



DPA Academy of Dance & Performing Arts T&C's and School Rules

1. Payments and Fees

- 1.1. Fees must be paid by the second week of each half term there are 6 payments per year. Invoices are produced at the beginning of each half term. Please make cheques payable to DPA or ideally pay by bank transfer.
- 1.2. Monthly Standing Orders are only available for students on UNLIMITED CLASS PASSES.
- 1.3. £10 Registration is payable when joining DPA.
- 1.4. All students are given a compulsory uniform item round neck DPA T-Shirt on joining.
- 1.5. £5.00 Annual Insurance is due on 10th September and will be included in TERM 1 invoice.
- 1.6. Fees are reviewed annually in AUGUST.
- 1.7. Free **Taster** Sessions will be deducted from new student's half termly invoices and will include a £5 Insurance and £10 Registration Fee.
- 1.8. There will be a 5% (minimum £5) late charge added to any overdue invoices.
- 1.9. If Term Fee's are not paid within the first 4 weeks of the half term and you have not contacted us then your child's place will be terminated you will be liable for any monies outstanding.
- 1.10. Registration & Insurance fee's will be due if students leave for longer than 6 weeks.

2. Sickness, Holidays and Leaving DPA

- 2.1. If a child is absent from classes due to sickness then a refund will not be given but the payment can be used against other classes that week.
- 2.2. If a child is absent from classes due to holidays then a refund will not be given but the payment can be used against other classes.
- 2.3. If students are absent for 6 weeks of classes and we haven't been contacted then they will have to re-register paying the £10.00 Registration Fee and £5.00 Insurance fee.
- 2.4. If a student leaves before the end of a term no refunds will be given.
- 2.5. The Principal must be notified in writing or by email if a student will not be attending classes anymore – giving a half terms notice.
- 2.6. A Half Terms notice must be given to cancel all Private Lessons.

3. Uniform, Personal Items and Costumes

- 3.1. Uniform is available from Flirts in Great Yarmouth or our online store.
- 3.2. We expect all our students to adhere strictly and at all times to our uniform and general appearance requirements. Persistent failure to comply with the rules could result in suspension from classes and possibly expulsion if the problem reoccurs.
- 3.3. Students must also remember that when they are outside school and in uniform they are ambassadors for DPA and their appearance and behaviour must reflect our high expectations. In general we expect all students to be tidy, well presented and proud of their appearance whilst in DPA uniform.
- 3.4. No jewellery or non uniform accessories are to be worn in classes for safety reasons.
- 3.5. Mobile phones must be switched off or on silent in class and must remain in students bags. Any student found using a mobile phone during class time will receive a written warning. The phone will be confiscated and returned at the end of the session.
- 3.6. Hair must be tied back in a neat style s per uniform list.
- 3.7. Uniform **must be** worn to all classes and rehearsals (see separate uniform requirements).
- 3.8. Any student wishing to take part in our performances may be required to purchase costumes or basic props. Any costumes ordered will be by the measurements you

provide and will be non-returnable. If costumes are provided by DPA a small hire charge will be incurred.

4. Classes, Examinations and Performances

- 4.1. DPA aims to provide the very best training in Performing Arts. We will implement fun and discipline to do this. If we feel that any student is being disruptive on a regular basis we will issue a verbal warning. If this continues, a written warning will follow, then exclusion from the school.
- 4.2. We reserve the right to exclude students from lessons at our discretion without refunding fees.
- 4.3. No attending of another dance/drama school at the same time as attending "DPA" under any circumstances. This includes auditioning for "shows" organised by amateur production companies and charities except by express permission of the principal. This rule is in accordance with the Council for Dance Education and Training code of ethics for dance teachers, a code which we (& all reputable dance schools) should fully adhere to.
- 4.4. Promotional pictures and footage will be taken during certain classes; we will require a written request if you **do not** wish for your child to take part.
- 4.5. Our performances may be recorded professionally. Personal cameras and recording equipment are not permitted.
- 4.6. 100% attendance & commitment is required for all timetabled classes and rehearsals during show preparation & exam terms. Time off to be discussed with staff in advance.
- 4.7. There will be charges to enter students into Examinations the amount will be shown on the Exam Invitation Letter that you receive. Please ensure the Examination Fee's are paid on or before the due date on the letter otherwise students may not be entered if applications have closed.
- 4.8. There will be charges to enter students into Festivals/competitions.
- 4.9. We advise that your child does not bring valuables with them to DPA and we do not accept any liability for lost or damaged belongings.
- 4.10. All students must be registered at the start of every class for every lesson and rehearsal. Our responsibility ends when the session ends.
- 4.11. If you are going to be late to pick your child up you must make contact with a member of staff to inform us. Late charges may apply.
- 4.12. Occasionally we may be forced to cancel classes due to bad weather, show rehearsals or illness we will post a message on our facebook page and email all parents. All fee's will be reimbursed or rescheduled for any cancelled classes

5. DPA Rules

- 5.1. If you have a question please put your hand up do not shout out in class.
- 5.2. If students have a problem in class they must talk to the teacher if they are not confident in front of other students they can talk to the teacher after class or talk to Emma Stevenson our Child Protection Officer.
- 5.3. Bullying, laughing at others, whispering, making nasty comments or showing any prejudice in class will not be tolerated and will result in students being removed from class.
- 5.4. Listening is very important when a teacher or another student is addressing the class students must pay attention and listen quietly.
- 5.5. Bad language or answering back will not be tolerated and will result in students being dismissed from class.
- 5.6. Only one child at a time is allowed to leave the classroom to go to the toilet and students must ask permission to leave the class from a teacher or assistant.
- 5.7. Students must never leave the studio at the end of class without a responsible adult. Students are not permitted to leave the class without the permission of the teacher.
- 5.8. Food is not allowed to be taken into the studio and all changing rooms/waiting areas are to be left clean and tidy for the next classes.
- 5.9. Children require drinks for class and will be given opportunities to stop to drink. Children should not stop to have a drink whenever they feel like it as it is disruptive to other students. Drinks will not be provided by DPA but we will refill water bottles.
- 5.10. Items are available to purchase from the Vending Machines for after class and during rehearsals.