

## **The Ellen Jane School of Dance Terms and Conditions**

Welcome to the Ellen Jane School of Dance, we are very pleased that your child has decided to join us. We wish your child every success and hope they enjoy their time with us. A registration form must be completed when joining the school

Parents also need to register their child on the schools website. The address is [www.ellenjanedance.co.uk](http://www.ellenjanedance.co.uk). Once the front page has opened you need to click on log, you then need to enter a username and password these are made up by yourself. Once you have done this you will receive a confirmation email and you will then be a member of the schools website. Please visit this website on a weekly basis as this website contains a lot of important information regarding the school and forthcoming events.

Uniform is purchased through the school. We have a uniform order form on the website if you can please complete a uniform order form and either email this or print off and give to me at lessons, uniform orders need to be paid for at the time of ordering (cash only).

Tap, ballet and Jazz shoes can be purchased either at Pink Pointes Dancewear shop in Hornchurch, they have a comprehensive list of our requirements and will be able to assist you. Alternatively you may wish to use the internet for these items, some good websites are Dance Gear Direct, or Dancewear Central and Amazon

**If lessons are missed for more than two weeks without notification children may forfeit their place in a routine. Parents must ring and inform me if their child is unable to attend their lesson before the start of class. Also fees are still payable when lessons are missed.**

Fees are to be bank transferred two weekly in advance on a Tuesday using these account details. (Santander - Sort code 09 -01-29, Account number 03263107). You need to use your daughters first name and surname as reference. Fees must be paid on time, some banks do take a few days to clear bank transfers so please ensure that if this is the case and an instant payment cannot be made, to ensure that the fee is transferred in enough time to clear into my bank on the Tuesday, a 5% charge will be added to all late fees.

**It is vital for all children to attend all lessons so that they do not fall behind in their exam and troupe work.**

Holidays:

We run alongside the school term, apart from the Summer Holidays when the school is only shut for the period of August, lesson will continue up until the last date in July and lessons will commence back early September.

**All children attending the school should have their hair tied back into a bun or high pony and no jewellery should be worn, this is for the health and safety of the child.**

Finally we run a happy and friendly school and I do hate having make these rules. However, it is necessary to also have discipline with the school. I hope you will agree.

Signature.....  
Print Name.....  
Date.....  
Name of Child.....