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This documentation has been formed to provide a basic lay out to state overall procedures and expectations of GWDA Ltd, trading as The Georgina Weston Dance Academy, during term time including summer schools, dance shows and exam days.

Please take time to familiarise yourself with this document and keep it for a future means of reference.

Information about our Dance School:

The Georgina Weston Dance Academy consists of 3 main academy branches; Orpington established in 2009, Chiswick in 2011 and more recently the Surbiton branch established in 2021. As well as our main studio locations, we exclusively offer classes at Bromley High School, since 2015, Breaside Preparatory school since 2016, Tubbenden Primary school since 2010 and more recently, Long Ditton Primary school since 2021.

Throughout all academies, we offer Royal Academy of Dance registered Ballet classes, our two stage Pre-school Ballet programme, Tiny Footsteps™ (18-36months) and Dinky Dancers™ (for the year before students start school). We also offer Jazz, Contemporary, Dancers body conditioning and pointe work classes and adult ballet classes, for students of all ages, from Pre-school 'Tiny Footsteps' from 18 months, to Advanced professional training classes. We also offer classes in several nurseries and Primary Schools in the local areas which we work closely with the schools to arrange.

We have a realistic approach to dance and the performance world catering for all types of student. From a child with an interest in dance on a fun and social level, to the student that is looking to excel and form a future career in this field.

We are affiliated to the Royal Academy of Dance (RAD) and the Imperial Society of Teachers of Dancing (ISTD). All our teachers are highly qualified, participate in regular CPD training, as well as being fully DBS checked and first aid trained. The dance school agrees and works with the Royal Academy of Dance safe guarding policy and all teachers are up to date with new legislations and rules. A copy of this can be found on our website.

TERMS AND CONDITIONS

This is part of your agreement when joining GWDA. Attendance at our academy is open to all subject to the following conditions:

- GWDA accepts no responsibility for loss or damage of personal belongings while on the premises.
- GWDA accepts no liability for any injuries sustained whilst participating in a class or on the premises.

Staff/teachers:

All staff, including cover teachers (who may be brought in at short notice), are qualified, experienced and DBS checked. Volunteer class assistants and trainees on placements are all DBS checked. There is always a first aider on site.

All teachers must be notified of any changes to the information provided on the Booking Form for our pupils.

Supervision while on site:

Students must ensure they always get full permission from staff prior to leaving class in form of an email or signed form from their parents. Toilet breaks will be supervised by either a member of staff or class facilitator and students will always be supervised whilst on site.

Behaviour:

Racist, sexist and other offensive language and behaviour is not tolerated, and we reserve the right to terminate attendance without notice, the final decision being undertaken by the Board of Directors. Behaviour of staff, parents and students must always follow our code-of-conduct.

Please note that under no circumstances are pets allowed on school premises due to Health and Safety reasons.

Parents sitting in on classes:

Parents/carers will be invited to arranged class/performances at the end of selective terms. Parents/carers are not permitted to watch otherwise. (If a child is new or particularly unconfident, parents/carers may be allowed to sit in during the first ten minutes of one class at the teacher in charge's discretion). *apart from 'Tiny Footsteps' which we insist on one parent/ guardian per child.

Uniform:

This is basic but essential and gives the students a sense of belonging, a sense of ritual and sense of dressing for something important – their class. Appropriate clothing is necessary for health and safety and child protection. The students will also need to be in our academy uniform for all their Royal Academy of Dance examinations – there is NO exception for this.

- Correct uniform for each of our classes can be found on our dance shop website:
<https://gwdanceacademy.co.uk/shop/>

All students must be in the correct uniform within 3 weeks of classes resuming / of joining our academy.

Attendance:

Children must arrive and be collected promptly. It is very important that children arrive in time for their classes, preferably 5 minutes before the start. This allows the group time to settle from the moment the class starts. Latecomers will have to wait outside until an appropriate time to join the class. Children arriving after 15 minutes may be refused admission, as this may disrupt the professional attitude to classes we aim to foster.

Where possible GWDA will aim to let people know of any changes in venue or class time at least one week ahead of schedule.

Absence:

Any child missing for more than two classes per term without reason may not be able to join future courses. Class numbers are limited, and many have long waiting lists, so good attendance and commitment to the course is essential.

Illness/Injury:

Parents are not to allow their child to attend GWDA if they are feeling unwell or have a known injury which would prevent a student from fully taking part.

This includes presenting any contagious illness including (but not limited to): Chicken Pox, Head Lice, Common Cold, Flu and, as of March 2020, symptoms of COVID-19.

COVID-19: Parents are expected to follow government advice in relation to when to self-isolate.

Refunds will only be given in the event of illness or injury preventing attendance at classes for a sustained period of time at the Principal, Georgina's discretion.

