

Passion Academy of Dance Terms & Conditions, Policies and GDPR

Observance of the following rules, regulations and policies is implicit in the acceptance of a place at Passion. The School reserves the right to refuse entry to classes if these rules are not complied with. School policies and regulations are reviewed on a regular basis. Parents will be advised when this happens and encouraged to thoroughly read the new documents to gain a clear understanding. We ask that students/next of kin give one month's notice in writing if the student wishes to leave the school, stop or change any classes.

School Regulations

1. All students must complete our student record form. The signed form acts as an agreement between Passion Academy of Dance (The School) and parents/guardians and states one month's notice in writing must be given if she/he wishes to leave the school, stop or change any classes.
2. Once written notice has been given the student will be deemed as leaving the school and their information will be deleted at the end of the notice period. If the student decides to return, a new registration form will need to be completed.
3. All fees are paid via direct debit on the 1st of every month. Fees are paid in lieu. Fees are non-refundable and will not be returned because of absence under any circumstance. If you wish to receive a monthly invoice via email please contact us.
4. If a direct debit fails there will be a £5.00 admin fee payable.
5. Hair must be tied up for all classes unless you have very short hair. Students may be refused entry into class if hair is not styled correctly.
6. No responsibility will be taken by the school for any losses incurred on the premises, uniform should be named. Please let the teacher know if anything has been lost or left behind. The School will hold a lost property box.
7. Please inform us if your child is suffering from any injuries, health complaints or allergies.
8. All term and holiday dates are on the website
9. Parents may watch classes on set dates that get emailed out throughout the year. Other than this, parents are not permitted to watch their child/children.
10. The School reserves the right to end a student's attendance at the school for reasons such as non-payment of fees, incorrect dress or unacceptable behaviour.
11. Please respect the building and property where the classes are taking place, by keeping the noise level low and the rooms tidy and free of rubbish.
12. Parents must fill out a new registration form if their details have changed. The Principal must be notified of any changes of address, contact number and email address.

School Policies

Confidentiality: The School emails and letters contain confidential and/or privileged information and are intended for only the person to whom it is addressed. Any unauthorised copying, forwarding, disclosure or distribution of the material contained in emails and any attachment is strictly prohibited. All personal information at the school is kept confidential and will not be discussed or shared by the school with any other parent or student.

Child Protection: At Passion Academy of Dance we have a duty of care to safeguard all children. It is our aim to provide children and young people, who attend the school, with appropriate safety and protection. We abide by The Child Protection Act 2004.

Protection of our Children: At Passion Academy of Dance, we ensure that all children are protected. For younger students we insist they do not go home without their Parents or Guardians and will be kept in the studio with the teacher until collected. Once out of the lesson parents are responsible for their children. Parents and students will not let any persons in the studio if they do not know them or are suspicious of them. We also do not tolerate any behaviour that results in bullying or discrimination, the School will give written warning for any unacceptable behaviour from a student. If this behaviour does not show improvement the school has the right to refuse admission.

Use of Photographic/Filming Equipment: Parents who wish to film or photograph classes when watching may do so, providing the other parents do not object. Passion Academy of Dance uses our own Photographs and Filming as a platform to advertise the School and to celebrate student achievements. The School Photos and Filming may be published of



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children at the School and we ask that all members of the School notify us if you do not want your child to be photographed or filmed when you register with the School. When the School films its School Shows, if parents do not wish their child to be recorded students therefore will be unable to participate in all of the performances.

Health and Safety: Some physical contact is necessary by the teacher to demonstrate exercises or techniques or to prevent injury during the class. No responsibility is taken for any injury occurring, during or after classes, although great care is taken to avoid such an occurrence. When a parent enrolls their child with Passion Academy of Dance, it is their responsibility to ensure that the information given on their registration form is correct and the school is aware of any illness or disability that may affect their child during lessons

The use of Social Media: We ask that current students under the age of 18, who have access to social media, do not contact teachers or student teachers on their personal pages. We ask that all students (under 18) contact the School's email and/or social media page for any questions, helpful tips and advice. Social media is a wonderful communication tool, however the Passion Academy of Dance Facebook Page and School email should be the only use of social media contact from current students (under 18) to teachers. Passion Academy of Dance uses our Social Media Page as a platform to advertise the School and to celebrate student's achievements. Names are only put with photos with express permission.

General Data Protection Regulations 2018

In accordance with the GDPR Statement. GDPR stands for General Data Protection Regulation and replaces the previous Data Protection. It was approved by the EU Parliament in 2016 and came into effect on 25th May 2018. GDPR states that personal data should be 'processed fairly & lawfully' and 'collected for specified, explicit and legitimate purposes' and that individuals' data is not processed without their knowledge and are only processed with their 'explicit' consent. GDPR covers personal data relating to individuals. Passion Academy of Dance is committed to protecting the rights and freedoms of individuals with respect to the processing of children's, parents, visitors and staff personal data. The Data Protection Act gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly.

Passion Academy of Dance do not disclose or sell personal data to third parties. We do not disclose personal data to other members of the School and their families. The School uses contact numbers and emails for newsletters, updates, whole school and individual communication, invoices and general information. Emergency Parent contact numbers are given to teachers for the sole use of emergency contact only. Personal data is stored on an online system DANCESTUDIO-PRO, along with registers. Information about individual children is used in certain documents, such as, the termly register and performance documentation. These documents include data such as children's names, date of birth and emergency contact numbers. These records are shredded after the relevant retention period. Passion Academy of Dance stores personal data held visually in photographs and video clips. No names are stored with images in photo albums, displays, on the website or on Passion Academy of Dance's social media sites, unless express permission has been given by the parent and student. Access to School Email account, personal Data, Newsletters and Performance details is password protected and is not available to members of the Public, members of the School and or its staff. The Principal has sole access to all this data. We use GoCardless for our direct debts who are GDPR compliant. No personal payment information is passed through Passion Academy of Dance. Our website is managed by LBL Technology who are GDPR compliant. Our Facebook page has the Principal as Admin and other staff members as Editors. Portable data storage is not used.

PLEASE NOTE THAT BY SIGNING THE STUDENT RECORD FORM YOU ARE AGREEING TO ALL THE TERMS AND CONDITIONS, POLICIES AND GDPR WITHIN THIS DOCUMENT.

This document was issued by the Principal Tara Fowler, owner of Passion Academy of Dance in September 2020

Document review date: March 2021



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