

GWDA Ltd, The Georgina Weston Dance Academy
Terms and Conditions, updated September 2021

This documentation has been formed to provide a basic lay out to state overall procedures and expectations of GWDA Ltd, trading as The Georgina Weston Dance Academy, during term time including summer schools, dance shows and exam days.

Please take time to familiarise yourself with this document and keep it for a future means of reference.

Information about our Dance School:

The Georgina Weston Dance Academy consists of 3 main academy branches; Orpington established in 2009, Chiswick in 2011 and more recently the Surbiton branch established in 2021. As well as our main studio locations, we exclusively offer classes at Bromley High School, since 2015, Breaside Preparatory school since 2016, Tubbenden Primary school since 2010 and more recently, Long Ditton Primary school since 2021.

Throughout all academies, we offer Royal Academy of Dance registered Ballet classes, our two stage Pre-school Ballet programme, Tiny Footsteps (18-36months) and Dinky Dancers (for the year before students start school). We also offer Jazz, Contemporary, Dancers body conditioning and pointe work classes and adult ballet classes, for students of all ages, from Pre-school 'Tiny Footsteps' from 18 months, to Advanced professional training classes. We also offer classes in several nurseries and Primary Schools in the local areas which we work closely with the schools to arrange.

We have a realistic approach to dance and the performance world catering for all types of student. From a child with an interest in dance on a fun and social level, to the student that's looking to excel and form a future career in this field.

We are affiliated to the Royal Academy of Dance (RAD) and the Imperial Society of Teachers of Dancing (ISTD). All our teachers are highly qualified, participate in regular CPD training, as well as being fully DBS checked and first aid trained. The dance school agrees and works with the Royal Academy of Dance safe guarding policy and all teachers are up to date with new legislations and rules. A copy of this can be found on our website.

TERMS AND CONDITIONS

This is part of your agreement when joining GWDA. Membership is open to all subject to the following conditions:

- • GWDA accepts no responsibility for loss or damage of personal belongings while on the premises.
- • GWDA accepts no liability for any injuries sustained whilst participating in a class or on the premises.

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- GWDA Staff must be notified of any changes to the information provided on the Booking Form.



Staff/teachers:

All staff, including cover teachers (who may be brought in at short notice), are qualified, experienced and DBS checked. Volunteer class assistants and trainees on placements are all DBS checked. There is always a first aider on site.

Supervision while on site:

Students must ensure they always get full permission from staff prior to leaving class. Toilet breaks will be supervised by either a member of staff or class facilitator and students will always be supervised whilst on site.

Behaviour:

Racist, sexist and other offensive language and behaviour is not tolerated, and we reserve the right to terminate membership without notice, the final decision being undertaken by the Board of Directors. Behaviour of staff, parents and students must always follow our code-of-conduct.

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Please note that under no circumstances are pets allowed on school premises due to Health and Safety reasons.

Shows:

Parents/carers will be invited to arranged class/performances at the end of term. Parents/carers are not permitted to watch otherwise. (If a child is new or particularly unconfident, parents/carers may be allowed to sit in during the first ten minutes of one class at the Site Managers discretion). GWDA provides costumes and props for shows where possible, but parents may be asked to provide basic accessories and basic costume if required.

Uniform:

This is basic but essential and gives the students a sense of belonging, a sense of ritual and sense of dressing for something important – their class. Appropriate clothing is necessary for health and safety and child protection:

- Correct uniform for each of our classes can be found on our dance shop website: www.orpington.dance/shop

Attendance:

Children must arrive and be collected promptly. It is very important that children arrive in time for their classes, preferably 5 minutes before the start. This allows the group time to settle from the moment the class starts. Latecomers will have to wait outside until an appropriate time to join the class. Children arriving after 15 minutes may be refused admission, as this may disrupt the professional attitude to classes we aim to foster.



Where possible GWDA will aim to let people know of any changes in venue or class time at least one week ahead of schedule.

Absence:

Any child missing for more than two classes per term without reason may not be able to join future courses. Class numbers are limited, and many have long waiting lists, so good attendance and commitment to the course is essential.

Illness/Injury:

Parents are not to allow their child to attend GWDA if they are feeling unwell or have a known injury which would prevent a student from fully taking part.

This includes presenting any contagious illness including (but not limited to): Chicken Pox, Head Lice, Common Cold, Flu and, as of March 2020, symptoms of COVID-19.

