

CLA of Performing Arts Terms and Conditions

Respect and Behaviour

We expect all children to show respect to the teachers and each other. Any disruptive or intolerant behaviour will be reported to the parent promptly and we will work with the parties to resolve any issues, however any consistent bad behaviour which will have a detrimental impact to the academy whether staff or other children will result in that child being asked to leave the class.

Uniform

CLA of performing arts will require to wear uniform each session consisting of our 'CLA' T-shirt (available to purchase), black leggings or black track suit bottoms, black jazz shoes or trainers. No jewellery to be worn, stud earrings only.

Mobile phones- must be switched off or on silent during lessons and not be used only in an emergency during lessons.

CLA cannot be responsible for loss or damage of personal property.

Entering and leaving the premises

All students will be registered on entry to the sessions and must be collected from their last session by their parent or older sibling. Please advise us in advance, preferably by email (christinalaurieacademy@gmail.com) or text (07877 777 390), if you have asked any other adult to collect your child or if your child is allowed to leave on their own. Otherwise, no student is allowed to leave or meet a parent outside.

Health & Safety Regulations

Any child who needs to leave classes early, MUST inform their teacher or a member of staff on the day so that they can be marked off the register. This applies to all age groups.

Contact Details

Please make sure all records are kept up to date. If a child is ill or needs medical attention, we will need to notify the parent/carer and therefore it is important to let us know of any change of details. We will assure all parent/carers that all details will be treated with strict confidentiality and not given to a third party. This is in compliance with the Data Protection Act 1998. If, however we are unable to contact the appropriate adult we will act as loco parentis and seek the medical attention as is appropriate.

Booking form and payment of fees

We will require you to complete a booking form registering your child for the sessions, this will include a PARQ (physical activity readiness questionnaire) and here you can include anything confidential we may need to know. Example: any learning difficulties in order for us to offer the additional support they may need. This will remain confidential.

Fees are payable in advance on or before the first day of each term. A second Sibling will be offered 10% discount on their fees and a free place offered to a third sibling (must be a brother or sister).

Fees are not refundable for non-attendance of sessions.

Photographs

On occasions we will take photographs or video footage during sessions/rehearsals/ shows etc which may be used on our website or for other advertising material. Please advise the office, in writing, if you have any objection to images of your son/daughter being used for this purpose. This is also mentioned within the Consent form.

Notice required

We are confident your child will want to stay with us for many years but we require 2 weeks written notice if your child does not want to continue the sessions. We then have time to offer the place for those on the waiting list. In the event of a student not returning to a new term, without giving the appropriate written notice, an invoice may be issued for two weeks class fees, in lieu of notice.

Attendance if classes constitute acceptance of these terms and condition

The privacy policy describes what personal data we collect and what we do with that personal data. The information which we collect may include your/your child's name, contact details (and date of birth). For health and safety reasons we need to collect information relating to any medical conditions which your child may have.

General Data Protection Regulation

What personal data do we collect?

CLA of Performing Arts collects details from the parent/carers regarding the child at the time of registration such as:

Child's name, date of birth, home address, email and contact numbers for parent/carer.

Name, home/email address and contact number of parent/carer. Also. any allergies, special needs or medical conditions.

Details are needed for invoices, correspondence and in the need of a medical emergency – this is part of our Risk Assessment.

If we are performing shows we may need to share this information with the local authorities to gain Children's performance licence.

Who can access this Data?

The data we collect is stored securely with CLA of Performing Arts Principal: Christina Laurie and kept confidential. If your child leaves the school personal data for that child will be deleted.