

TheatreWorks T&C’s.

For the purpose of this document TheatreWorks Performing Arts shall be referred to as: TWPA. Please take time to read the following Terms & Conditions, it is very important that you understand these terms.

**Invoice & Payments.**

-All classes at TWPA are payable monthly in advance - this is via a personalised invoice sent to registered email addresses. We do not offer classes on a pay as you go basis.

- All payments are via bank transfer. We cannot accept cash payments.

-We reserve the right to refuse entry to classes where invoices remain outstanding and reminders have been sent.

-No refunds will be given for illness or missed classes, this includes external productions/commitments and holidays taken outside of our operating hours.

-Classes cancelled by TWPA will be credited to your account and deducted from your next invoice.

- A period of four weeks’ notice is required upon leaving the school. Classes are payable during this notice period regardless of whether the student/s continue to attend.

**Student Welfare.**

-TWPA endeavour to ensure all students are dancing in a safe and comfortable environment.

-Students must not change in any of the public areas. Students must arrive ready for classes or change in the changing rooms provided. This is for the protection of all children and young adults attending the school. Your cooperation in this matter is appreciated.

-Please drop off/collect your child promptly and provide details of any changes to drop off/collection arrangements. Please be aware students will not be allowed to leave the premises unattended at any time. Children must be collected by a responsible adult.

- Prior permission must be agreed with parents of older students wishing to leave the premises during break times. TWPA accepts no responsibility for students leaving the premises unsupervised during break times.

-Parents/guardians are permitted to watch classes on designated dates/classes throughout the year.

-Students participate at their own risk. TWPA accepts no liability for any injury that may be incurred whilst participating in classes or attending TWPA premises.

-TWPA do not accept any responsibility for any loss or damage to property on the premises.

-The use of mobile phones is not permitted in any classes at TWPA.

**Filming & Photography.**

-Filming and photography are not permitted expect by permission of the teacher taking the class. Any images or footage taken are for sole use. Please refrain from uploading photographs/videos that include individuals you are not responsible for to any social media platforms without prior consent from their parent/carer.

- Photographs and filming are strictly forbidden in the changing rooms. Under no circumstances should a parent or student attempt to take photographs, film or participate in ‘live’ videos on social media whilst using the changing facilities.

**Auditions & External Events.**

At TheatreWorks we actively encourage our students to participate in external productions, associate programs, and other performance opportunities. We simply ask that parents discuss any opportunities with us beforehand and keep us informed of any rehearsal schedules that may impact on classes at TWPA (missed classes due to rehearsals/performances are payable as per our invoice and payment T&C's above).

**Festivals.**

-All students at TWPA are welcome to join our festival/competition team.

- Students can be involved in as little or as much as they like. Parents are always in full control of this.

-Private lessons are required to set solos, duets, trios and quartets, these are charged in addition to class fees.

- Costumes are required for all dances, these will be discussed at the time of setting new dances.

-Solo costumes can be purchased by parents once we have agreed on the style. Costumes for duets, trios, quartets, and groups will be provided by TWPA.

-In the event of a student being unable to dance due to other performance commitments, we will try our best to provide a 'stand in' to allow dances to perform.

Students/parents will be asked to leave without notice for any serious misconduct or breach of the school’s terms and conditions.