COVID-19: Parents are expected to follow government advice in relation to when to self-isolate. You must complete a health declaration form before attending GWDA

Refunds will only be given in the event of illness or injury preventing attendance at classes for a sustained period of time at the Principal, Georgina's discretion.

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Child Collection:

GWDA TEACHER POLICY AND PROCEDURE FOR YOUR INFORMATION

Teachers must ensure that each child has left a session with an adult or older child (agreed in advance with parent). It is the parent/guardian's responsibility to ensure the child is collected punctually at the end of the class or session. Should a parent/guardian not turn up to collect a child on time – this is the procedure to follow:

- • Inform their teacher who will contact the parent/guardian.
- • If the teacher is not available, contact the principal, Georgina on 07590 915171

- • If the child cannot call the parent/guardian, contact the parent/guardian directly to arrange collection.

- • If the parent/carer is not reachable, and you must leave, the emergency procedure is as follows:
 - • Leave a message with the parent and contact the entire GWDA Management Team with all the information. Wait until another member of the team can arrive.

- • If the parent/guardian is not reachable and there is no adult available, you must take the child to the nearest police station. Telephone 101. Inform the police of all contact details for the parent/guardian and notify the entire



GWDA Management Team as above. Leave a message for the parent/guardian to say where the child will be.

Booking:

GWDA does not provide drop-in classes for children and young people on any term time courses. All courses must be booked in advance. New students may join courses during the term subject to availability and authorisation of the GWDA management team. If there are no spaces on a requested course when booking, then MTA will aim to provide an alternative option where possible.

Waiting List:

Members on the waiting list will be contacted in order of the list. If members are unavailable, no message will be left. The next member will be contacted and the first to make contact will receive the place.

Priority Booking:

A priority booking period for current students will take place for two weeks before general booking opens. Those wishing to continue should register during the priority

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booking period to secure their places in the next term's courses. If any current students have not registered during this time, one attempt to make contact will be made to determine whether the student is continuing before offering the place to someone else.

Placement Priority on Courses:

- • Current Students continuing in same course
- Current students changing courses and additional courses
- • Siblings of current students
- • Waiting lists of new students

Payments

Full payment must be received in advance to confirm a place. For all current students, courses must be registered in advance. Payment can be made up until the week before the new term starts to guarantee the place. If payment for registered places is not received by this time and Georgina hasn't been contacted in advance, then the place will be offered to another student using the priority listed above.

Non-payment

Failure to make payment before term starts may result in no place being available. If this happens GWDA will make every attempt to offer an alternative course or arrangement. If this is not possible then your name will be added to a waiting list.

If payment is outstanding, GWDA reserves the right to withhold services. Every attempt will be made not to discuss monies owed with children, although in extreme



circumstances (especially when children arrive without supervision) children may be turned away.

The Principal, Georgina may share data with debt collection agencies in order to recoup monies owed.

Cancellation

If a booking is cancelled, a minimum of half a terms notice should be given. Customers must pay this last half term's fees.

Occasionally some courses may be cancelled due to circumstances beyond GWDA's control. The administration team will endeavour to contact paid customers and will either offer an exchange for the course or, in rare cases of a cancellation, a full refund will be given.

GWDA reserves the right to cancel a course if there are fewer than seven participants on a course and the above efforts will be made to place a student in an alternative course or offer a pro-rata refund where appropriate.

If a single class does not take place due to circumstances beyond our control, The Principal will view this class as postponed and will reschedule.

LOCALISED LOCKDOWNS and PANDEMICS:

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If GWDA cannot deliver classes due to force majeure or government directive, we shall implement online classes via video conferencing software as a replacement. No refunds will be offered.

Refunds

GWDA cannot offer a refund if you do not attend courses.

NEW STUDENTS ONLY: The first class is considered as a 'trial' class. If for any reason the course is not suitable, we must be notified before the second class and a refund for classes not attended will be given. Please note, no refund or reduction will be made after the second class has taken place, whether further classes have been attended or not.

Holiday courses are non-refundable.

If a payment is made by BACs or PayPal, GWDA reserve the right to make a £10 charge (taken from the original payment and consequently refund amount) to cover PayPal charges and administration costs.