Child Collection:

Collection from our classes policy:

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. Should a parent/guardian not turn up to collect a child on time – this is the procedure we will follow:

- We will call the contact numbers on our register that we have on file for the child
- If the parent/carer is not reachable, and it is 15 minutes past the end of the class finishing time, the emergency procedure is as follows:
 - Leave a message with the parent and contact Georgina, principal of GWDA
 - If the parent/guardian is still not reachable and classes have finished, we will take the child to the nearest police station. Telephone 101. Inform the police of all contact details for the parent/guardian.
 - Leave a message for the parent/guardian to say where the child will be.

Booking:

GWDA does not provide drop-in classes for children and young people on any term time courses. All courses must be booked in advance. New students may join courses during the term subject to availability and authorisation of the GWDA management team. If there are no spaces on a requested course when booking, then we will aim to provide an alternative option where possible.

Waiting List:

Members on the waiting list will be contacted in order of the list. If members are unavailable, no message will be left. The next member will be contacted and the first to make contact will receive the place.

Priority Booking:

All existing students will be provided places in our new term / new academic year classes without the need to re-register. Unlike lots of clubs and courses, Ballet / Jazz classes require a level of commitment, a financial investment with the regards the

uniform, and often pupils work towards exams, so we would not ever decline an existing pupil a slot in our classes for the next term.

Placement Priority on Courses:

Full payment must be received in advance to confirm a place.

For all current students, courses must be registered in advance. Payment can be made up until the week before the new term starts to guarantee the place. If payment for registered places is not received by this time and Georgina hasn't been contacted in advance, then the place will be offered to another student using the priority listed above.

Non-payment

Failure to make payment before term starts may result in no place being available. If this happens GWDA will make every attempt to offer an alternative course or arrangement. If this is not possible then your name will be added to a waiting list.

If payment is outstanding, GWDA reserves the right to withhold services. Every attempt will be made not to discuss monies owed with children, although in extreme circumstances (especially when children arrive without supervision) children may be turned away.

The Principal, Georgina may share data with debt collection agencies in order to recoup monies owed.

Cancellation

If a booking is cancelled, a minimum of half a terms notice should be given.

Customers must pay this last half term's fees.

Occasionally some courses may be cancelled due to circumstances beyond GWDA's control. The administration team will endeavour to contact paid customers and will either offer an exchange for the course or, in rare cases of a cancellation, a full refund will be given.

GWDA reserves the right to cancel a course if there are fewer than seven participants on a course and the above efforts will be made to place a student in an alternative course or offer a pro-rata refund where appropriate.

If a single class does not take place due to circumstances beyond our control, The Principal will view this class as postponed and will reschedule.

LOCALISED LOCKDOWNS and PANDEMICS:

If GWDA cannot deliver classes due to force majeure or government directive, we shall implement online classes via video conferencing software as a replacement. No refunds will be offered.

Refunds

GWDA cannot offer a refund if you do not attend courses.

NEW STUDENTS ONLY: The first class is considered as a 'trial' class. If for any reason the course is not suitable, we must be notified before the second class and a refund for classes not attended will be given. Please note, no refund or reduction will be made after the second class has taken place, whether further classes have been attended or not.

Holiday courses are non-refundable.

If a payment is made by BACs or PayPal, GWDA reserve the right to make a £10 charge (taken from the original payment and consequently refund amount) to cover bank charges and administration costs.

Photos

From time to time we might involve your child in photographs or filming during their lessons and rehearsals, and that said, photographs and video clips may be used by The Georgina Weston Dance Academy for promotional purposes on the dance school website and on selected social media, i.e. our Facebook page. If you do not want your child to be photographed/videoed then please email the principal on georgina@gwdanceacademy.co.uk and also make this point known when registering your child for their classes.

Class Runnings

We do not offer 'catch up' classes, unless previous arrangements have been made. All teachers and studios are booked prior to the start of term and we expect students to attend their classes regularly. In the event of us cancelling a class due to an issue on our behalf (for example teacher illness), then the class will always be made up. If classes are cancelled due to matters out of our hands i.e. heavy snow shutting areas/schools being shut for electrical reasons/ general elections or a global pandemic, then we cannot make-up classes and in this rare situation we would hope you would understand such things are out of our hands. In this case, we would always invite students to other classes to make up for any missed ones where we possibly can.

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We ask that students are fully dressed with the correct uniform and are lined up outside the studio ready for a prompt start for all their classes. We request all ballet students to have their hair up in a bun and every other dance genre to have a high ponytail. For the younger students, please ensure they have been to the toilet prior to the start of the class.

Please note, for our 'Tiny Footsteps' 18-30 months class we do insist on a parent/guardian assisting the child throughout the class.

