



TERMS & CONDITIONS FOR STUDENTS AND PARENTS UPDATED 01/09/2021

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.



Special COVID-19 Measures

- 1) No parents/carers will be allowed inside Bowmansgreen building apart from Prep ballet parents for students age 3-5yrs.
- 2) Everyone needs to abide by any new COVID-19 procedures and special measures that we have put in place.
- 3) If a student tests positive with a lateral flow test then they must not attend classes whilst they wait for a PCR test to confirm this. If the PCR test comes back negative they then can return to classes. If positive then they must isolate for the required time.
- 4) If someone in the student's household tests positive for Covid then we ask that they do not attend class during this period.

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 non payment. 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 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.

6) 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.

7) Any increase in fees will be notified at least one term ahead of the increase.

8) 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.

9) If a cheque is returned or re-presented 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.

10) 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 junk mail box 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 anytime 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.
- 15) 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.



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 Starlire 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