Parents/ Guardians are invited to an Autumn and Summer end of term 'presentation class' where parents can watch their child in action in their classes. Parents are not allowed to sit in on regular classes (apart from 'Tiny Footsteps' which we insist on one parent/ guardian per child). We do allow parents to photograph their own child



only throughout the end of term watching classes. * UPDATE: Due to COVID19 no parents/guardians will be allowed onsite to watch any end of terms classes.

From time to time we might involve your child in photographs or filming during their lessons and rehearsals, and that said, photographs and video clips may be used by The Georgina Weston Dance Academy for promotional purposes on the dance school website and on selected social media, i.e. our Facebook page. If you do not want your child to be photographed/videoed then please email the principal on georgina@gwdanceacademy.co.uk.

We do have a school uniform for all our classes (this is also required for sitting all examinations) and once your child has been with us for 3 weeks we ask that you purchase this uniform from our dance shop (please see individual uniform lists for specific grades). The dance shop is online at: www.gwdanceacademy.co.uk/shop.

We do not offer 'catch up' classes, unless previous arrangements have been made. All teachers and studios are booked prior to the start of term and we expect students to attend their classes regularly. In the event of us cancelling a class due to an issue on our behalf (for example teacher illness), then the class will always be made up. If classes are cancelled due to matters out of our hands i.e. heavy snow shutting areas/schools being shut for electrical reasons/ general elections or a global pandemic,

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then we cannot make-up classes and in this rare situation we would hope you would understand such things are out of our hands. In this case, we would always invite students to other classes to make up for any missed ones where we possibly can.

* Covid19 update- where we have been forced to close by the government, we have switched all classes onto zoom remote teaching. We cannot refund anyone who chooses not to partake in zoom classes, as we are still offering the classes.

We ask that students are fully dressed with the correct uniform and are lined up outside the studio ready for a prompt start for all their classes. We request all ballet students to have their hair up in a bun and every other dance genre to have a high ponytail. For the younger students, please ensure they have been to the toilet prior to the start of the class. Please note, for our 'Tiny Footsteps' 18-30 months class we do insist on a parent/guardian assisting the child throughout the class. * COVID19 update, the parent/guardian for this class MUST wear a face covering throughout the entire class.

Parent / Guardians we do remind you that you do need to be ready outside the entrance for collection of your child at the end of their lessons.



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Covid Q&A : Updated for the new Autumn 2021 term in September

***Currently there are no restrictions in place in the UK or within our dance school.
That being said, we ask you to read through the following to ensure we are keeping
staff/ students as safe as possible and keeping our academy open!***

When should / shouldn't a student attend classes at GWDA and what will happen if there is a POSITIVE COVID test result at our academy?

- If the child themselves receives a POSITIVE result, you must isolate and therefore not attend any classes.
- If someone in your family tests positive, we ask you to get a PCR and make sure you have a negative result before attending our classes.
- If you have been in contact with someone and have been notified of this, again, current government guidance ask you to get a PCR and we ask that you make sure you have a negative result before attending our classes.
- If a pupil at the dance academy tests positive, technically it is over to track and trace to notify the pupils, however, if this is brought to my attention then I will send a 'warn to inform' letter out, just to make you aware, and take your child for a PCR test to be sure.

Do I need to wear a mask?

This is now completely your decision, however, we do ask for the Tiny Foosteps classes that you do wear a mask to best protect the teachers and other pupils given adults/ children are all in the studio together for this class.

Can I use the toilets?

Yes, these will be open but will be on a one in one out use to allow for social distancing and cleaning

Have you completed a risk assessment for the studios regarding COVID19?



Yes we have and we are satisfied that it meet requirements. A link to it can be found at the bottom of our website.

How will you manage a student who becomes unwell during class time?

We will contact the parent / guardian immediately to ensure they can be collected ASAP, and they will be asked to wait in the small carpeted room at the end of the corridor (where we often do the hair for the ballet exams) to remove them from the class.

What happens if classes do need to be stopped again in the future?

We will simply switch over to Zoom following the exact same timetable to ensure continuity of our classes.

How do I pay for my classes this term?

Once you have signed up, you will receive your term invoice. You will have 2 weeks to complete payment for this unless any other payment method has been agreed with you and the principal.

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Payment, Prices and Invoicing

The Academy sends out invoices for the payment of classes termly (3 times a year).

