



Terms and Conditions

- Students are required to follow the rules and conditions of Spotlight Dance Academy.
- Class Fees are invoiced in advance for a full term and must be paid within 1 week of the invoice date. Online payments/transfers are the preferred method of payment.
- Students are expected to attend all available classes during the term period. Financial dispensation will not be made for non-attendance or if a student decides they no longer wish to attend Spotlight Dance Academy part way through the term period.
- One term's notice will be required to cancel attendance.
- Students must arrive promptly for class.
- If any Student is unable to attend a class, they must notify Miss Debbie by phone/text on 07411 180665 or email spotlightda24@gmail.com.
- The Academy cannot undertake any responsibility for any money or items of value lost whilst in the care of Spotlight Dance Academy and therefore Students are requested not to attend classes with any valuables.
- The school reserves the right to ask for a student to be removed from a class for any of the following reasons:
 - Should a student not respond to training.
 - Misbehaviour, or for any breach of the Academy's conditions or policies.
 - Disruptive behaviour adversely affecting other Students.
 - Students are expected to behave in a polite, respectful, and caring manner towards teaching staff and other Students.
 - The following procedure will be implemented:
 - Verbal warning
 - Written warning
 - Final warning
 - Removal from class with no refund given.
- Parents are only permitted to watch classes with the agreement of teaching staff.
- All students must wear the correct uniform for classes.

- No jewellery must be worn. No Chewing Gum. Hair must be tied back for all classes – and in a bun, if possible, for ballet/pointe classes.
- Mobile phones must be turned off or switched to silent and left in bags. All property brought to class is left at the students own risk.
- Spotlight Dance Academy cannot be held responsible for classes cancelled by Hall Management in extreme circumstances (i.e. severe weather conditions/pandemics). In such an event, no refund will be given, and the effected class will not be rescheduled.
- Spotlight Dance Academy cannot be held responsible for any holiday camps/workshops being cancelled due to unforeseen circumstances (i.e. severe weather conditions/pandemics). In such event, the Academy will offer a credit, which can be used at another holiday camp/workshop in the future.
- If Spotlight Dance Academy makes the decision to cancel class due to illness/unforeseen circumstances, an alternative class will be arranged, where possible. If a student is unable to attend a rescheduled class for any reason, no refund will be given. Where an alternative class is not possible, fees will be deducted from the following term's fees.
- Regular attendance is required prior to shows/performances. Students must contact Miss Debbie if they are unable to attend a class. In some circumstances failure to attend regularly will mean that a student will not be able to participate in the event.
- Photography and video use will be used for business use only, such as, on Spotlight Dance Academy social media, website or for any other advertising purposes. See Photography & Video Policy.
- Spotlight Dance Academy will hold personal data about students using Dance Biz Software, but it will NEVER be shared without prior written consent.
- Safe Touch Policy - During dance training, some physical contact may be deemed necessary between teaching staff and students. Physical instruction which involves safe touch towards certain areas of training is sometimes essential to aid effective teaching and learning i.e. awareness of correct muscle usage, spotting in Acro, correct posture and line.
- If a student decides they no longer wish to be involved in any shows / performances after payment has been made, no refund will be given.

- Spotlight Dance Academy reserves the right to amend or alter these terms and conditions at any time.
- Spotlight Dance Academy reserves the right to amend or alter the fees and classes as and when necessary.