



Terms, Conditions, Acknowledgements & Contract Agreement

Shine Studios is committed to safeguarding the well being of its pupils. Every individual in the school should, at all times, show respect and understanding for their rights, safety and welfare, and conduct themselves in a way that reflects the ethos of the school and the guidelines contained in its code of conduct for employees, volunteers and teachers.

- Students are required to have the correct uniform and shoes required for the class within 4 weeks of enrolment and to wear hair in a bun for ballet, plaits for other classes with fringes off the face. In line with Health and Safety if you do not have correct attire or hair you may be asked to sit and watch the class.
- Jewellery should not be worn during class.
- Children should arrive promptly and attend classes regularly.
- No food in class, only drinking water.
- Please note we are unable to accept responsibility for your child until the class starts.
- Please do not bring valuables into class or onto the premises. Shine Studios does not accept the responsibility for items lost, stolen or damaged although anything we do find will be placed in lost property.
- Parents will have access to the changing facilities no more than 5 minutes before the start of lessons, please be prompt on collection. Our responsibility ceases at the end of the lesson time. Consent must be given for a child to walk home alone.
- Please respect and follow parking guidelines for the site. No animals allowed on site.
- You must inform us of changes in contact information, address, telephone, email or medical conditions.
- We will not tolerate rudeness to staff, bullying, racism, threatening or anti-social behavior. Parents, students or families will be asked to leave the class without notice, depending on severity maybe permanently, without refund.
- All members of staff are subject to full DBS checks. Physical contact by teaching staff maybe necessary when helping to demonstrate or correct students.
- As part of training, pre-registered or student teachers will sometimes take part of the lesson, teaching assistants may also help with the teacher's instruction and guidance.
- In signing up you are accepting dance is a physical activity and agree to indemnify Shine Studios to any injury that may incur during class.
- On agreeing to partake in show work you agree to represent the school up to and including the final performance.
- On occasions we may wish to photograph or film students for publicity or training purposes. These photographs maybe placed in local papers, leaflets, social media or on our website. If you do not wish your child to be included please advise us in writing or advise when registering your child.
- Timetables maybe changed at the discretion of the principals. We will endeavor to give as much notice as possible and will make up any cancelled classes. Refunds will not be given. Shine Studios reserve the right to change staff teaching classes without notice.
- No classes will be held on Bank Holidays.
- Lessons will be invoiced per term in advance. Fees are due on the first week of term, or 7 days after invoice date to be paid by cash or BACS. An administration charge 10% will apply to any late payment, any discounts will be revoked and tuition not offered if not settled in full.
- You have entered into an on-going contract, if you wish to with draw from any class then 6 weeks notice must be given in writing via letter or email to Miss Katie or Miss Emma. Fees remain payable in cases of absence and there are no reductions for sickness or holidays.
- Payment taken by cash or BACS, HSBC Sort Code 40-46-11 and Account Number 51635964 please use your child's full name as reference. We do not accept cheques.
- Special promotions will only be available periodically and are subject to change without notice
- We endeavour to be as environmentally friendly as possible; we will email letters, information, invoices and newsletters. Please check email and keep up to date via our Facebook page and notice board.
- All concerns or questions must be directed via telephone or email so not to interrupt class time.
- In order to register a child with our school you are deemed to have accepted our terms and conditions above, this is an on-going agreement without end whilst fees continue to be paid.