

Footsteps Dance Schools

Terms and Conditions

These are the term and conditions for customers and dancers taking part in classes and events managed by Footsteps Dance School. Terms and conditions must be accepted by all students, parents, or guardians as part of their participation in such classes or events.

Section 1 – Student Registration

1. New students at Footsteps must be registered at Footsteps using the customer portal system on class manager and must also fill out a hard copy of the registration form and GDPR form. The registration system will allow us to learn important details ensuring students' safety and welfare whilst in our care.
2. Existing customers can update details using the customer portal. It is highly important that all details we have about your dancer are up to date. Customers are advised to check their dancers' details annually and ensure classes are up to date.
3. Each Footsteps customer will also have access to invoices, payment information, and class notices via the portal. We recommend checking the portal often for updates and new invoices.

Section 2 – Trial Classes

1. New students or existing students trying a new class are offered a 2-week paid trial before committing to the class for the rest of the term. This allows the student to settle in and adjust to the length of class and get a good feel for the sessions. This also allows the dance teacher to assess the student to make sure it is the right age and ability for your dancer.
2. Trial classes must be booked in advance and students must be registered before participating. An invoice will be sent out before the trial classes commence at the full class fee. Payment options are found on your invoice.
3. An invoice for the remainder of the term will be sent out once the trial has been successfully completed, unless advised otherwise by a parent or carer.

Section 3 – Fees

1. Class fees are invoiced termly and expected to be paid by the end of the first week of term.
2. If customers or families are struggling to pay fees on time, please bring this to the attention of the dance principal so a payment plan can be put in place.

3. Each year Footsteps will publish our term dates on our website (www.dancefootsteps.co.uk). This will, as far as possible, match the term schedule of Sale High School.
4. Fees must be paid in full for that term to ensure the dancers place is held for the following term. If any fees are outstanding by the end of term, they must be paid before your dancer returns for the next term of classes.

Section 4 – Payment

1. Payment for classes and services can be made by bank transfer or cash. Bank details are as follows, Footsteps Dance School **sort:** 09-01-28 **Account:** 70779494. You can also find bank details on the bottom of all your invoices.
2. Please refer to your DANCERS surname as reference to your invoice payments.
3. In the event that debts remain outstanding for long period of time footsteps may recourse to use third party collection agencies.

Section 5 – Class Absences

1. Students who are registered for the class have an obligation to attend and registers will be taken in all dance classes.
2. There are no refunds if a student is absent from a class or classes, and no reductions for part term attendance.
3. We ask that where possible we are notified of any student absences ahead of the class as this does affect the planning and running of the classes.
4. On the rare occasion that classes are cancelled we will credit the class price back to your next invoice payment.
5. If your dancer suffers an injury meaning they cannot participate in the class, but they are well enough to come in and watch we would advise they do so. This allows your dancer to keep on learning and be involved with the class upon recovery.
6. If a student is asked to leave a class based on any of the conditions outlined in the Footsteps policies, they will not be refunded.

Section 6 – Uniform & Class Presentation

1. All classes at Footsteps Dance School have a set uniform, it is mandatory that all dancers move into the uniform after the trial period.
2. All uniform items can be purchased through Footsteps Dance School. This is to ensure everyone has the same brands and items, and dancers look uniform.
3. Dance students must have their hair in a neat style with hair pulled back from the face. Students with short hair are to wear an Alice band and/or clips to keep the hair from the face.

4. If a student comes wearing unsuitable items to dance we may ask for them to be removed. If clothing is unsuitable the dancers may be asked to sit out due to it being deemed unsafe.
5. No jewellery should be worn within dance class.

Section 7 – Class timing

1. Classes may run back-to-back without students having a break. Students should be dressed ready to start the class when entering the dance studio.
2. We ask that students arrive 5 minutes early to class to ensure that they are there to start the class on time.
3. Any students who arrive later than the warm-up and stretching will be asked to warm up separately before re-joining their group.

Section 8 – Code of Conduct

1. We ask parents to drop off and collect dancers from class, with the exception of our Starlets dance class. Parents do not stay and watch the classes.
2. We invite parents and carers back to watch the final 5 minutes of every class. We ask that doors are only opened if the music is not playing.
3. All dancers and parents are expected to adhere to Footsteps behaviour policy within class or dance events.
4. Students must always drink plenty of fluids during classes. This is to be either water or squash. No carbonated drinks. Students are not permitted to eat or chew gum whilst participating in class.
5. Students are responsible for their own property and bring items at their own risk.
6. Students are not permitted to leave class unless authorised to do so by the teacher.
7. All students that take part in acrobatic class will be required to sign a waiver.
8. Physical contact of the student by the teacher is necessary to correct form, posture and to support movements that may put the student at risk of injury.

Section 9 – Parents code of conduct

1. Parents are responsible for picking up their dancer from the studio at the end of class. Parents and carers are welcome to come and watch the final 5 minutes of every class at Footsteps.
2. If you wish to speak to a class teacher please do so at the end of class, or alternatively please email us: footstepsdanceschool11@gmail.com
3. If practice videos are sent, please encourage your dancer to practice. This will be for their own benefit.

4. Please make sure we are aware who is picking up your dancer if it is not a familiar adult we know. Footsteps staff have the right to question anyone we don't recognise if we haven't been advised.

Section 10 – Miscellaneous

1. Please make sure you keep your GDPR requirements up to date with the Footsteps staff.
2. All videos sent for practice must not be shared or put on social media. They will have been sent for enjoyment or practice purposes.
3. Our timetable can change at our discretion, and you will be informed by email, the portal, social media and text messages.
4. Footsteps Dance School is affiliated with the IDTA (International dance teachers association) ISTD (Imperial Society of teachers of Dancing) AA (Acrobatics Arts) and National Performing Arts Alliance (NPAA).
5. All examinations taken by the students are accredited by the above boards.
6. A certain amount of risk is carried by any physical activity. Students taking part in any classes or events run by Footsteps Dance School do so at their own risk.