Since January 2018, we now have an online registration and accounts system, whereby we ask you to register your child for their classes through the following link:
www.orpington.dance/registration

Invoices will be on repeat for the 3 academic terms throughout the year.

We are very reasonable in allowing payment to be made in the first few weeks of the term. However, on every invoice, there will be a payment cut-off date. Any payment made after this date will incur a 8% late payment charge.

You can pay by Cash or BACS transfer, cheques are NOT accepted. If you have any problems or concerns with this then please contact us immediately to make



alternative arrangements, this will be dealt with in the strictest confidentiality.

*During COVID19 we will not be accepting cash payments.

Taster Classes:

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We do allow students to come and trial a class and if you wish not to continue then you are not obligated to make any payment. Prior to attending, you must register your child so we have the required information on our registers and for safeguarding reasons so we know who is attending. There is no 'enrolment fee' but we do insist payment is made for the remainder of the term in full within two weeks of your first class.

Class prices are found on the invoice relevant to the branch of the Academy in which your child is studying at. Payment can be made by Cash or BACS and is due for an entire term. If you miss a class due to holiday or sickness then I am afraid we cannot offer catch up classes for this. Classes cannot be carried forward into the next term and no refunds are offered for unattended classes.

BACS payment details are listed on the invoices, but for reference can also be viewed below. Please remember to include your INVOICE REFERENCE NUMBER on your payments.

Exams

The Academy holds RAD Ballet examination sessions throughout the year. Students are entered for examinations at the discretion of their teachers and in accordance with the age restrictions from the examining body.

We do encourage, but not insist, on our students taking examinations with us. It gives them a sense of achievement and with the certificate and medals, allows them to be rewarded for their hard work. During exam terms, all students who wish to sit exams must take a second 'exam coaching class' throughout the week, alongside their original classes (please note this is from Primary exam up, not Pre-Primary). These additional classes are chargeable and are crucial in the lead up to your child's exam to ensure that they are best prepared. Payment and exam registration forms will be sent out either the term before, or at the start of the exam term and must be returned by the deadline in order to enter your child for their exams.

*COVID19 UPDATE- the ballet exams will now be recorded and sent in to be examined, as opposed to an examiner attending our studios. Due to this, we will be sending a secure password protected copy of your child's exam recording to the Royal Academy of Dance for examining. In signing your child up for their exam, you adhere to the data consent form below, which has been provided by the RAD for COVID19 video recorded exam entries:

PRIVACY NOTICE



Why do we need this data? We collect the information below in order to ensure we know that you understand the basis on which we will photograph/film you (or your child) and that you have given your informed consent for us to do this; and also so that we may contact you, and keep you fully informed and updated, with regard to this activity.

What data do we collect? We collect the data specified on the form below as follows:

- • Candidate/student name and RAD ID
- • The name of the student's teacher and the ID number of their school
- • Date, time, level and location of the candidate's exam/mock exam
- • Telephone number and email of the student (where 18 or over)
- • Name, telephone number and email of the student's parent/guardian

(where under 18/in the case of a vulnerable adult)

- • Signature of the person providing consent, and date
- • Footage of the candidate performing an exam, award or class.

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It is likely that some of the information relating to the student, teacher and school will already be on our database. Where it is not, we may update our database with the information you provide. **We will not transfer details about the student's parent/guardian to our database.**

What is the lawful basis for processing this data? The lawful basis for processing this data is consent. You give your consent by signing the form below. You may withdraw your consent at any time; if you wish to do, please let us know.

How long is the information kept? This form will be retained by the RAD for three years, after which it will be deleted.

Who has access to this information?

- • RAD staff who process the examination entry, for technical or quality assurance checking.
- • The RAD Panel of Examiners, to mark the examination entry, or (in a controlled, anonymized environment) for standardization and quality assurance training.
- • Please note, where consent is given for the footage to be used for standardisation and quality assurance training this will be viewed by Trainee RAD Examiners who are part of our Examiner Trainee Programme.

We will not pass this information to anyone outside the RAD without your permission **except:**



- • for the purposes of completing tasks and providing services to customers on our behalf which are consistent with the purpose of collating and processing the data. An example of this is to a mailing house to send examination results and certificates to an applicant
- • if we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime
- • if we are required to provide the information to the examinations regulators or other regulatory agencies (however this will usually be in an anonymised form)

Please see the RAD Examinations Privacy Policy [here](#).

