



Act Out Performing Arts 2023/24

TERMS AND CONDITIONS PLEASE READ CAREFULLY

Act Out Performing Arts Contact Information

- Rosie Ward (Principal): 07881 553480
- Email – hello@act-out.co.uk

Schedule

- Class dates, times, prices and locations are outlined on your booking information
- Full schedule can be found here: <https://act-out-performing-arts.class4kids.co.uk/>
- No classes during school half term, polling days & school holidays (except Holiday workshops)
- Classes that have to be cancelled due to unforeseen circumstances (e.g. polling days, closure of venue etc) will be made up within that term, or a refund issued.
- We can offer no refund for any classes your child is not able to attend due to illness or unavailability

Included

- High quality classes taught by professional teachers (All DBS Checked)
- Act Out will take no responsibility for your child before and after classes unless they have agreed to this with the parent/guardian.
- Unless you have stated specifically that your child may not be photographed (via Class4Kids enrolment), photographs may be taken during classes or shows. Images would only be used for marketing to promote Act Out & taken using the Act Out camera. Please contact us if you have any concerns.

Health and Safety/Safeguarding

- Act Out Performing Arts agrees to appoint a minimum of 1 Health and Safety & Safeguarding Officer per 30 children.
- Parents must provide up to date health and safety information and update as required.
- By signing this contract, in the case of an emergency, you agree for our Health and Safety Officer to administer any emergency procedures necessary, in accordance with their Paediatric First Aid Training.
- In the case of an emergency, the children's safety and well-being is paramount and parents will be notified immediately (or at the earliest safe opportunity.)
- As per the law and Safeguarding Legislation, any case where a child or young person is believed to be suffering/at risk of abuse, harm of bullying, will be reported immediately.

Fees



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- **Fees are due on the first day of term / holiday workshop**
- **Late Fees Charge:** Outstanding payments which are not settled by half term of the current term will be subject to an 8.5% late payment fee, unless you have made prior arrangements to pay in 2 instalments. This can be requested by e-mailing the Principal: hello@act-out.co.uk
- All siblings receive a 20% sibling discount.
- No refund can be made once the term is in progress & once enrolment is completed.
- Attending a second class following a Trial session will be viewed as your confirmation to enrol.
- We offer one Scholarship hardship award, allocated per term. Please submit your request in writing to Act Out: hello@act-out.co.uk

New Students Enrolment

- Booking must be completed via our online form (<https://act-out-performing-arts.class4kids.co.uk/>)
- As per our Act Out Equality & Diversity Policy, any child is welcome to enrol & Act Out Performing Arts will never discriminate against anyone, based on their Protected Characteristics. Any known conditions may be made known to the Principal so we can put reasonable adjustments in place.

Existing Students Re-enrolment Procedure

- We will send out re-enrolment reminders termly – please inform us either way if you would like to continue for the following term & update any contact information.
- If you do not inform us either way, your child will be automatically re-enrolled.
- **If you wish to discontinue for the following term, you MUST provide us with no less than 2 weeks written notice, before the start of that term.** If notice is not given, you will be liable to pay half a terms fees.
- In turn, Act Out agrees to provide clear outlines of term dates, and reminders that re-enrolment is due.

Complaints

- If you feel any of this Contract is not being kept, we agree to take on board your feedback & attempt to resolve the grievance to the best of our ability, Complaints must be made in writing to hello@act-out.co.uk

Data Protection

- We agree to comply with GDPR Guidelines.
- By enrolling with Act Out, you consent to us having access to the information given on your booking, including your child's personal data.
- This information will be added to a password protected online database.
- We require this information while your child is enrolled at Act Out, due to registering, Safeguarding and communication purposes.
- If your child discontinues at Act Out, all information (*apart from your e-mail address) will be safely destroyed.



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- Your e-mail address will be added to our password protected online mailing list, used for communication purposes. You can unsubscribe at any time and these details will not be passed on to any third parties.
- By enrolling with Act Out, you agree to be added to our database and mailing list.
- This contract remains valid until August 2023, or until such time that you wish to terminate this agreement, at which point your contact details will be safely destroyed.
- A detailed Privacy Statement is available in the Policies and Procedures folder at the Act Out entrance and can be requested via e-mail.