

Terms and Conditions

Admissions and Payment

- Term fees are payable at the beginning of each term. Payment is via cash, Bacs or cheque made payable to 'Poised Performing Arts'. A student's name must be used as a reference when making the transfer.
- Fees are payable termly in advance and no later than the second class of each new term. If your child turns up to class without the fee having been paid, they will not be allowed to participate. A written reminder for fees not paid after the second class of term will incur a £5 administration charge.
- If a student wishes to withdraw from the school or class, notice must be given in writing 6 weeks before the end of term. Failure to do so will result in the next term's fees being charged.
- Should any pupil wish to discontinue any class or leave the school, refunds for any unused classes will not be given.
- Fees for missed lessons cannot be transferred to the following term.
- Examination payments must be received by the specified closing date or the student will not be entered for the exam session.

Refunds/Cancellations

- In the event of student absence classes are non-refundable.
- If classes are cancelled due to teacher illness or unavailability of dance studio, they will be rescheduled at the earliest convenience.

Students

- Students must be dressed in the correct uniform for each class. New students are expected to be wearing the correct uniform by the end of their first term.

- Students must conduct themselves in a disciplined manner while on the school's premises. This will ensure the safety and well-being of all students and their families.
- The school is only responsible for students whilst they are in class.
- No jewellery or watches are to be worn in class for health and safety reasons. Hair must be tied back off of the face.
- Poised Performing Arts cannot be held liable for any lost or damaged belongings. Please ensure all of your dance wear is named.
- Poised Performing Arts reserves the right to dismiss any student whose behaviour is deemed disruptive or unacceptable, with immediate affect. No refund will be given.

Parents/Guardians

- All students are required to register on our website within one week of starting class.
- Children of primary school age and under must be collected from the studio by their Parent/Guardian or responsible adult. The teacher must be informed if collection is undertaken by persons other than the child's parent or legal guardian.
- All correspondence will be sent via email with updates displayed on the website and social media pages. Parents/Guardians must provide a valid email address and ensure that they have added our details to their contacts list to avoid such information going into spam/junk folders.