

Allsteps Dance Academy School Rules

PAYMENT OF FEES

All fees are payable in advance and are non refundable. Please ensure payment is made by the first day of term, failure to do so will incur a £5.00 penalty fee. If payment is made by cheque, it should be made payable to Allsteps Dance Academy.

Please ensure online payment are paid into bank account: Sort Code **30-95-29** Account number **02822088**. Allsteps will not accept responsibility of payment into the wrong account. Please quote invoice number on all online transactions.

WITHDRAWAL FROM THE ACADEMY

Dancing classes can only be terminated by giving 6 weeks' notice in writing, by parents wishing to withdraw a pupil from the academy (or discontinuance of an extra subject).

UNIFORM

Regulation uniform should be worn in classes at all times. Uniform can be ordered through the academy – please ask for an order form. Hair must be tied back at all time. No jewellery is allowed, including watches.

PROGRESS

Opportunities will be provided at various times to view your child(ren)'s progress in class.

ENTRY INTO EXAMINATIONS

Students are entered into examinations at the discretion of the Principal.

BEHAVIOR

We believe that students should show mutual respect for each other and their teacher. Bad behavior will not be tolerated. We ask each and every student to behave in an appropriate manner at all times.

VALUABLES

Although every care is taken during class, the academy can take no responsibility for any injuries that may occur. Pupils must wait be collected inside and not leave the premises alone. Valuables such as purses and watches must not be left unattended, as the academy cannot accept responsibility for any losses incurred.

PUNCTUALITY

We expect all students to arrive in plenty of time for their class. Students need to arrive in time to get dressed into the correct uniform and to be mentally prepared to enter a class situation. Lateness can also effect other students in the class causing unfair disruptions.

CORRECTION OF PUPILS

Students will occasionally need to be corrected to ensure they are performing a position correctly. Sometimes, this will involve physical contact. We always aim to make these corrections with due care and respect for dignity.

MOBILE PHONES

They may be brought into class for security, but must remain left on silent during class and must not be played during dance classes.

Bad Weather

If for any reason the school is unable to open due to bad weather, we will notify students via our website. We will endeavour to update this as soon as we know the school is closed. If there is no message, then the school is open.