

Sophie elizabeth dance academy

Covid Enrolment Documents





**Welcome Letter**

Dear Parents / Guardians,

On behalf of everybody involved within the school, I would like to take this opportunity to welcome you to the *Academy.* During their time with us, children learn the skills in Ballet, Contemporary, Solo Work, Jazz and Musical Theatre, developing skills and confidence. The skills learnt in each of these classes work towards annual competitions, annual showcases, festivals, fetes and carnivals. However, our main focus is that the children build **CONFIDENCE** and have lots of **FUN!** During the Dance Year we present an *Awards Night* where children are praised for their hard work throughout the year.   
In our lesson, parents are welcome to stay in the class and watch their weekly improvements, or you are welcome to drop them off and wait for the reveal of their routines in performances.

During COVID-19, we are experiencing the timetable and class structure to change slightly as the month’s progress, this is to allow us to keep up with Government Guidelines and keep everyone safe. These are not permanent changes, but are arranged to suit students and parents, plus breaking up the day / week.

From September classes will be as normal – more classes will be added to a Saturday should the numbers exceed Government Guidelines. As it stands, term time classes will remain indoors, however Summer half term classes will be held outside.

As some of these sessions are being held outside, we have put together a small risk assessment but have to point out to parents some of the risks. These being uneven ground, wet underfoot, sticks – twigs – debris, animals on the field and hay-fever / pollen.

Please be advised to wear appropriate clothing, including trainers, clothes you do not mind getting dirty when doing floor work or learning tricks, water or drinks, sun-block, hooded jacket.

Being outside, we like to be prepared for any sudden changes in weather, so please bring appropriate items for such circumstances.

Our September pricings are changing from £4 to £5, however if you are an existing member, it will increase by £0.50p.

Payments are required **BEFORE** your first paying class. Anyone who has difficulty with the payments must contact MISS SOPHIE directly before the payment is due. Those who do not pay on time may risk the extra charge or not be able to join in the session. This is to allow a fair scheme across the Academy and that the Academy is able to maintain scheduled payments for room hire.

Breakdown of classes:   
1 child = £5 x 5/6/7 weeks = £25 / £30 / £35  
2+ children = Receive 15% discount off classes   
Multiple Classes = Receive 15% discount off classes

An invoice will be given to parents before the half term break and payment can be made by bank transference, cheque or cash. OPTIONS FOR MONTLY BANK TRANSFERENCES ARE PREFERABLE.

Classes do not run throughout the half term due to children vacations; however opportunities for intensive workshops and Party Camps are available.

**ABSENCES**

SHOULD YOU SHOW ANY SIGNS OF ILLNESS OR COVID – PLEASE DO NOT ATTEND SESSIONS

Should you know of a time period or dates of absences (for example holidays, doctors app etc.) or any reason why the child may not be able to attend class, once the invoice is given, please tell the Teacher so that they can amend class structure and offer place to another. As you are aware, we are at limited numbers of capacity due to COVID and places can be offered out to others.

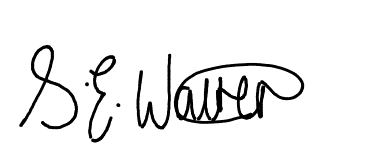
The Academy does have a FaceBook and Instagram page where pictures are uploaded and information or reminders are posted. Please ‘Like’ the page <https://www.facebook.com/SophieElizabethDanceAcademy/> and follow us on https://www.instagram.com/sophie\_eliza763 . We also use Whatsapp group team messages to ensure that information is received by all parents, so if you have not got the app, please download it from your App Store.

**UNIFORM**

The dance school will be having a new uniform from September 2020 from a different supplier. All you will need to do is, contact them directly, and order your size, state your team name and the name of the child. It is required that all children have suitable footwear for their classes and knee pads to prevent injury. Knee pads are to be black; however trainers can be any style you choose.

The Academy is fully committed to safeguarding and promoting the well being of all students and staff associated with us.   
I will greatly appreciate the co-operation with the guidelines outlined above, as it aids the smooth safe running of the school. If you have any queries, please do not hesitate to contact me via the website, mobile (07850 141390) or by email: [sophiewalters763@gmail.com](mailto:sophiewalters763@gmail.com) or through FaceBook. Finally, I thoroughly hope you/your child enjoys their time dancing with us.

