

FUTURE FACES TERMS & CONDITIONS.



DISCLAIMER

This rolling agreement is made between the parent/guardian of each student and Future Faces Lutterworth Limited (Future Faces) and is always valid whilst the student is enrolled at the school and until such time as written notice is given. By enrolling your child at Future Faces, you accept the following terms and conditions of enrolment.

SECTION 1 - FEES

- Fees are due every month and regardless of attendance all lessons must be paid for in advance. Your booking is not confirmed until payment has been received. Paid for spaces will be given priority. Fees are non-refundable.
- SUBSCRIPTIONS - Monthly payments take into account the total amount of classes per year and then split into 12 monthly payments.

WEEKLY FEES:

- SMILEY FACES £9.75
 - FUTURE FACES THEATRE SCHOOL £19.50
 - TRINITY CLASSES £10
- Show card fees will be due four weeks before each production payable in cash. Showcard fees are set and announced at the start of each full term.
 - A discount of 20% is given to siblings attending the same class.

PAYING FEES

- Payment can be made via the class4kids portal
- It is your responsibility to make sure that there are sufficient funds in your account and that the saved card is valid. If an automatic payment has failed, you will be notified and a manual payment to Future Faces will then be required to retain your space in the class. You will be responsible for any fees or penalties that Future Faces incurs as a result of a failed payment.
- If you fail to pay your child may be removed from the class list without notice

Please note: all cancellations need to be in writing, not face to face.

SECTION 2 - REGISTRATON, ATTENDANCE AND ABCENCE

- A register for each class is maintained by the teacher who records students' attendance for the purpose of health and safety and security
- Students are expected to attend the full term and should only miss classes if they are unable to attend due to illness.
- Parents must inform Future Faces if their child is not able to make a class by phone, or email.
- If a student fails to attend classes on 2 or more consecutive occasions without notice/reason they may be removed from the class list.
- Poor attendance may hinder a student's chance to enter an examination or performance.

SECTION 3 - RIGHT TO ATTEND, CHANGE CLASSES AND WITHDRAW OR TERMINATE ATTENDANCE

- All current Future Faces students are guaranteed a space in a FF class and will be automatically enrolled into the next term.
- Our usual cancellation policy is 4 weeks, we ask all our parents to provide us with at least 4 weeks' notice of when they would like to cancel, an example of this would be if a parent sends us written confirmation that they would like to cancel on 1st April, then they would still be able to attend sessions throughout April and we would cancel from May.
- If a student wishes to change and/or start an additional class, then consent is required from the Parent / Legal Guardian

Section 4 - HOLIDAY CAMPS / WORKSHOPS

- Payment for holiday camps / workshops must be paid by the date stipulated by Future Faces at the time of booking. Payment can be paid through the online booking system (class4kids)

SECTION 5 - UNIFORM

- Uniform must be worn by all students whenever they attend Future Faces. Only Future Faces T-shirts and Hoodies are permitted. Students must wear all black jazz pants or tracksuit bottoms. No logos or other colours should be visible. Only all black socks are acceptable. If leggings are worn, then they must be all black. Only black jazz shoes or black jazz trainers are acceptable. No other footwear is acceptable. (These should not be worn into the studios but changed into prior to commencement of the lesson.)
- Students must be properly groomed for all lessons, this means correct uniform, hair, and shoes. Long hair should be tied for all lessons.
- Jewellery must not be worn for any lessons; this includes earrings, rings, necklaces, and watches

SECTION 6 - PHOTOGRAPHY AND MARKETING

- Pupils may on occasions be photographed or filmed during class and performances. By taking part in our school activities, you are agreeing to this happening. Photography may be used on social media, such as Facebook and Instagram. This will only be used by Future Faces official pages. You must declare if you do not want your child to be photographed for marketing use and keep us up to date should this change using the given email address or phone number.

SECTION 7 - CONDUCT

- Parents should be aware that due to the nature of dance it is necessary for the teacher to use appropriate physical contact when training young dancers.
- Any aggressive or rude behaviour towards a member of staff will not be tolerated. Future Faces reserve the right to remove from our programme, without refund, anyone who is found to be bullying, misbehaving, or displaying disruptive behaviour.
- If you wish to discuss any aspect of your child's learning, we ask that you communicate through email or telephone to arrange a time where we can speak without interrupting lessons. Correspondence and Newsletters will be sent via email for those with access to email or sent via post for those without internet access.

SECTION 8 - MEDICAL DISCLOSURE

- Students participate at their own risk and are obliged to inform Future Faces of any existing injuries or medical condition. All enrolment forms must have any known medical conditions stated and any changes to such information must be notified to Future Faces immediately in writing. Teachers hold a DBS (formally known as CRB) Enhanced Disclosure Certificate for working with children.
- If you are unsure whether a student should participate in any activity, please consult the Student's GP before enrolling the Student with Future Faces. Any medication left on the school premises must be clearly labelled and the student should, unless Future Faces has agreed in writing otherwise, be able to administer it themselves.
- If a student is unwell or has an accident requiring emergency treatment, the Parent will be contacted via the emergency contact details provided on the enrolment form. This number must always be contactable whilst the student is attending the Future Faces Activity.
- You must refrain from bringing your child to class if they have had any form of illness within 48 hours of the class.
- You must declare all medical conditions during registration and keep us up to date should this change by emailing/calling us at - futurefaceslutterworth@gmail.com. Parents are solely responsible for ensuring that the emergency contact details on Future Faces records are up to date.

SECTION 9 - ACTIVITY PROVIDER

- The school carries Liability Insurance for the teaching of all activities.
- Teachers hold a DBS (formally known as CRB) Enhanced Disclosure Certificate for working with children.

- It is more beneficial for the student and teacher when the parents are not directly in the classroom therefore, we do not regularly allow parent observation. However, for new or very young students it is acceptable for a parent to remain in the class until the student is settled.
- The school is only responsible for students while in the building. We encourage parents to collect their children from inside the studios and on time. Students will not be allowed to leave the building until an adult is able to collect them.
- Students are obliged to take care of their own belongings.
- Future Faces can accept no liability for lost or damaged belongings.
- Any lost or forgotten items if found will be put in the lost property box reception.
Please note this is cleared out termly by Future Faces note this is cleared out termly by Future Faces.

SECTION 10 - PERFORMANCE / EXAMINATIONS

- Students are invited to participate in the Future Faces productions. Written notice must be given if student is not wishing to participate. Putting on a production is a huge commitment and by participating you must attend all rehearsals and be available for additional rehearsals when required, failure to attend may result in show parts being changed.
- Costumes must be well looked after and returned promptly no later than the week after the production.
- Students are entered TRINITY examinations at the Teachers discretion. Students will only be entered when they are at examination standard. Examinations are not compulsory, and should a student not wish to take an exam it is acceptable for them to participate in Examination Classes.
- Fees for students entering examinations will be payable seven weeks prior to the examination date.

SECTION 11 - PRIVACY

- As a business we collect, process and hold certain pieces of personal data from Parents/ individuals book onto our classes.
- As a parent/ legal guardian / attendee you have the right to request that your information is correct, changed or completely removed. You can contact us directly to request information on the date we hold about you. You can read our full Privacy Policy, including supporting Future Faces Polices, on our website: www.futurefaceslutterworth.co.uk

You Confirm you have read, understood, and agreed to our Privacy Policy, and aware of our Safeguarding.

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www.futurefaceslutterworth.co.uk

