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**Contract for Pupils**

* I consent for my child to attend The Lucy Griffiths Dance & Theatre Academy Ltd. I understand that the Academy has policies and procedures, available on the website www.lucygriffiths.co.uk.
* During lesson times teachers and staff of the Academy will be responsible for pupils. It is the parent’s responsibility to look after their child before and after lessons and parents must take full responsibility of their children during these times outside of the dance space e.g. the car park, play areas and outside buildings used by the Academy. Children waiting between classes must wait in the dance space with a member of Academy staff.
* Children being taken between one dance space to another with their class teacher/class assistant/member of Academy staff must walk sensibly and respectfully.
* It is the parent’s responsibility to keep the Academy informed of any alterations to the information regarding their child e.g. contact details, medical conditions etc.
* Whilst the Academy tries to ensure the safety and security of items, the parent understands that it cannot be held responsible for loss or damage to the child’s property whilst at the Academy.
* Academy staff will take necessary actions to keep children safe and injury free at all times. All physical exercise carries a small risk of injury. If any injury occurs the parent will be asked to sign the Academy Accident Book at the end of class and if no immediate action needs to be taken the parent will not be contacted during class time. If a child has an accident at the Academy, they will be treated by a qualified first aider and parents will be informed as soon as possible. If the child needs urgent medical treatment and the parent is unavailable, a member of staff from the Academy will sign any consent forms necessary for treatment on the parent’s behalf.
* Parents to inform the Academy if their child has any injury before attending classes.
* Information held by the Academy regarding all pupils will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, the Academy has a legal duty to pass certain information on to other agencies, including Police, Social Care and health care professionals.
* We hold personal information on all pupils on a secure database that has passcode protection. Pupil information will not be shared with any other organisation for any purposes and personal details will only be shared with the ISTD as necessary for the examination process.
* Special Categories of Personal Data: It is the parents responsibility to supply relevant medical information for all pupils and parents must update Lucy Griffiths in writing of any changes. Academy staff will be made aware of each child’s medical/physical or mental needs. Any special need, medical, physical and/or mental, is recorded on a confidential list given to the teachers each term. Teachers will mark children applicable with a \* on the class register. If a parent would like the nature of the medical/physical/mental need detailed on the class list please let us know in writing, thank you. Parents will receive an additional form to fill out if this applies to their child and we will act upon the instructions of the parent.
* Parents should not withhold any relevant medical/physical/mental information about their child as for the Academy to teach pupils in the best way, we should be aware of pupils needs.
* Parents give permission to have their child’s full name on Academy paperwork giving details of attendance at class, displays, rehearsals and any performances as necessary.
* Parents give permission that photographic and video footage may be taken in class or at displays, shows and public performances. Parents also give permission that these materials may be used for advertising and promotion purposes for the Academy. Pupils names may be shared with the official Academy photographer B&C Photography as required if used.
* All exam report sheets are confidential and will only be shared with parents concerned and Academy staff where applicable.
* We will not share any children’s results, awards or achievements unless the parent agrees in writing for that specific reason.
* It is sometimes necessary to make physical contact with pupils and students while teaching them. The utmost care will be taken when doing this.
* The Academy terms notice period is as follows: **after the free trial lesson (if applicable), if I wish to withdraw my child from classes I will give a terms notice in writing to the academy address or email or pay a terms full fee in lieu of notice.**
* For new pupil’s parents agree to pay the balance due of the first invoice before their child commences classes. Parents also agree to pay their child’s termly fees on or before the first date of term. Payments to be made directly into the Academy bank account all details on invoice, please email Lucy Griffiths to confirm your payment as requested on your invoice.
* It is necessary for all parents to pay their children’s fees before the first day of term.  Late payment of fees will mean that children of parents who have not paid will not be able to join in classes until full fees have been paid.  All unpaid fees that are outstanding by 2 weeks from the start date of term will incur an automatic £20.00 + VAT late payment fee.
* Arrangements may be agreed to pay full terms fees in 3 monthly instalments, first payment by first day of term and then by 2 agreed payment dates, please contact Miss Lucy to arrange.
* The Academy is a member of the Federation of Small Businesses and any unpaid outstanding fees are passed for recovery.
* The Academy should be a positive environment for all pupils and families connected with the Academy.
* Aggressive and abusive behaviour towards Academy staff will not be tolerated by pupils or parents/family members.
* If you would like to make a complaint, this must be received within 7 days of the incident to the office in writing by email or letter. This will be investigated and dealt with accordingly.

**I have read and understood the above terms and conditions and I agree to abide by them.**

**Child’s name Parent/Guardian/Carer’s name**

**Signature:    Date:**

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