

Class Fees

An invoice will be raised and emailed to the client (parent/guardian of the student) at the beginning of each term. The client will be expected to inspect the invoice and notify the Office if they wish to increase/decrease classes whereupon the invoice will be amended. Fees are due within seven days of the invoice being raised. Fees may be paid by internet banking, card payment over the phone, card payment at the desk, by standing order, cash. We will accept fees in the following way.

1. In full within seven days of the invoice being raised.
2. Monthly in **advance by standing order, ensuring that the invoice is cleared by 1st Dec/1st Apr/1st August.** Therefore splitting the invoice into four equal instalments per Term. If payment is not received in an equal instalment by the due date a late payment penalty will apply of **£12.00** to cover administration costs. The payment date can be amended for those who receive their salary in the middle of the month by arrangement. The payment penalty will apply to the agreed payment date.
3. Any other invoices raised in respect of goods ordered, exams, costumes, competition fees etc. will state the due date. No equipment will be ordered until payment is received.
4. No reduction of fees will be made for absence of any kind including holidays, Rehearsals, Performances, Competitions and any contractual work in connection with the agency /west end performance.
5. Notice of four weeks is required in writing if removing your child from the school.
6. No child will be accepted back into the school for a new term if fees remain outstanding from the previous period.
7. Fees are subject to an annual increase in January of each year.

Mobile Phones

From September 2018 term students will not be allowed their mobile phone in class, they will be placed in a basket at the beginning of every lesson, and either turned to silent or off. If you need to contact your child urgently you may call the office number 0208 502 6866 which will divert to a mobile held at the desk. You may of course also text your child and they may pick this up in-between classes. Please ensure you reiterate this rule to your child.

Uniform

All students are expected to wear the DDTST uniform as per the uniform list for each age group and genre. All parents are expected to purchase uniform within a reasonable amount of time of joining the School. Any child not wearing correct uniform will be asked to leave the studio and return once they are wearing the correct attire. If your child is attending the school more than once a week they should have enough uniform to allow time for washing, and drying turning up and saying uniform is in the wash is not acceptable, turning up without ballet tights for ballet class is not acceptable they will **not** be allowed in that class.

Hair

Girls are expected to have their hair tied back neatly in a bun. The correct equipment is available from the desk to purchase, or this may be purchased at a local chemist/supermarket, you will need hair grips, hair bands, hair pins and a bun net. If your child attends class without being groomed in the correct manner they will be asked to leave the class and return once they have the correct hair style tied back in other styles is not acceptable. Hair may be braided back into the head if short, or braided back into a bun.

Cancelled Classes

Members will be notified if the school has to cancel classes due to ill health of staff or any other reason. Where possible a temporary teacher will be found, or class will be added on at the end of term. If this is not possible, the class will not be chargeable. In the case of bad weather add on classes will be arranged for later that term or next.

If a member is invited to take private lessons it is on the understanding that if the member is ill, cannot make the lesson because of a commitment elsewhere the lesson must still be paid for. Where possible we will try and swap children round to accommodate but if this is not possible the above will apply.

Safeguarding

Accompanied students:

In order to implement safeguarding of the students, the Board have agreed that any child under the age of 8 years must have a parent/guardian aged 18 and over present **at all times** whilst on the premises, whether the child is in a class or waiting for a class. Siblings/other children in the care of a client who are not members of the school must be fully supervised whilst on the premises. Any child found wandering around the school, playing inappropriately, roller skating, running around the school will be banned. It is the responsibility of the parent to supervise their own child /children in their care at all times.

Members and their parents will be expected to behave courteously towards teachers, other adults and children. Behaviour that the school finds completely and totally unacceptable consists of :-

- Harassment or bullying of any kind
- Taunting
- Fighting
- Verbal abuse
- Physical abuse
- Vandalism
- Racism

Any child who behaves inappropriately in or out of classes will be given

1. A verbal warning
2. A meeting with their parent to discuss inappropriate behaviour
3. A written warning, then if inappropriate behaviour continues.
4. Expelled from the School

Children travelling to and from the school:

Below year 6, children **must** be accompanied by an adult into the building.

Years 6/7 and above can travel alone **before** 6pm

Children travelling home from DDTST:

Up to 10 years of age: **must** be collected and escorted home by a responsible adult

From 11-13 years: must be accompanied home by a responsible adult if they leave after 6pm

14- 16 years: after 8pm must be accompanied home by a responsible adult

Any student aged 16 years and under (year 11) who is not accompanied home by a responsible adult, will breach DDTST safeguarding policy and will be sent home. Parents must ensure arrangements are made for their child to get home safely. Any student in year 12 and above may travel to and from the School at their will.

Media

parents hereby give their permission for the children to be photographed and filmed in school shows, displays or classes. Photographs/film footage may be used on the website at the discretion of the principal. A DVD will be made available to parents to purchase as a keepsake of any event being filmed in respect of the School shows. Please also see our Privacy policy. if any parent wishes for their child not to be on the website they may request removal of an image at any time.

Lost property

DDTST does not accept responsibility for items lost or stolen. Please ensure all items of shoes/clothing are clearly named so they can be returned if necessary.

Membership

A membership fee will be charged annually to cover insurance, and professional fees charged to the Trust, the member will receive a free DDTST T-shirt in this respect. Upon acceptance of admission to DDTST no child will be allowed to join /participate in classes at any other Theatre/ballet/school **without** permission from the principal Deborah Day as this can cause a conflict of interest. Any child breaching this rule will be asked to leave the school.