



## **POLICIES, TERMS AND CONDITIONS**

Below you will find important information which we request all parents read carefully before confirming your understanding of our policies, and your acceptance of our terms and conditions, when paying for your child's classes.

Please share and discuss the relevant sections with your children as appropriate.

1. Registration and fees
2. Refunds / cancelations
- 3.
4. Notice period
5. Timetable changes
6. Photographs / filming
7. Code of conduct
8. Child Safety policy
9. Child Protection policy
10. Policy re Physical Contact
11. GDPR policy

### **1 REGISTRATION AND FEES**

We will make classes available to book online at [bourn-to-dance.class4kids.co.uk](http://bourn-to-dance.class4kids.co.uk), soon after half term of the previous term. You should book the next term's classes and pay for them, no later than the end of the previous term. If you wish to book for the coming term but you will miss the deadline to pay, please email Oonagh, to request an extension to the payment deadline, and to ensure your slot in the class is not given to someone else.

Class fees are fixed. Termly fees vary based on how many classes will be held in each term. Any increase in class fees will be notified to you by email at least one term in advance of any increased fee being implemented.

Payment can be made:

- By credit or debit card via Class4Kids, in which case a very small fee is added by Class4Kids to cover this.
- If you prefer to pay by bank transfer directly to the Bourn to Dance bank account, you avoid the additional Class4Kids processing fee. To find our bank details click 'Further payment methods'. If you cannot see our bank details shown at the Class4Kids site simply contact Oonagh to request these.

## **2 REFUNDS / CANCELLATIONS**

No refunds will be given due to your child not being able to attend class, except under exceptional circumstances and at Oonagh's discretion.

If we have to cancel a class that you have paid for, we aim to offer another class instead (this is usually done by extending the term by one further week). Otherwise we will credit you with a class for the following term's fees.

## **3 NOTICE PERIOD**

When you book and pay for your first term of classes, you are committing to booking and paying for future terms on an ongoing basis. If you plan to give up a class, please note that we require half a term's notice in writing (by email), or 50% of the following term's fee in lieu of notice.

## **4 TIMETABLE CHANGES**

We aim to keep class times constant for all pupils but sometimes, changing a class time and/or venue is unavoidable. We aim to give one term's notice of such changes. If, however, we have to change a class time/venue at short notice and your child has to leave the class because of this, the rule for notice period (3, above) will be waived as appropriate.

## **5 PHOTOGRAPHS AND FILMING**

We do take photos and video footage of the children from time to time and use it to help with marketing for the school. Please indicate clearly when booking your child's class if you do not allow us to take such photos of your child.

## **6 CODE OF CONDUCT**

- Children should arrive promptly, correctly dressed and attend classes regularly. If hair is long enough to do so it should be tied back in a bun, pony tail or similar.

Even short hair should always be back off the face, using clips or Alice band or similar.

- Children should wear the correct Bourn to Dance uniform for class. New pupils may attend no more than their first 3 classes with incorrect uniform. Our uniform can be ordered at [brn.mydancestore.co.uk](http://brn.mydancestore.co.uk)
- Students participate at their own risk and are obliged to inform the staff of any existing injuries or medical conditions.
- During class, children are expected to listen and focus, and we discourage a noisy atmosphere in the room. If a child is causing disruption they may be asked to leave the lesson. Please ensure you wait outside the class for at least the first 2-3 classes your child attends, to be sure they have settled in (depending on your child's age, of course.)
- You/your children are responsible for your/your children's belongings. We recommend you name items of uniform, especially cardigans that are only worn for part of class. Although we will store any lost property that we find after class, we cannot be liable for lost or damaged property

## **7 CHILD SAFETY POLICY**

- Our teachers are responsible for your children's safety while in class, for the duration of the class itself. Please ensure you are waiting for your child when they leave the hall at the end of their class. You should make sure your child understands that if for any reason you are not there when they finish class, they must come back into the hall and wait for you while watching the next class. (Also please get a message to the teacher if you are delayed for more than 15 minutes.)
- If your child is under 10 years old and they are being collected by someone else, you must inform Oonagh or your class teacher in advance.
- If your child is 10 years or older and they inform us that they are going home with a friend who we know, we will trust your child. Please inform us if you are not happy with this policy.

