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Terms and Conditions

(Updated by Caroline Butler 02/07/24)

By enrolling your child with Caroline Butler School of Dance you accept these terms and conditions (“Terms & Conditions”) as an ongoing agreement between you and CBSD (“Agreement”).

The Agreement is made between the parent/guardian (“Parents”, “you”, “your”) of each enrolled pupil (“Pupil”) by a Parent and Caroline Butler School of Dance (“CBSD”, “the school”, “we”, “our”, “us”), and is always valid, whilst a pupil is enrolled on any CBSD activities and until such time as written notice (“Notice”) is given in accordance with these Terms & Conditions.

1. **Introduction**
   1. These terms and conditions apply to all our activities, classes, workshops, and events (collectively “CBSD activities”)
   2. For participation of a pupil in a CBSD activity all parents are required to consent to these Terms and Conditions and your enrolment of a pupil in CBDS activities shall be deemed as acceptance of these Terms & conditions and willingness to be bound by the same
   3. A place in a weekly class (“place”, “placement”) will be offered to new pupils following a non-obligation trial lesson (space permitting)
   4. Placement in activities will be decided based on age and experience at the principal’s discretion
   5. “Term” refers to the period during which a course of classes will run and “Term dates” refers to the dates for the relevant term. Usually in line with local education authority dates.
2. **Enrolment, payment, and cancellation** 
   1. Upon taking up the place invoices will be raised for the relevant term for the next weekly class directly following the trial
   2. Fees are to be paid by cash or bank transfer by the first class following a trial class or scheduled monthly by Direct Debit (“DD”) in advance of the first lesson following a trial class.
   3. Our current provider for DD is Go Cardless and is protected by the Direct Debit Guarantee
   4. A half a terms (or 6 weeks) notice is due on leaving the school i.e., notice must be given by February half term if leaving the school at the end of the spring term.
   5. Unsuccessful collection of DDs, where a DD is due, are subject to an administration fee of £15.00, this will be added to your account automatically.
   6. CBSD reserves the right to withhold payments whereby notice has not been given in accordance with this agreement i.e., the April payment (1 of 4 summer term invoice payments) would be non-refundable if notice is not received by the half term break.
   7. If you cancel your DD mid agreement, it is assumed that you are releasing your pupils place (whereby the fees paid no longer cover the remaining terms classes) in the class or activity.
   8. If you cancel your DD mid agreement and notice is outstanding, fees for the notice period will remain due and will be sought directly.
   9. Should activities not be able to be delivered in full by CBSD where CBSD is at fault – e.g., because of a class needing to be cancelled and no alternative class provided then payment will be returned and refunded (or a credit provided for future activities may be offered). This does not apply where activities must be cancelled beyond the control of CBSD. Such a decision would not be unreasonable withheld.
3. **Uniform and Grooming** 
   1. All pupils are expected to adhere to the school’s Uniform and Grooming requirements without exception (see [www.cbschoolofdance.co.uk/uniform](http://www.cbschoolofdance.co.uk/uniform) for details)
   2. Uniform should be purchased via the order form on the school website [www.cbschoolofdance.co.uk/uniform](http://www.cbschoolofdance.co.uk/uniform) or second-hand items may be obtained, where available and if compatible with the existing uniform supplies

1. **Health and Safety** 
   1. Parking in and around the Maple Lodge, The Hamptons Worcester Park is by permit only. Failure to observe the parking restrictions may result in cars receiving parking tickets which CBSD are unable to refute on your behalf
   2. Pupils should aim to arrive at least 5 minutes before the class’s timetabled start time so classes can run on time
   3. Please be advised if pupils are more than 10 minutes late for class the teacher may feel it is unsafe for them to join in at this late stage due to heightened risk of injury
   4. If pupils are late on occasion, they must not enter the hall whilst music is playing but wait for an appropriate break in the music to enter
   5. It is sometimes necessary to use physical contact to ensure a correction is understood; this will always be in a professional and appropriate manner (please see our child protection policy)
   6. From time-to-time CBSD will organise for photographs to be taken of the children dancing, in addition school shows, performances and such are videoed. It is assumed you consent for CBSD to use these videos and photos through their channels of choice unless written notice is received that you expressly opt out.

CBSD cannot be held responsible for any omissions relating to the well-being of your pupil. It is the parent/carers responsibility to keep the school informed of any changes to personal details including change of address, contact details or health related matters.

I agree to the Terms and Conditions contained in this agreement and the details supplied to CBSD as of this agreement date are correct to my knowledge.