

General Terms & Conditions

By completing the registration, I confirm that the information provided will be collected, stored, and processed by Ruth Shine School of Dance in accordance with GDPR regulations for the purpose of administering my (or my child/ward's) enrolment and participation in classes.

I understand that it is my responsibility to keep my personal details up to date via the customer portal.

I have read and agree to the school's policies set out below:

Registration

All students must be registered online before attending any classes. Enrolments are taken on a first-come, first-served basis. Classes are subject to both minimum and maximum numbers and all students, including adult students, must be enrolled prior to attending class.

All fees must be paid in full in advance, with the exception of term tuition fees, which may be paid over the course of the term by Direct Debit (see Terms & Conditions on Fees for further details).

Attendance and Uniform

Students must arrive on time and dressed in the correct uniform for their class, with hair neatly secured in a ballet bun where required. If you need assistance with uniform requirements or hairstyles, our team will be happy to help. Jewellery and watches must not be worn during classes for safety reasons.

Regular attendance is important for student progress and class participation. Students who do not attend consistently, or who miss classes in the lead-up to examinations, performances, or shows, may not be permitted to participate.

Collection of Students

Parents/guardians are not permitted to remain in or watch classes unless specifically invited, such as during Sparkle Steps classes or designated watching weeks.

Students must be collected promptly at the end of their scheduled class time. This is an important safeguarding requirement, as teachers are responsible for their next class and are unable to supervise students once their class has ended.

We understand that unexpected delays may occasionally occur. In such circumstances, parents/guardians should contact the school as soon as possible so appropriate arrangements can be made.

Missed Classes

If your child is ill or unable to attend, they may take a make-up class at the same level at a different venue. Please note: a maximum of one make-up class per term is allowed.

Classes that are cancelled due to circumstances beyond our control, such as red weather warnings, national emergencies, or global pandemics, will not be made up or refunded.

If a class is cancelled due to circumstances within our control, such as illness of a teacher, a make-up class will be offered or the fee for that class will be refunded.

Infectious Diseases

If a student is unwell or suspected of having an infectious illness, including but not limited to influenza or COVID-19, they should not attend class.

Ruth Shine School of Dance cannot accept responsibility for the transmission of infectious illnesses where reasonable hygiene and safeguarding procedures have been followed.

In the event of a pandemic, the school will follow Government guidance in force at the time. Where required, classes may move online or be adapted accordingly. Should a lockdown be announced, classes will continue online for the duration of the term where possible.

Photo & Video Permission

I give permission for myself (in the case of adult students) or my child/ward to appear in photographs and video recordings taken during classes, rehearsals, or performances, and for these images to be used by Ruth Shine School of Dance for marketing and promotional purposes, including but not limited to the website, social media platforms (such as Facebook and Instagram), and printed materials.

I understand that this consent is voluntary and may be withdrawn at any time by notifying the school in writing.

Practice and Progress

Dance is a discipline that benefits greatly from regular practice at home. Parents/guardians can support their child's progress by encouraging and supervising practice between classes.

Students in Grade 2 and above must attend a minimum of two graded ballet classes per week for the full academic year (September to June) in order to be considered for examination entry.

For full details on fees, uniform, and school policies, please refer to the relevant sections on our website: www.ruthshineschoolofdance.com

Fitness to Participate & Medical Conditions

All students participating in classes at Ruth Shine School of Dance must complete a registration form prior to taking part. By signing this form, the participant (or parent/guardian, in the case of students under 18) confirms the following:

- a. They understand that participation in dance and physical activity carries an element of risk, including the risk of personal injury.
- b. They accept these risks and understand that they are responsible for their own actions and participation during classes.
- c. They confirm that they (or their child) are fit to participate in dance activities.
- d. For students under 18 years of age, the registration form must be completed and signed by a parent or legal guardian.

It is also essential that any relevant medical conditions or additional needs are disclosed at the time of registration using the Medical Conditions Form. This includes, but is not limited to, conditions such as learning difficulties, dyspraxia, hypermobility, or delayed motor function. This information allows us to provide the safest and most supportive environment possible for all our dancers.

Any changes to medical condition or any injuries should be communicated to the school by email and also brought to the attention of the class teacher at the next attended lesson.

Fees

All fees relating to classes, events, or activities outside of standard term tuition must be paid in advance. This includes, but is not limited to: show registration fees, workshops, summer camps, examinations and special events.

Term fees must either be paid in full at the beginning of each term or by Direct Debit over the duration of the term. Customers paying by Direct Debit may not cancel their Direct Debit before the full-term fees have been paid.

As classes are planned and operated based on minimum student numbers, if a student withdraws before the end of term, the remaining balance of the term fees will still be payable.

Fees are non-refundable and non-transferable.

Students with outstanding fees may be refused entry to classes and will not be permitted to participate in examinations, performances, shows, workshops, or other school activities until all fees are brought fully up to date.

Any unpaid fees remaining outstanding after reminders have been issued may be referred to a credit control or debt recovery agency acting on our behalf, and any additional recovery costs incurred may be added to the outstanding balance.