

# Salford Community Leisure's Dance Team Terms and Conditions

## 1 Important Information:

**1.1** Dance activities: in addition to your child's dance class, your child may be offered the opportunity to perform/take part in shows, exams, competitions and other dance activities. As part of the entry into these events your child's data/information may be shared with event organisers, exam boards, chaperones, and local authority Licensing Officers. Performances, events, competitions, and exam sessions may vary in type of dance activity, venue, times, days, etc and will be arranged between the individual/group and Salford Community Leisure.

**1.2** Digital images will be taken for the purpose of producing performance, show and competition web links.

**1.3** In most classes parents/guardians will be unable to wait on site during the class except in the following circumstances (space permitting): Your child is new to the class and would like the reassurance of you being on site. Please note you may be unable to wait within the class and after a few weeks you may be unable to continue to wait on site (dependent on the venue). Your child attends a class where we have requested a parent/guardian remain on site for example; classes for dancer under 4year olds or your child has a disability/ additional need.

**1.4** Under 8's will be supervised to and from the toilet. We are unable to help with any aspect of toileting- for Ballet, Tap and Disco classes, if your child struggles with their leotard they can wear leggings and a t-shirt. Over 8's will be allowed to go to and from the toilet without supervision.

**1.5** Dancers must bring their own drink.

**1.6** The parent is responsible for the safe and timely collection of their child after the class or event has finished.

**1.7** Ground rules apply and should the child abscond from the group and not re-join, we will inform the Parent / Guardian and contact the police. At this point the child no longer becomes the responsibility of SCL staff as they are required to look after the other children.

**1.8** All items of clothing, jewellery, mobile phones etc. remain the sole responsibility of the owner. SCL staff are under instruction not to be responsible for the safekeeping of any such items. SCL strongly advise that children do not bring such items to the activities.

**1.9** By booking your child a place on the dance sessions you agree that your child is in good health and will inform the teacher if this changes. If your child has a disability, additional need, health condition or allergy, please detail during registration and inform the teacher advising if we need to make any reasonable adjustments to our sessions. SCL staff/ the organisers of the activities are not allowed and cannot be responsible for the administering of prescribed medication.

We will plan and deliver fun and enjoyable dance sessions which are appropriate for the age and ability of the group. If you have told us that your child has a disability, condition or allergy we will endeavour to make any necessary reasonable adjustments to our sessions.

## 2. Student/parent/carer code of conduct.

### 2.1 We expect that our students/parents/carers:

i. Treat staff and others within the class/centre with kindness, courtesy and respect. ii. Do not use inappropriate or offensive language to staff or others within the class/centre. iii. Adhere to all instructions given by our team members and follow the appropriate signage. iv Use the venues equipment and property in an appropriate manner. v. Report incidents or concerns about the conduct of others to one of our team members immediately.

### 2.2 Mobile Phones

i. Mobile Phones and other devices capable of taking images are not allowed in changing or toilet facilities.

ii. Mobile phones are not to be used during class. They can remain in the dancer's bags for emergencies and use before or after the class. Dancers are not allowed to take images of other dancers within the class or staff without prior consent. Dancers are not allowed to show inappropriate images to others within the class or to staff members.

iii. Parents/Carers are not allowed to take images of the dancers whilst they are in class.

**2.3** Please note SCLL can prevent anyone from entering facilities if their appearance, conduct or health is inappropriate, unsuitable or puts themselves or others at risk. We take the well-being of our students and employees very seriously, on no account will verbal or physical abuse be tolerated.

**2.4 *Fortunately, across all our venues and those millions of visits, incidents are few and far between. However, where necessary, Salford Community Leisure Management may take action against breaches of our Code of Conduct by either:***

Refusing permission to access one of our provisions or sessions, implementing an exclusion period across all Active Communities activities for a set period or informing Greater Manchester Police.

**2.5** Salford Community Leisure have Safeguarding Policies and Procedures which will be followed if required.

## 3. Enrolment and fees

3.1 SCLL will create a customer account for your child using the details provided during registration. The account will be used to manage bookings and payments of lesson fees and other items e.g. dance uniform and exams. Fees will be calculated based on the number of weeks in each block payment period. The number of weeks may differ from block to block. An email will be sent to the email provided at registration detailing the length of the block and how to pay for the sessions. Communication will be via email for all other payments, class updates and dance activities.

3.2 The paying of fees offers pupils the ability to attend the lesson programme. Payers must be at least 18 years old or 16 years old if paying for themselves. Enrolment starts the day of joining and is non-transferable.

3.3 Fee's must be paid at the start of the course for the full duration of the course, weekly payments are not available. If SCLL do not receive payment for the sessions, your child may be refused entry to the class until the fee is paid.

3.4 If the pupil fails to attend a lesson or only attends part of a lesson for any reason, refunds/credits/deduction of fees or extension to the lesson will not be offered. Credits can be applied for long term sickness. To qualify for the credits, evidence from a medical professional must be submitted to [Louise.Seddon@scll.co.uk](mailto:Louise.Seddon@scll.co.uk).

3.5 We will endeavour to ensure all lessons take place, however, SCLL gives no guarantee that a particular lesson will take place. If SCLL cancel a lesson a credit will be applied for use against future bookings.

3.6 Whilst we will endeavour to keep the same teacher for each lesson, SCLL gives no guarantee that the same teacher will take the lesson each week and may change the teacher without any prior notice.

3.7 SCLL gives no guarantee of availability when the pupil is due to progress to the next stage of the programme.

3.8 If your child does not attend for three consecutive weeks and you have not made contact with the team to inform them of non attendance, they will be removed from the class and their place offered to the waiting list.

3.9 SCLL will automatically book your child on to the next block of sessions providing that the current course and all other debts are paid. If the pupil would like to stop their lessons, please email [Louise.Seddon@scll.co.uk](mailto:Louise.Seddon@scll.co.uk) and they will not be booked on to the next term. Please note no refunds/credits for missed classes will be offered in accordance with point 3.4

## 4 Eligibility

**4.1** Lesson suitability, pupil's ability and progression through the various stages are at the sole discretion of SCLL.

**4.2** Pupils must wear appropriate dance attire and footwear for every lesson and SCLL have sole discretion to deem them as such. SCL Dance advise that you purchase Ballet, Tap and Modern Jazz uniform from their shop to ensure the suitability of the uniform and shoes for lessons and exams.

**4.3** SCLL can prevent anyone from entering facilities if their appearance, conduct or health is inappropriate, unsuitable or puts themselves or others at risk.

**4.4** SCLL will not be responsible for any loss incurred if SCLL fail to provide a lesson.

**4.5** The Pupil's photograph may be taken at a leisure centre session for identification purposes.

**4.6** SCLL reserves the right to temporarily change opening hours and activities available for operational needs or unforeseen circumstances.

## 5 Cancellation of enrolment by SCL

**5.1** SCLL can cancel the membership immediately or by giving advanced notice if the parent/carer or student commits a serious or repeated breach of this agreement or the student conduct.

## 6. Contact

**6.1** Any communication sent out will be sent to the latest email address that SCLL have on file for the payer and the payer is responsible for making sure all personal and contact details are up to date for both the pupil and themselves.

## 7. Complaints, compliments and further information

**7.1** For general enquiries please contact [dance@scll.co.uk](mailto:dance@scll.co.uk)

**7.2** For Complaints and compliments, please contact [Louise.Seddon@scll.co.uk](mailto:Louise.Seddon@scll.co.uk) or [Cheryl.Keenan@scll.co.uk](mailto:Cheryl.Keenan@scll.co.uk).