



BPDCCompany Terms and Conditions

Half a term's notice in writing is required for cancellation of classes.

Half a term's fees will be charged if notice is not given.

- Students are required to have the correct uniform and shoes required for the class within 4 weeks of enrolment and to wear hair in a bun for ballet, plaits/off the face for other classes with fringes off the face. In line with Health and Safety if you do not have correct attire or hair you may be asked to sit and watch the class.
- Jewellery should not be worn during class.
- Children should arrive promptly and attend classes regularly.
- Classes run during Term Time on a Weekly basis. Fees must be paid BEFORE the first class of term. This is either in one full payment or paid via instalments agreed with BPDCCompany. By the end of the first week of term, if fees are not paid, there will be a late fee added. Invoices will be sent via our admin system Class Manager and you must have set up a login for this.
- The first introductory lesson is free in any discipline; thereafter lessons will be invoiced per term in advance. Fees are due on the first week of term, or 7 days after invoice date to be paid by cash or BACS.
- An administration charge will apply to any late payment, any discounts will be revoked and tuition not offered if not settled in full. Payment Methods : BACS Account number: 21803013 Sort Code: 60-11-01, Cheque made payable to Bronia Robinson or Cash in an NAMED ENVELOPE.
- Classes are per student and cannot be transferred over to friends or family.
- There are no refunds if a student is absent from class.
- On the very rare occasion that a class is cancelled it will be rescheduled (usually during the school holidays). If it is not possible to reschedule, fees will be subtracted from the forthcoming term fees.
- If a pupil has a long-term illness or injury, fees may be refunded at the Principals discretion. This does not include minor illnesses or holidays taken mid-term.
- If a student is asked to leave a class due to a breach of any of the conditions detailed within this document they will not be refunded.
- You must inform us of changes in contact information, address, telephone, email or medical conditions.
- We will not tolerate rudeness to staff, bullying, racism, threatening or anti-social behaviour. Parents, students or families will be asked to leave the class without notice, depending on severity maybe permanently, without refund.
- All members of staff are subject to an Enhanced DBS check. Physical contact by teaching staff maybe necessary when helping to demonstrate or correct students.
- As part of training, pre-registered or student teachers will sometimes take part of the lesson, teaching assistants may also help with the teacher's instruction and guidance.
- On agreeing to partake in show work you agree to represent the school up to and including the final performance.
- We endeavour to be as environmentally friendly as possible; we will email letters, information, invoices and newsletters. Please check email and keep up to date via our Facebook page and social media.
- All concerns or questions must be directed via telephone or email so not to interrupt class time.
- Students are responsible for their own property and bring items at their own risk.
- BPDCCompany is not responsible for any lost, damaged or stolen items.
- Children of primary school age and under must be collected from the studio by a parent/ carer or responsible adult. Students will not be allowed to leave the studio by themselves unless permission is given in writing from a parent/guardian.

- The teacher must be informed if collection is undertaken by persons other than the child's parent or legal guardian.
- The school timetable may be revised at any time but you will be notified of any changes by email or text.
- A certain amount of risk is carried by any physical activity. Students taking part in any of our classes or events run by BPDCCompany do so at their own risk.
- To ensure the correct teaching of dance, physical contact may be necessary to guide students into the correct stance etc.
- We always make these corrections with due care and respect for dignity. Please contact the office if you have any queries about this.
- Photographs and videos of students may be taken and used as promotional material on our website and/or social media. Please let us know, via email/your initial contact form if you prefer your child not be included.
- Uniform (Children's class only)
- Ballet : Ballet shoes, these must be from a dance shop - Dancia International are our uniform stockists and they will fit shoes correctly. (elastics sewn across instep of foot please ask if unsure) NO ballet shoes from the high street are to be worn.
- Mini Ballet: Aqua Ballet Dress and ballet tights. Hair should be up in a bun and off the face
- Boys : BPDC T-shirt and shorts or Boys Ballet Tights and Unitard. (please speak to Bron if unsure) These items should be purchased from Dancia International - They have our uniform list.
- Junior Ballet: Aqua Ballet Leotard and ballet tights. Hair must be up in a bun and off the face
- Boys : BPDC T-shirt and shorts or Boys Ballet Tights and Unitard. (please speak to Bron if unsure) These items should be purchased from Dancia International - They have our uniform list.
- Inter Ballet : BPDC T-shirt, Black leotard and Tights. Hair must be up in a bun and off the face. Boys : BPDC T-shirt and shorts or Boys Ballet Tights and Unitard - These items should be purchased from Dancia International - They have our uniform list.
- Lyrical :
- Mini/Juniors : If attending Ballet before Lyrical Ballet uniform as above OR jazz/ballet shoes, black/BPDC leggings, BPDC T-shirt. Hair must be up in a bun or off the face.
- Boys: BPDC Tshirt and Black Shorts/ tracksuit bottoms.
- Inters: If attending Ballet before Lyrical Ballet uniform as above OR jazz/ballet shoes. Black Tights/Ballet Tights and Leotard and BPDC Tshirt. Hair must be up and off the face. Boys : BPDC T-shirt and shorts/Tracksuit bottoms.
- Commercial Pop:
- All Ages: Trainers/Jazz shoes/Dance Trainers , BPDC T-shirt, black/BPDC leggings or black tracksuit bottoms. Hair must be back off the face either up or with a hair band.
- When you give us your details we promise to do our best to keep them secure.
- We may use your data to contact you in relation to;
- • news updates about the school • information relating to lesson/show details • fees • emergency notifications (such as changes to planned lessons etc) • records of fees paid and outstanding (and any agreed payment terms) • any other information relevant to the school and your/ your child's lessons and progress.
- In addition, we will use any data relating to medical conditions to ensure that we are able to provide a safe environment for you / your child.
- By ticking the GDPR box in your enrolment form, you consent to:
 1. BPDCCompany sending information that is relevant to you/ your child's dance education by phone, email, text and written communication.
 2. BPDCCompany holding and processing data in relation to your/ your child's medical condition. Please also see our privacy policy for more details.
 Please note that you may withdraw this consent at any time by notifying us at our main business email address.

Half a term's notice in writing is required for cancellation of classes.

Half a term's fees will be charged if notice is not given.

In order to register a student with our school you are deemed to have accepted our terms and conditions above, this is an on-going agreement without end whilst fees continue to be paid. Thank you.