Thank you in advance for your support,



Sophie Walters  
Principal

|  |  |
| --- | --- |
| Name: |  |
| Age: |  |
| Address: |  |
| Emergency Contact: | Relation:  Number: |
| Personal Number: |  |
| Email Address: |  |
| Medical Requirements: |  |
| Consent for Photos / Videos | YES / NO |

|  |  |  |
| --- | --- | --- |
| **DAY** | **CLASS** | **TICK** |
| *Monday (Bridgnorth)* | *Street Age 12+* |  |
| *Tuesday (Scout Hut)* | *Private Lesson* |  |
| *Tuesday (Scout Hut)* | *Contemporary Age 11+* |  |
| *Tuesday (Scout Hut)* | *Commercial Age 11+* |  |
| *Thursday (Allen Hall)* | *Street Dance Age 3-6* |  |
| *Thursday (Allen Hall)* | *Street Dance Age 6-10* |  |
| *Thursday (Allen Hall)* | *Street Dance Age 11+* |  |
| *Saturday (Guide Hut)* | *Private Lessons Age 14+* |  |
| *Saturday (Guide Hut)* | *Street Dance Age 14+* |  |
| *Saturday (Guide Hut)* | *Contemporary Age 14+* |  |
| *Saturday (Guide Hut)* | *Street Dance Age 11+* |  |
| *Saturday (Guide Hut)* | *Contemporary Age 11+* |  |
| *Saturday (Guide Hut)* | *Private Lessons Age 11+* |  |
|  |  |  |

Cheques payable to: Miss Sophie E Walters

Bank Transference: 30-90-82 10818968

Quoting the students name in the reference.

\*if payment is made online, please message to inform that the transaction has been authorised\*

**Terms and Conditions**

1. Fees are payable monthly / half termly in **the first week of class** **and no later than the second class** of each new term. If your child turns up to class without the fee having been paid, and unless you have a prior written agreement with SEDA as regards fee payment, 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.  
Competition, Shows, Events with the School must return the forms handed to you in lesson **no later than the following week**. Parents who fail to comply may risk in their child not able to perform.

2. Fees are based on a 5-7 week half term as indicated on the timetable of SEDA.

3. Invoice and remittance notices will be provided at the end of each term for the following term. Please write students name on the back of cheques written out to SOPHIE WALTERS.. Use of Internet Banking clearly states invoice number and student name.

4. Receipts will only be provided upon request. Fees are subject to change and SEDA will notify you in advance of any increase in fees.

5. All new students are required to pay a £10.00 registration fee (one fee per family).  The fees becomes payable in full after the new student has attended the first class.

6. Your child’s class attendance must be confirmed by the deadline stated on the invoice in order to secure their place for the following term.

7. Half a term’s (i.e. 6 weeks) written notice to the Principal is required for any pupil wishing to discontinue any class or leave the school.  If the required notice is not received, the full payment of the pupil’s fees for the following term will be due.

8. Should any pupil wish to discontinue any class or leave the school, refunds for any unused classes will not be given.

8b. Any child or family member showing symptoms of COVID -19 must not enter the Studios. They must isolate for 14 days and message Miss Sophie / Martyn when you expect your return. Should you start showing symptoms, you must contact Miss Sophie / Martyn immediately in order to isolate the class for 14 days including the teacher. This is vital as we do not want to self isolate when classes have resumed.

9. Prior permission must be sought from any pupil wishing to participate in, amateur or professional productions and festivals and competitions.

10. Parents who book private lessons, whether for festivals, competitions, exam coaching or otherwise, must pay in advance for these classes when they are booked. Refunds will not be given in the event of the pupil not attending pre-booked private lessons.  Private lessons will be booked in writing and agreed by pupil, parents and SEDA.

11. Pupils are required to attend competitions and shows with correct uniform agreed by SEDA prior to the event.

12. Please ensure that your child goes to the toilet before class and brings a bottle of water if desired into the class.

13. SEDA does not accept any responsibility for any loss or damage to property left on the premises.

14. Please ensure that SEDA receives any changes to pupil’s contact details in writing.  All details will be held in strict confidentiality (Data Protection Act 1998) and will not be passed on to outside parties except to the ISTD for children doing dancing exams.

15. Filming and photography are not allowed except by permission and with the discretion of the teacher during watch week.

16. Pupils will be asked to leave without notice for any serious breach of the school’s terms and conditions or for any other serious misconduct.

17. The school does not discriminate on background, race or religion, regularly monitors staff to maintain school teaching policies and adheres to Health and Safety procedures to ensure that each child dances in a class appropriate to their level of development.

18. From time to time it is necessary for the teachers to use physical contact when helping to improve pupils’ posture or assist in movements. This includes physical contact between students i.e. holding hands.

19. SEDA does not tolerate bullying or violence between children. Any incident will be investigated and actioned accordingly.

20. When reserving competition / festival / event tickets, you are liable to pay for the requested tickets unless stated on the stated deadline (2 weeks before the event). This allows time to resell the tickets and SEDA company will not be invoiced and charged for unused tickets. Anyone who does not attend the event with reserving tickets will be charged for upon their next lesson.

**21. I understand and give consent to use of photographs and video recordings from time to time including Sophie Elizabeth Dance Academy website/Twitter/ FaceBook/ internet for press and promotional development of the school.**

**22. By enrolling my son/daughter into Sophie Elizabeth Dance Academy, I confirm that I accept the above terms and conditions.**

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Student Name:

Parent Name:

Parent Signature: Date:

Principal Signature: Date: