



Welcome!

Your document pack contains:

- General information & Terms and Conditions
- Child Protection, Safety and Equal Opportunities Policy
- If you are looking to introduce yourself/your child to dancing, join with your friends after school, learn for your Wedding dance, for social events, competitions, or to keep fit and healthy...we have just the class for you!
- Our aim? To offer a high standard of dance training in a safe encouraging environment; helping every dancer to achieve their own personal potential, and have fun at the same time!
- If you wish to enquire please speak to the team, or email info@signatureballroom.co.uk

We hope you enjoy your class with us. If you would like any more information you can contact us on the details listed above, or speak to us at your next class.

The Signature Ballroom Team

07360 619152

www.signatureballroom.co.uk

Your Dance Class

We would like to welcome you to the dance classes for children, teenagers and adults held by Signature Ballroom. Below, you will find information about the classes that we hold.

- Class times and termly dates are displayed on social media, or on our website. You will also find news of examinations and competitions that pupils may take part in. You will be notified if/when we feel you/your child is ready for an competition/examination. If you are interested in this, please let us know.
- Social Media - find us on Facebook and Instagram to keep yourself up to date with our news.
- Dance Wear – suitable clothing should be worn for your lesson. Children's Ballroom & Latin classes require the correct shoes, please ask a member of staff for details.
- Adult pupils who would like advice on dancing shoes should also speak to their teacher who will advise.
- We reserve the right to change teachers at short notice as and when necessary, or to cancel any course due to insufficient demand. In this case a full refund will be given.
- All valuables will be the responsibility of the student. Signature Ballroom will not be liable for any loss or damage.

Payment

Payments are to be made through our website via membership, by BACS or by card. All classes with Signature Ballroom are to be paid monthly. We allow new pupils to pay weekly for their first week as a trial, and on returning for the second week you may sign up to a membership plan or pay for the remaining weeks of the month in one block.

You can pay this in the following ways:

- a) Via a membership plan online
 - b) By card at the class - for your first class, or for any sporadic classes you may attend
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- All fees are payable in advance or by invoice due date. Invoices will be issued at the start of the first class of each month via email. Invoices will be assumed to have been received unless notified otherwise during the first week of each term.
 - You will be automatically be rebooked onto your class/s for the next term unless we are informed otherwise before the end of the current term.
 - We accept new students throughout the term.
 - Fees are non-refundable under any circumstances. No refunds will be made for missed classes.
 - All fees are payable monthly in advance.

Child Protection and Equal Opportunities Policy

It is the policy of Signature Ballroom, wherever reasonably practical, to safeguard its members from physical, sexual and emotional harm while participating in Dance Sport or Fitness activities. We take all reasonable steps to ensure that, through relevant procedures and training; children do so in a safe environment. To protect the well being of children in our care, we would ask you to be fully aware of the following points.

- We respectfully request that parents or guardians be responsible for escorting young persons under the age of eighteen to and from the venues, and are punctual on collecting.
- That parents or guardians of children under the age of twelve should remain in the waiting areas while classes are in progress. Failing this, that staff are made aware of any absence on the part of the parents or guardians. We expect that students aged 12+ attending classes will leave the class unaccompanied, no longer becoming the responsibility of the teacher in charge, unless we are notified otherwise.
- Signature Ballroom staff are not to be considered in 'loco parentis' outside the halls of tuition. Signature Ballroom's duty of care for a student is during stated class times only and then only to negligence. This is on the condition that they adhere to the rules of behaviour and conduct given by the teacher. Supervision outside of class/performance times is not the responsibility of Signature Ballroom.
- Parents and guardians should be aware that the styles of dance taught at Signature Ballroom necessitate physical contact between teacher and pupil, and I hereby consent to physical correction. If this is not acceptable, the teacher must be notified in writing.
- Where personal tuition is given, parents or guardians are advised to remain in the waiting areas throughout.

Code of Practise and Equal Opportunities

1. The staff of Signature Ballroom do not discriminate and offers equal opportunities to all pupils.
2. The staff hold qualifications relevant to the training they undertake with pupils and are covered by full Public Liability insurance.
3. We undertake to ensure that outside halls used for tuition are safe to use and suitable for the teaching of dancing.

Procedures

1. In the event of illness of pupils under the age of sixteen, prescribed medicines will only be given where permission has been given by the parent/carer.
2. In the event of an accident in class, medical assistance will be sought in cases where it is reasonably deemed necessary.
3. Parents or guardians who will not be present during classes should make full contact details available.
4. It is your responsibility to inform us via the client information form if:
 1. a) You/your child has any medical conditions and/or allergies, special needs or learning disabilities which could affect them during class
 2. b) You/your child has any injuries which could affect them during class. Agreeing to attend a class is a declaration of your fitness.
 3. c) Of any changes to your/your child's circumstances e.g. address, contact details, medical conditions etc.

Model release

- By signing the Signature Ballroom client information form you consent to the following:

Your consent gives permission for images/video footage of yourself/your child to be taken during classes, workshops, parties, demonstrations, events and shows, and for these images/video footage to be lawfully used for the advertising, marketing and promotion of Signature Ballroom. Consent also includes the release of photographs/video footage for sale to parents as mementos of workshops or the rehearsals/shows performed by students of Signature Ballroom. The photographs/ video footage may be used in our promotional material including, but not limited to, flyers, posters, newsletters, course leaflets, advertisements, promotional show reels, web site and press releases. You also relinquish any right to edit/ examine or approve the products or use to which any such image(s) is/are applied in the lawful promotion of Signature Ballroom.

Written confirmation will be required if you wish to opt out of Model Release terms and conditions.

Behaviour

- All students are expected to conduct themselves sensibly during all classes/sessions, showing self-discipline and respect towards others at all times.

- No mobile phones are to be used in class.
- When using social media all students are expected to conduct themselves appropriately and sensibly with polite etiquette. Students should ensure they uphold the reputation of Signature Ballroom. Inappropriate use of social media in association with Signature Ballroom may jeopardise your place.

Competitions

1. By entering into competitions, you are agreeing to further commitment of weekly group and one to one lessons which are expected to be maintained throughout the year. If both classes and one to ones are not maintained then we reserve the right to cancel your competition enrolment.
2. We respectfully request that parents or guardians are responsible for their children's well being throughout the day.
3. It is suggested that if there is concern, that parents or guardians could contact the management of the competition venue to ascertain their safety procedures.

Complaints

In the event of a complaint against Signature Ballroom, this should be made in writing to the following email address: info@signatureballroom.co.uk

Many thanks,

The Signature Ballroom Team