## **8 CHILD PROTECTION POLICY**

Bourn to Dance will promote and maintain the welfare of every child in our care and seeks to protect them from harm regardless of race, age, disability, gender, sexual orientation, religious belief or any other form of identity or creed. We will create a safe and welcoming environment for all. To protect children in our care we will

- Value and respect children and listen to what they have to say
- Ensure all required checks are made when hiring staff, and ensure that those in regular contact with children will hold a current DBS check. Staff will also have appropriate training in First Aid
- Ensure any staff have appropriate training for the work they do at Bourn to Dance. The school takes the long-term physical well-being of students very seriously and strives to ensure that ballet training will strengthen and improve physical health, and never be harmful to children’s growing bodies.
- Take responsibility for children’s safety when in our care
- Seek permission from parents before taking photographs or film of students and before sharing the images in any way
- Share our policy with all staff, parents and students

## **9 POLICY REGARDING PHYSICAL CONTACT**

Teaching dance is a physical activity and a teacher will sometimes need to make physical contact with a student to show an idea or to correct the student’s position. This can include:

- Adjusting arms, legs, rib cage, hips, feet, hands
- Moving one student in relation to another (when they are very young)

Where contact is needed, we will remain sensitive to the child/student’s wishes and put their welfare first. In all cases, we will say why and how we will be correcting the student’s position before making any contact.

We encourage you, your children and our students to report any concerns.

## **10 GDPR POLICY (General Data Protection Regulations)**

### **What we do and do not do at Bourn to 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 purely for the use of emergency contact only.
- Personal data is stored in a password encrypted database through the Class4Kids system. Email addresses are stored on our school computer, which is password protected and is not accessible by anyone other than the Principle.

- We do not keep any school registers or any of your data on paper, at all. Everything is stored digitally.
- We collect the personal data of people making enquiries about our school, and those on the waiting list to join. These records too are stored digitally, on the Class4Kids system and on the school computer, both of which are password encrypted. Digitally stored data is deleted one year after a pupil leaves our school, or after any last contact from someone interested in joining.
- With parents' agreement, Bourn to Dance stores images of pupils as photographs or video clips. No names are stored with images on our computer, on social media or on the website.

## **GDPR includes 7 rights for individuals**

### **1) The right to be informed**

Bourn to Dance is registered with the Imperial Society of Teachers in Dance (ISTD) and as so, is required to collect and manage certain data. The school collects parent's and or guardian's names, addresses, emergency telephone numbers and email addresses. We also collect children's' full names, addresses, date of birth along with any SEN requirements and are stored via a secure electronic system Class4Kids, and some of this data is also on the school computer.

As an Employer of self employed practitioners, Bourn to Dance is required to hold data on its Teachers such as names, addresses, email addresses, telephone numbers and bank details. Information such as Disclosure and Barring Service checks (DBS), personal Public Liability insurance, First Aid Certificate's, Membership details and any qualification's. This information stored securely in the school's password protected computer, only accessible by the Principal.

### **2) The right of access**

At any point an individual can make a request relating to their data and Bourn to Dance will need to provide a response (within 1 month).

### **3) The right to erasure**

You have the right to request the deletion of your data where there is no compelling reason for its continued use. However Bourn to Dance has a legal duty to keep student and parents details for 12 months. Self Employed Teaching records will be erased when the member leaves their position.

### **4) The right to restrict processing**

Parents, visitors and staff can object to Bourn to Dance processing their data. This means that records can be stored but must not be used in any way, for example School Newsletters, General Emails about School news and updates. In this situation, The School has no obligation to refund any classes missed or cancelled due to 'lack of communication'. It will be the parents responsibility to ensure they are informed about the termly event's happening at the School, cancelled classes, etc.

#### **5) Data portability**

Bourn to Dance will transfer data such as student dates of birth and exam pin number's to the ISTD to be able to enter students in ISTD Exams. In this case, the ISTD uses secure file transfer systems and have their own policies and procedures in place in relation to GDPR. In addition, student data will be transferred to chaperoning staff when they are working with us at a performance in a theatre or similar. This is the only time we may hold children's names and emergency contact details on paper. This paper will be stored securely by trained and registered chaperoning staff, for the duration of a rehearsal / performance period only, and then Bourn to Dance will ensure all paper copies are shredded.

#### **6) The right to object**

Parents, visitors and staff can object to their data being used for certain activities like marketing or research.

#### **7) The right not to be subject to automated decision-making including profiling.**

Automated decisions and profiling are used for marketing based organisations. Bourn to Dance does not use personal data for such purposes.

These policies were issued by the Principal, Oonagh Phelan, owner of Bourn to Dance in July 2020, and were last reviewed in June 2024.

Next policy review date: January 2025