

# Lauren Haith

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## SCHOOL OF DANCE

Email: [principal@laurenhaitdance.com](mailto:principal@laurenhaitdance.com)

Telephone Number: 07912947117

### Terms and Conditions



Location - St Mary's Church Community Hall, Church Street, Hampton  
TW12 2EB

### Ballet Lessons 2.5 years +

## Terms and Conditions

By completing the application form and signing the document you agree to the following terms and conditions.

### Fees

- Fees must be paid prior to the start of term.
- You will be invoiced via email before the start of term, fees are due on or before the first week of the new term.
- If fees are not paid before the start of term (without prior arrangement) your child will not be admitted to class until fees are paid and you may risk losing their place in the class.
- An administrative fee of 5% will be added to any fees that are paid late.
- If you have two or more children at the school you will receive a 10% discount.
- If you recommend a friend and they join the school for a full term or longer you will receive a 10% discount.
- Fees are non-refundable and cannot be carried forward.
- Fees are subject to change at the beginning of the year to keep in line with inflation.
- LHSD will only offer refunds for classes cancelled by the school.
- Exam fees must be paid before the examination date and are non-refundable.
- Show fees must be paid on time in order for your child to participate.
- Any additional fees for exam coaching and show rehearsals must be paid in advance of the classes. Information on how to pay any additional costs will be provided (please see exam and show section of the T&C's for more information)

### Enrolment and Notice Period

- Your child will automatically be enrolled for subsequent terms. If you wish for your child to stop lessons you must give half a term notice in writing or you will be required to pay half a terms fee.

### Timetable

- Lauren Haith School of Dance reserves the right to alter the timetable at any given time. Should we need to do so we will provide you with as much notice as is practicably possible.

### Missed Classes

- Fees are not amended if you are away during term time and a refund will not be provided. Your child will be allowed to make up missed classes by attending an alternative class of the same level if there is one.

### Parent and Student Responsibilities

- To ensure all contact details and medical information is accurate and up to date.
- To ensure fees are paid on time, or risk extra charges and the potential loss of space in class.
- To make sure students are well presented, with appropriate hair styling and uniform (see p.6 for more information). Please ensure all uniform is labelled with your child's name.
- To ensure students arrive in time for class and are collected on time.
- If someone else is to be collecting your child please make sure you inform the teacher.

- Please ensure staff are aware of any medical conditions, SEND or learning difficulties that may need special attention.
- Please be aware that bullying will not be tolerated and could result in expulsion from the school.
- Abuse towards any member of staff will not be tolerated and could result in expulsion from the school.

## Shows and Performances

- At Lauren Haith School of Dance we aim to put on Annual/Bi-Annual productions. In order to put on a polished production we may require students to take part in extra lessons or dress rehearsals.
- When requesting consent for your child to partake in a performance (which is optional but encouraged) we will outline any costs, dates and times of any performances.
- All costs relating to shows will be kept to a minimum and will only help to cover the essentials; costume hire, additional teaching hours etc.
- Upon providing consent for your child to partake in the show you will be expected to pay any fees in advance and commit to attending all rehearsals or risk losing the opportunity for your child to perform.

## Exams

- The teacher will decide when your child is ready to be entered for their RAD ballet exam, this is decided on a case-by-case basis. This means that not all students may be entered for their exams at the same time (although we do strive to achieve exam readiness at the same time). However, we believe that in ensuring children are fully prepared when taking their exam they have the best chance at success and a high grade
- At Lauren Haith School of Dance we follow the RAD examinations guidance which means we have to comply with their rules and regulations when entering students.
- As such students will have to pay a fee for taking their Ballet exams set out by the RAD (the money will go directly to the RAD)
- If ballet exams are taken at our venue a small fee may be added on top to help cover the studio hire and musical accompaniment (In the case of extra charges this will always be clearly broken down before you are asked for your consent)
- The RAD has strict minimum age restrictions for ballet exams which we have to adhere to
- The RAD has a recommended number of hours each child should study each grade of work, we believe that these guidelines are extremely important for students to follow so they are able to achieve their best, as such your child may be required to take additional lessons in the approach to their ballet exam, if you do not consent and commit to attending these lessons your teacher holds the right to refuse entry for the exam
- As well as examinations, the RAD syllabus offers solo performance awards and class awards and presentations, we may put your child forward for one of these awards if we think they would be more suitable for your child
- For more information on RAD exams and protocol please contact Lauren Haith School of Dance or visit the RAD exams page <https://www.royalacademyofdance.org/achieve/exams>
- All fees relating to your child's ballet exam must be paid in full by the deadline provided in order to secure your child's entry. If payment has not been received for entrance fee or extra lessons we will not be able to enter your child for the exam.

## Inclusivity

- At Lauren Haith School of Dance we welcome students from all backgrounds, genders, races, religions, orientations and do not discriminate in any way
- Students with any SEND needs are welcome and we will do our best to accommodate any specific needs the student might have. Please speak to your teacher if you would like to discuss adjustments or methods of support further

## Staff at Lauren Haith School of Dance

- All staff hold up to date dance qualifications and RTS
- All staff hold clean and up to date DBS Checks
- All staff hold basic first aid training

## Safeguarding

- The schools safe guarding officer is the school principle Lauren Haith
- All staff undergo safe guarding training every year
- At Lauren Haith School of Dance we take the safety and wellbeing of all students to the highest importance and follow all government guidelines and regulations to ensure the protection of all students

## Hands-on Teaching

- At Lauren Haith School of Dance we use a hand on teaching method, to ensure students learn and understand positions correctly so as to give them the best training possible.

## Getting to us and Contact Information



**Address:**

St Mary's Church Community Hall, Church Street, Hampton, TW12 2EB

**Email:**

[laurenschoolofdance@gmail.com](mailto:laurenschoolofdance@gmail.com)

**Telephone:**

07912947117