

Morphew School of Dance Terms & Conditions, Policies and GDPR

Observance of the following rules, regulations and policies is implicit in the acceptance of a place in the School. The School reserves the right to refuse entry to classes if these rules are not complied with. The School reviews and amends its policies and regulations on a regular basis and advises parents and teachers to read this document thoroughly to ensure a clear understanding is gained. Please contact the Principal, Gill Dobroczynski if you require more information. We ask that Parents/guardians give one term's notice in writing if the pupil wishes to leave the school, stop or change any classes. Alternatively a full term's fee must be paid in lieu of such notice.

School Regulations

1. All pupils must complete a registration form. The signed registration form acts as an agreement between Morphew School of Dance (The School) and parents/guardians and states one term's notice in writing must be given if she/he wishes to leave the school, stop or change any classes. Alternatively a full term's fee must be paid in lieu of such notice. There is a £5.00 registration fee for new pupils to cover admin.

2. Once written notice has been given the pupil will be deemed as leaving the school and their information will be deleted at the end of the notice term. If the pupil decides to return a new registration form will need to be completed and the £5 registration fee will be charged.

3. All fees are payable by the end of the third week of each new term, a 10% surcharge will be added to any fees outstanding after the third week (unless an agreement has been reached with the Principal). Fees are non-refundable and will not be returned because of absence under any circumstances. Bills will be sent out at the end of each term for the next term.

4. If a cheque bounces there will be a £5.00 admin fee payable.

5. All fees are worked out on the number of weeks in a term (usually 5 or 6 weeks). We have 6 terms in a year (September to July).

6. Hair should be dressed correctly for all classes. A bun should be worn for all ballet classes. For Modern, Jazz, Tap & Musical Theatre classes hair should be in a ponytail. Only very short hair can be worn down. Pupils may be refused entry to class if hair is not styled correctly.

7. Pupils may be refused entry to class if correct uniform is not worn. Jewellery should not be worn. Mobile phones should be switched off. No eating in class.

8. 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 as the school places any lost items in our lost property baskets.

9. Please inform us if your child is suffering from any injuries, health complaints or allergies.

10. All term and holiday dates are on the notice boards and website at the start of every term. We try and stay in line with school terms as much as possible, though we cannot help circumstances which may change this.

11. Parents may watch classes on the last week of term 1, 3 & 5 (ie Oct, Feb & May). **This has been**

suspended temporarily because of COVID-19.

12. This is a Bbodance School working towards the highest standard of training. This results in examinations being taken when and only when the Teacher believes the pupil has reached the required standard. A form will be given to the pupil when they are ready for an exam. This form should be completed and returned promptly, together with the appropriate fee. If fees are not received by the due date, the pupil will not be entered for the exam. Examinations require a lot of hard work, dedication and require attendance at extra examination classes to ensure pupils are at the correct standard by the exam date. These classes are scheduled in addition to syllabus classes and are charged by a separate fee.

13. If a pupil wishes to undertake auditions or other classes at a different school it is professional etiquette to contact the Principal of the School in order for permission to be granted.

14. 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.

15. 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.

16. Parents must fill out a new registration form if their details have changed (no charge for this). The Principal must be notified of any changes of address, contact number and email address.

17. ADULT CLASSES - these classes are no longer pay as you go. They are payable termly in advance. You will be invoiced via email before the start of the term - to secure your place you will need to pay in advance. You will need to provide your name, contact email address and contact phone number. A 10% discount will be offered if more than one adult class is taken per week.

18. Once term has started if we are not allowed to open (for example because of a Lockdown) then all classes will transfer to Zoom, terms fees will be due and no refunds can be given.

School Policies & Procedures

Covid-19

We have undertaken a full COVID 19 risk assessment which is available on request and all staff have undertaken COVID 19 and/or infection prevention and control training. We have full written procedures in place for Parents, Pupils, Staff & Visitors which will be provided to our users.

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.

Cancellations

If there is a bad weather warning in place and you are in doubt about classes taking place please check the Facebook page/website for information. In such cases the school will not reimburse but will carry the lesson over to the next term if necessary. If classes are cancelled due to unforeseen circumstances

and cannot be replaced during the School term in which it was cancelled the School will not reimburse classes but will carry the lesson over to the next term. All teachers will continue with classes, even if there are inadequate numbers of students. In such cases the Principal will be contacted to discuss alterations for that particular class.

Child Protection

At Morphew School of Dance we have a duty of care to safeguard all children. It is our aim to provide children and young people with appropriate safety and protection that attend the School. We abide by The Child Protection Act 2004.

Protection of our Children

At Morphew School 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

If a parent wishes to photograph or film the end of term class this is acceptable provided they only film their own child and no other parent watching the class objects. Morphew School 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 children at the School and we ask that all members of the School notify the School if you do not wish your child to be photographed or filmed when you register with the School. When the School films it's 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 the Morphew School 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 Morphew School of Dance Facebook Page and School email should be the only use of social media contact from current students (under 18) to teachers. Morphew School 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. Morphew School of Dance is committed to protecting the rights and freedoms of individuals with respect to the processing of childrens, 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.

What we do at Morphew School of Dance:

We 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 a password protected laptop.

Paper registration forms are stored in a secured filing cabinet at the School's office.

Hard copy information is destroyed by shredding.

Information about individual children is used in certain documents, such as, the termly register and examination documentations. 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.

COVID-19 - we will provide contact details if requested to do so by Track & Trace.

Morphew School 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 Morphew School of Dance social media sites, unless express permission has been given by the parent and student.

Access to School Email account, personal Data, Newsletters and Examination Details is password protected and is not available to members of the Public, members of the School and or it's staff.

The Principal has sole access to all this data. Our website is managed by Trinity Web Ltd who are GDPR compliant. Our invoicing system Classmanager is GDPR compliant. Our Facebook page has the Principal as Admin and other staff members as Editors.

Portable data storage is not used.

GDPR includes 7 rights for individuals

- 1) The right to be informed
- 2) The right of access
- 3) The right to erasure
- 4) The right to restrict processing
- 5) The right to data portability
- 6) The right to object
- 7) The right not to be subject to automated decision-making including profiling

This document was issued by the Principal Gill Dobroczyński, owner of Morphew School of Dance in May 2018.

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