the end of that term. This needs to be paid straight away for us to hold the place for longer than 24 hours after sending the invoice.



Uniform:

It is important that once a child has settled in (after 4 weeks) that they wear the correct uniform for the class they are doing. Appropriate clothing as below is necessary for health and safety, child protection and gives a sense of belonging, allowing all to feel equal, healthy and safe.

All t-shirts, shoes and bags must be clearly labelled. Strictly no jewellery – no earrings (earrings are very unsafe during physical activity).

Hair must be tied back from the face for all classes.

SECOND-HAND SHOES and CLOTHING for sale: there is often a good selection of second-hand clothing and shoes which can be bought from the [site manager] at a greatly reduced rate including tap and ballet shoes.

DONATIONS OF DANCE CLOTHING: We welcome donations of dancewear that are in good condition and can be lent to students.

Jazz and Tap Uniform:

GIRLS: Burgundy lycra Starlite leotard (ages 3-11yrs); Burgundy lycra Starlire skirt (Prep & Primary tap) Black lycra Starlite leotard (11+yrs and for all Performance classes); Black lycra Starlite stirrup tights; black socks; black jazz shoes; optional 'Excel' t-shirt and/or hoodie

BOYS: 'Excel' t-shirt; black jogging bottoms; black socks; jazz shoes

Ballet uniform:

GIRLS:

Prep and Primary Grade - Pale pink lycra Starlite leotard and skirt; ballet tights or ballet socks; pink ballet shoes; optional pink crossover cardigan

Grade 1 & 2 - Burgundy lycra Starlite leotard; ballet tights or ballet socks; pink ballet shoes; optional pink crossover cardigan



Grade 3+ - Black lycra Starfire leotard; ballet tights or ballet socks; pink ballet shoes; optional pink crossover cardigan

BOYS:

White t-shirt or vest and black or navy shorts; short socks; black ballet slippers.

Drama uniform:

'Excel' t-shirt and black bottoms; Jazz shoes or clean trainers/plimsoles