

TERMS AND CONDITIONS – SILVER SWANS



1. Responsibilities

- 1.1) These terms and conditions, and any enrolment forms you have signed or will sign, constitute a legal agreement between you and Knight School of Dance Ltd. to classes or any other services.
- 1.2) Attendance at class is deemed to be acceptance of the current Terms and Conditions.
- 1.3) It is your responsibility to notify Knight School of Dance Ltd. of any illness/injury that may affect your participation at class.
- 1.4) It is your responsibility to ensure that we have the correct details for you and keep us updated of any changes to health.
- 1.5) It is your responsibility to read newsletters, emails and all other correspondence to be fully aware of upcoming events and matters. Our Facebook and Instagram pages are a quick way of publishing news and information, so please visit these pages often.
- 1.6) In the event that we consider you to be in breach of these Terms and Conditions or that you are disrespectful to other pupils, staff or teachers, we reserve the right to exclude you from any activity within the Knight School of Dance.
- 1.7) For Health and Safety, only minimal jewellery is allowed.
- 1.8) Knight School of Dance hire premises from Third Parties, therefore all Knight School of Dance Staff, Parents, Guardians and Pupils must abide by the codes of conduct set out by those Third Parties. CCTV is in operation in the car park and foyer areas of the hall.
- 1.9) For Health and Safety, the small room at our regular venue/s should be used for changing and waiting and you should avoid waiting in the foyer areas.

2. Fees

- 2.1) Invoices for timetabled classes are sent out by email, unless you specifically request a paper copy, at the beginning of each half term.
- 2.2) The number of weeks per half term may vary (5-7 weeks), so prices are quoted per class, and you will be charged for the appropriate number of weeks for each half term.
- 2.3) It is requested that fees be settled within 7 days of receiving your invoice.
- 2.4) Any fees not received by the end of the half term will incur a 10% surcharge without exception.
- 2.5) Preferred methods of payment are by bank transfer or cash, however payment can be made by cheque (additional admin fee of £1.50) or card.
- 2.6) Any cheques returned unpaid will incur a £7.50 handling charge.
- 2.7) We reserve the right to suspend your classes until any overdue payment is received.
- 2.8) Knight School of Dance Ltd. reserves the right to pursue recovery of unsettled accounts by legal means.
- 2.9) All fees are subject to increase without notice: however, we will endeavour to give as much notice as possible.
- 2.10) If a pupil wishes to discontinue classes Knight School of Dance Ltd, 4 weeks written notice required.

Discounts/Credits

- 2.11) Credits are issued to cover circumstances such as cancelled classes and long-term illness or injury. All credits are deducted from the following term's invoice. If no notice or late notice is received, credit will be lost.
- 2.12) Fees are not waived in respect of, holidays, or short-term illness or injury.
- 2.13) Instances of long-term illness or injury will be addressed on an individual basis.
- 2.14) Extreme weather: we do not credit for lessons that are missed by the pupil due to extreme weather (e.g., transport difficulties caused by snow fall etc.). See note 4.2

3. Termination of Classes

- 3.2) In the event of a pupil leaving the Knight School of Dance Ltd. with fees still outstanding, Knight School of Dance Ltd. reserves the right to pursue recovery of the debt by legal means.

4. Cancellation of classes

- 4.1) Occasionally, it is necessary to change the venue of the class or postpone it to a later date. Where this occurs Knight School of Dance Ltd. will try to notify you either by notice board, email, letter website or word of mouth.
- 4.2) Cancellation of classes due to forced closure because of adverse weather conditions, flood, local/national lockdown due to epidemics/pandemics such as COVID-19 and situations completely out of the control of Knight School of Dance, we will endeavour to replace lessons by re-scheduling on a different date or via the use of an online system such as Zoom. Where it has been impossible to provide an alternative delivery 50% of the fee will be credited to your account.
- 4.3) We reserve the right to cancel any class anytime up to and including the date the class starts. Should this occur, we will endeavour to give as much notice as possible and a credit will be issued.

5.Timetable

5.1) We reserve the right to change the timetable at any time without prior notice. However, we will endeavour to give as much notice as possible.

6. Medical information

It is important that we are made aware of any medical conditions, allergies or dietary requirements that a pupil may have, including the use of a medical implement such as an asthma pump, EpiPen etc. and you will indicate this on your registration form.

The staff hold First Aid Certificates and emergency first aid will be administered to pupils if deemed necessary.

7. Images

Photographs and video footage taken by Knight School of Dance Ltd. including photographing and filming pupils during classes as a teaching aid, at events, exams, shows etc. will be kept securely. KSD may use current and past images for publicity and marketing purposes on flyers, posters, and website and on our public and private social media pages such as Instagram and Facebook. Images posted by the Knight School of Dance on these platforms will not identify a pupil individually and in the event of it being appropriate to name, permission will be sought before publishing. If you do not wish your image to be used for these purposes, you must indicate this on your registration form or inform us in writing. Images may be used after a pupil has left the school.

8. Individual's achievements

Permission will be sought before publishing information and images.

9. Data Privacy (GDPR)

Please read our Privacy Policy which is available on our website, or you can request a copy.

10. Knight School of Dance Ltd.Liabilities

6.1) Knight School of Dance Ltd. do not accept liability for loss, damage or injury arising from errors or omissions on the enrolment.

6.2) Knight School of Dance Ltd. do not accept liability for death or personal injury to anyone attending classes, with the exception of such injury being caused by negligence or default of any member of our staff or any other default on our part.

6.3) Knight School of Dance Ltd. does not accept any liability for loss or damage to personal property.

6.4) Knight School of Dance Ltd. do not accept any liability for loss or expense due to circumstances beyond our control including, transport, fire, adverse weather conditions, flood, local/national lockdown due to epidemics/pandemics such as COVID-19 and situations completely out of the control of Knight School of Dance.

7. Miscellaneous.

7.1) All teachers are qualified, DBS checked and insured.

7.2) Due to the Nature of teaching dance, sometimes it is necessary to correct positions physically. This is always conducted with utmost care and professionalism.

7.3) Any changes to these terms and conditions will be announced on the notice board or by email.

7.4) The staff either hold an HCTS Emergency First Aid at Work Certificate, or Safety-First Emergency First Aid at Work Certificate aid cert which is regularly updated. It is understood that first aid will be administered to pupils when deemed necessary.