Further information about this form and the filming to be undertaken

The Royal Academy of Dance does not allow photographs, video, audio (sound) recording or any other images of anyone to be taken without their permission, or that of their parent, guardian or carer.

This form should be completed by the student/candidate if 18 or over, or by their parent/guardian if under 18 or in the case of a vulnerable adult.

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By completing this form you are agreeing that the examination (or class award, solo performance award etc.), involving you or your child, on the date and time and at the location listed below, will be filmed.

As noted above, the footage may be used internally by the RAD for training and/or standardisation purposes. On occasion it may also be used in controlled external environments, such as meetings of dance examination boards. At no time will the identity of participants be revealed when the footage is used in these ways.

The footage will not be used for any other purpose, including any public forum including broadcasting or online, without further permission being sought.

The footage will be stored securely on RAD premises/systems and will not be kept for any longer than is useful:

- For the examination marking this will be as soon as the examinations have been processed and all results and certificates sent to applicants.
- For use as quality assurance and standardisation footage, this would typically be 5 years, after which it will be securely destroyed in alignment with the Examinations Department data retention schedules.



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No monetary fee will be granted for participation in the filming. The RAD is the owner of the Work shown on the Footage and the footage.

In scheduled examinations, the camera may be situated on the examiner's table or operated by an additional person present in the examination room. Footage may not be used as the basis of any subsequent enquiry or appeal.

Dance Shows

The academy puts on a dance show at each branch. During this time, students will attend their regular classes, and some extra full school rehearsals (soloists will have extra rehearsals organised with the various teachers). The Academy purchases all costumes and accessories and it is crucial you return your show registration by the requested dates so costumes can be measured up and ordered. We ask for a set participation show fee to help towards the cost of costumes, rehearsals and the hire of the theatre for the shows.

Enrolment

We do require completion of our academy online enrolment form for every student EVERY YEAR in September at the start of the new academic year. This will provide us with the most up to date contact details and medical information for the safeguarding of our pupils. It is your responsibility as their guardian to notify us if anything should change and therefore needs updating.

Contact Information

The Georgina Weston Dance Academy

Georgina Weston,

BA (HONS) Ballet Education, LRAD, ARAD, RADrts, BASI Pilates

+44 (0)759 0915171

georgina@gwdanceacademy.co.uk

www.gwdanceacademy.co.uk

: www.facebook.com/GWDanceAcademy

Invoice payment details:

Account Holder: GWDA Ltd

Sort Code 60-20-39

Account Number 46996540

Frequently asked questions

1. **Do we have to wait for a new term to join?** *No, you can join at any time throughout the year.*
2. **Do I need to book?** *Yes, we will need you to register for our classes prior to attending using the registration link www.orpington.dance/regsitration where you can select your academy branch / school and the classes you are interested in.*
3. **What should they / I wear for the first class?** *We would recommend black leggings and a vest top with bare feet for any first classes so your comfortable and can move. Please wear trainers/plimsoles for tap trial classes.*
4. **Can I stay in the room with my child?** *Ideally not. In our experience, children relax more and enjoy the lessons without having a parent or guardian present. It allows them to further engage with the teacher and settle into the class. For first classes we appreciate a comforting face is sometimes needed, but we do ask parents/guardian to wait outside the studio after the initial class.*
5. **Do they have to wear the set uniform?** *Initially no, but after 3 weeks of attending classes with us we do ask you to purchase the correct uniform once they have settled. All uniform can be purchased from our online shop and we highly recommend you purchase directly from us to ensure your child has the correct outfit and to save you re-buying for the exams.*

6. **Where do I get the uniform from?** *We can supply all the correct grades/level of uniform directly through our website www.gwdanceacademy.co.uk/shop. Please note uniform will not be handed out without payment. We can correctly fit and ensure the students have the correct sizes.*

7. **How much do classes cost?** *Please see appropriate branch pricing and invoice form.*
8. **Do you run holiday classes?** *Yes. We run our week long Summer dance schools, as well as workshops at Christmas and Easter, and occasionally half terms. Please keep an eye on the website and ask the teachers for information on forthcoming classes.*

If you have any queries with any of the above then please contact the Principal, Georgina.



On behalf of the Academy, we would like to welcome you and your child to our academy and we hope they thoroughly enjoy their dance training with us.