

Susan Handy

S C H O O L O F D A N C E



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Office@susanhandydance.co.uk



Eton Windsor Datchet Ickenham Richmond

TERMS & CONDITIONS

Notice Period. If you wish to discontinue your child's lessons at any time a term's notice *must be* received in writing: (eg in order to stop lessons at Easter, notify by the beginning of the spring term.) A terms fees will be due in lieu of notice and the School will pursue payment in **all** cases. (Extreme cases on non-payment will be pursued through the small claims courts).

Suspending Lessons. Requests may be made to suspend lessons. All cases will be considered but it may not be possible to honour them. Please note that medical conditions such as broken bones etc will of course be taken into consideration.

Progress. The school does **not** send out progress reports. Parents are invited to come and watch the last lesson of every term; This will give a good indication of progress, likewise the opportunity for the students to be entered for examinations when they are ready. Please do not try and talk to the teachers before or after lessons. If you have a question or query do email the office and we will respond as soon as possible.

Absence. Please advise the office of any absences preferably by email. If lessons are missed by the school due to illness or venue issues, we will make every effort to provide an alternative 'make up' date

Fees/Payments. Invoices will be sent to parents at the end of each term for the following term. This will be done by email. If you are unable to receive an email please advise the office. Payments can be made by cash/cheque or bank transfer (details on invoices). Any difficulties regarding payment should be communicated to the office. As appropriate, letters will be sent out for further payments for activities such as examinations and participation in shows etc.

Changes. Any permanent changes to lesson times or class movements will be communicated in writing by email or letter. If you have any changes to addresses/phone numbers or emails please send this to the office.

Refunds We run a **no refund policy** on all classes, performances and workshops, the only exception is if an event / lesson is cancelled completely. Rescheduled or relocated classes (due to hall unavailability) will not receive any refund if you are unable to attend.

Fees are subject to an annual review.

Problems. If you have any problems please contact the office: Tel: 07515 270432 or email: office@susanhandydance.co.uk

Photographs/Medication. Occasionally photographs are taken (for shows etc) and these can be put on our website / social media and used in advertising. Please advise the school if you **DO NOT** want your child's photograph to be used in this manner.

If your child has any medication requirements please advise the office. Also signing below will allow us to administer medication (such as anti histamine in cases of allergic reactions) to your child.

**Please refer to our other policies for keeping our children safe.
These include social media, safeguarding and pointe class policies**