



## Welcome!

Your document pack contains:

- General Information & Terms and Conditions
- Child Protection, Safety, and Equal Opportunities Policy

Whether you're introducing yourself/your child to dancing, joining friends after school, preparing for a wedding dance, participating in social events or competitions, or simply keeping fit, we have a class for you!

## Our Aim

To offer high-quality dance training in a safe, supportive environment, helping every dancer reach their personal potential while having fun.

If you have any enquiries, please contact our team via email at [info@signatureballroom.co.uk](mailto:info@signatureballroom.co.uk) or speak to us during your next class.

## Contact Details

Phone: 07360 619152

Website: [www.signatureballroom.co.uk](http://www.signatureballroom.co.uk)

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## Your Dance Class

Welcome to our dance classes for children, teenagers, and adults. Below is information about our classes:

- **Class Schedule:** Class times and term dates are displayed on our website and social media. News about examinations and competitions will also be shared.
  - **Examinations and Competitions:** We will notify you if/when we feel you or your child is ready to participate. Let us know if you are interested.
  - **Social Media:** Stay updated by following us on **Facebook** and **Instagram**.
  - **Dance Wear:** Proper attire is essential. Children's Ballroom & Latin classes require the correct shoes; please ask staff for guidance. Adult dancers can also seek advice about suitable footwear from their instructor.
  - **Teacher Availability:** Teachers may be substituted at short notice. If a class is cancelled due to low enrolment, we will issue a full refund.
  - **Valuables:** Students are responsible for their belongings. Signature Ballroom is not liable for loss or damage.
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## Payment

Payments are to be made **in advance via bank transfer**, with bank details provided on invoice.

#### **Classes Key Points:**

- **Trial Classes:** New pupils may pay weekly for their first week as a trial. From the second week onwards, payment for the remaining month or membership is required.
  - **Invoices:** Invoices will be issued via email at the start of each month and will include bank details for payment. It is assumed the invoice has been received unless we are notified otherwise.
  - **Automatic Booking:** Students will automatically be booked in for all scheduled class dates unless we are informed otherwise in advance.
  - **Refunds:** Fees are non-refundable under any circumstances, including for missed classes.
  - **New Students:** We accept new students throughout the term, with fees adjusted accordingly.
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#### **Child Protection and Equal Opportunities**

We prioritise the physical, emotional, and sexual safety of our students. Parents/guardians should:

- Escort children under 18 to and from venues and be punctual in collecting them.
- Remain in waiting areas during classes for children under 12 or inform staff of their absence.
- Acknowledge that teachers have duty of care during stated class times only.

Physical contact may occur during dance instruction. Please notify us in writing if you do not consent to this.

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#### **Behaviour and Social Media**

Students must conduct themselves with respect and discipline. Mobile phones are not permitted during class. When engaging on social media, students must maintain polite and sensible etiquette, upholding the reputation of Signature Ballroom.

Inappropriate behaviour or social media use may result in dismissal.

Many thanks,

The Signature Ballroom Team