Parent/Guardians we do remind you that you do need to be ready outside the entrance for collection of your child at the end of their lessons.

Covid Q&A : Updated for the new Autumn 2022 term in September

How do I pay for my classes this term?

Once you have signed up, you will receive your term invoice. You will have 2 weeks to complete payment for this unless any other payment method has been agreed with you and the principal.

Payment, Prices and Invoicing

The Academy sends out invoices for the payment of classes termly (3 times a year).

Since January 2018, we now have an online registration and accounts system, whereby we ask you to register your child for their classes through the following link:

<https://gwdanceacademy.co.uk/registration/>

Invoices will be on repeat for the 3 academic terms throughout the year.

We ask that all payments are made BEFORE the start of the new term, and on every invoice, there will be a payment cut-off date. Any payment made after this date will incur a 10% late payment charge.

You can pay by Cash or BACS transfer, cheques are NOT accepted. If you have any problems or concerns with this then please contact us immediately to make alternative arrangements, this will be dealt with in the strictest confidentiality.

Taster Classes:

We do allow students to come and attend a taster class for ALL our classes, and if you wish not to continue then you are not obligated to make any payment. Prior to attending, you must register your child so we have the required information on our registers and for safeguarding reasons so we know who is attending. There is no 'enrolment fee' but we do insist payment is made for the remainder of the term in full within 1 week of your first class.

Class prices are found on the invoice relevant to the branch of the Academy in which your child is studying at. Payment can be made by Cash or BACS and is due for an

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entire term. If you miss a class due to holiday or sickness then I am afraid we cannot offer catch up classes for this. Classes cannot be carried forward into the next term and no refunds are offered for unattended classes.

BACS payment details are listed on the invoices, but for reference can also be viewed below. Please remember to include your INVOICE REFERENCE NUMBER on your payments.

Payment Details

GWDA Ltd

Sort: 090129

Account number: 65106969

Please include your invoice number and Childs name on the reference

Exams

The Academy holds RAD Ballet examination sessions throughout the year. Students are entered for examinations at the discretion of their teachers and in accordance with the age restrictions from the examining body.

We do encourage, but not insist, on our students taking examinations with us. It gives them a sense of achievement and with the certificate and medals, allows them to be rewarded for their hard work. During exam terms, all students who wish to sit exams must take a second 'exam coaching class' throughout the week, alongside their original classes (please note this is from Primary exam up, not Pre-Primary). These additional classes are chargeable and are crucial in the lead up to your child's exam to ensure that they are best prepared. Payment and exam registration forms will be sent out either the term before, or at the start of the exam term and must be returned by the deadline in order to enter your child for their exams.

*COVID19 UPDATE- the ballet exams will now be recorded and sent in to be examined, as opposed to an examiner attending our studios. Due to this, we will be sending a secure password protected copy of your child's exam recording to the Royal Academy of Dance for examining. In signing your child up for their exam, you adhere to the data consent form below, which has been provided by the RAD for COVID19 video recorded exam entries:

PRIVACY NOTICE

Why do we need this data? We collect the information below in order to ensure we know that you understand the basis on which we will photograph/film you (or your child) and that you have given your informed consent for us to do this; and also so that we may contact you, and keep you fully informed and updated, with regard to this activity.

What data do we collect? We collect the data specified on the form below as follows:

- Candidate/student name and RAD ID
- The name of the student's teacher and the ID number of their school
- Date, time, level and location of the candidate's exam/mock exam
- Telephone number and email of the student (where 18 or over)
- Name, telephone number and email of the student's parent/guardian (where under 18/in case of a vulnerable adult)
- Signature of the person providing consent, and date
- Footage of the candidate performing an exam, award or class.

It is likely that some of the information relating to the student, teacher and school will already be on our database. Where it is not, we may update our database with the information you provide. **We will not transfer details about the student's parent/guardian to our database.**

What is the lawful basis for processing this data? The lawful basis for processing this data is consent. You give your consent by signing the form below. You may withdraw your consent at any time; if you wish to do, please let us know.

How long is the information kept? This form will be retained by the RAD for three years, after which it will be deleted.

Who has access to this information?

- RAD staff who process the examination entry, for technical or quality assurance checking.
- The RAD Panel of Examiners, to mark the examination entry, or (in a controlled, anonymized environment) for standardization and quality assurance training.

- Please note, where consent is given for the footage to be used for standardisation and quality assurance training this will be viewed by Trainee RAD Examiners who are part of our Examiner Trainee Programme.

We will not pass this information to anyone outside the RAD without your permission **except:**

- for the purposes of completing tasks and providing services to customers on our behalf which are consistent with the purpose of collating and processing the data. An example of this is to a mailing house to send examination results and certificates to an applicant
- if we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime
- if we are required to provide the information to the examinations regulators or other regulatory agencies (however this will usually be in an anonymised form)

Further information about this form and the filming to be undertaken

The Royal Academy of Dance does not allow photographs, video, audio (sound) recording or any other images of anyone to be taken without their permission, or that of their parent, guardian or carer.

This form should be completed by the student/candidate if 18 or over, or by their parent/guardian if under 18 or in the case of a vulnerable adult.

As noted above, the footage may be used internally by the RAD for training and/or standardisation purposes. On occasion it may also be used in controlled external environments, such as meetings of dance examination boards. At no time will the identity of participants be revealed when the footage is used in these ways.

The footage will not be used for any other purpose, including any public forum including broadcasting or online, without further permission being sought.

The footage will be stored securely on RAD premises/systems and will not be kept for any longer than is useful:

- For the examination marking this will be as soon as the examinations have been processed and all results and certificates sent to applicants.
- For use as quality assurance and standardisation footage, this would typically be 5 years, after which it will be securely destroyed in alignment with the Examinations Department data retention schedules.

No monetary fee will be granted for participation in the filming. The RAD is the owner of the Work shown on the Footage and the footage.

In scheduled examinations, the camera may be situated on the examiner's table or operated by an additional person present in the examination room. Footage may not be used as the basis of any subsequent enquiry or appeal.

Dance Shows

The academy puts on a dance show at each branch. During this time, students will attend their regular classes, and some extra full school rehearsals (soloists will have extra rehearsals organised with the various teachers). The Academy purchases all costumes and accessories, and it is crucial you return your show registration by the requested dates so costumes can be measured up and ordered.

We ask for a set participation show fee to help towards the cost of costumes, rehearsals and the hire of the theatre for the shows. Ticket sales are NOT included in the participation fee and will be charged separately.

GWDA provides costumes and props for shows where possible, but parents may be asked to provide basic accessories and basic costume if required.

During the shows, filming will be carried out, so it is your choice if you wish to sign your child up to participate in the show.

Enrolment

We do require completion of our academy online enrolment form for every student which is collected over our registration page on the website. Each September you will receive your invoice with a link attached to check the details we have on file for you and at this stage you can update what we have so we have the most up to date records for you. This will provide us with the most up to date contact details and medical information for the safeguarding of our pupils. It is your responsibility as their guardian to notify us if anything should change and therefore needs updating.

Contact Information

The Georgina Weston Dance Academy

Georgina Weston,

BA (HONS) Ballet Education, LRAD, ARAD, RADrts, BASI Pilates

+44 (0)759 0915171 georgina@gwdanceacademy.co.uk www.gwdanceacademy.co.uk

: www.facebook.com/GWDanceAcademy

Frequently asked questions

1. **Do we have to wait for a new term to join?** *No, you can join at any time throughout the year.*
2. **Do I need to book?** *Yes, we will need you to register for our classes prior to attending using the registration <https://gwdanceacademy.co.uk/registration/> where you can select your academy branch / school and the classes you are interested in. We will then be in touch to arrange your first free taster class.*
3. **What should they / I wear for the first class?** *We would recommend black leggings and a vest top with bare feet for any first classes so your comfortable and can move. Please wear trainers/plimsoles for tap/Jazz trial classes.*
4. **Can I stay in the room with my child?** *Ideally not. In our experience, children relax more and enjoy the lessons without having a parent or guardian present. It allows them to further engage with the teacher and settle into the class. For first classes we appreciate a comforting face is sometimes needed, but we do ask parents/guardian to wait outside the studio after the initial class. The exception to this is our Tiny Footsteps classes where we insist on a parent/guardian remaining in the studio at all times.*
5. **Do they have to wear the set uniform?** *Not for the taster class, but after 3 weeks of attending classes with us we do ask you to purchase the correct uniform. All uniform can be purchased from our online shop and we highly recommend you purchase directly from us to ensure your child has the correct outfit and to save you re-buying for the exams.*
6. **Where do I get the uniform from?** *We can supply all the correct grades/level of uniform directly through our website www.gwdanceacademy.co.uk/shop. Please note uniform will not be handed out without payment. We can correctly fit and ensure the students have the correct sizes.*
7. **How much do classes cost?** *Please see appropriate branch pricing and invoice form.*
8. **Do you run holiday classes?** *Yes. We run our Summer dance schools, as well as workshops at Christmas and Easter, and occasionally half terms. Please keep an eye on the website and ask the teachers for information on forthcoming classes.*

If you have any queries with any of the above then please contact the Principal, Georgina.

On behalf of the Academy, we would like to welcome you and your child to our academy and we hope they thoroughly enjoy their dance training with us.