

Terms and Conditions

Section 1 – Personal Data

1. The Limelight Academy (TLA) is a stand alone company. The Personal Data collected will be stored and processed as defined in the Data Protection Act 1998. The Limelight Academy will use any data given for the purposes of administration, research and the provision of teaching services in singing, dancing and drama. The Limelight Academy will not disclose this information to third parties for marketing purposes. The Limelight Academy itself may use this information to provide marketing information.

2. We ask that parents/carers arrive during the set registration time prior to class. This is to ensure that all classes begin on time and that students have time to settle prior to class.

3. Photographs and videos of students may be taken and used for promotion and on social media by The Limelight Academy. If you do not give permission for your child's photo to be taken, please inform us when you register.

Section 2 - Class Timing

1. Classes are timetabled to include registration and class changeover management. We ask that parents/carers arrive during the set registration time prior to class. This is to ensure that all classes begin on time and that students have time to settle prior to class.

2. Students should be dressed ready to start their class before entering the studio and leave promptly at the end.

3. Parents and Students are asked to wait quietly outside the studio until they are invited in by the class teacher.

4. It is the management's decision with regards to the class selection. Each child will be placed in a class that is suitable for them to achieve to their best ability.

5. As our lessons run consecutively we kindly ask that if parents are leaving their child that they collect them promptly to ensure we can begin the next class.

Section 3 - Class Conduct

1. The Limelight Academy requires students in ACT III to commit to the term.

3. Students are expected to demonstrate respectful behaviour towards their teacher and fellow students.

4. Students are not permitted to bring food into the dance studio or chew gum whilst in class.

5. Students are responsible for their own property and bring items at their own risk.

6. Students are not permitted to use mobile phones during a class. Any mobile phones brought into the class must be switched off.

7. Students are not permitted to leave the studio during a class without permission from the class teacher.

8) All students must be registered for the classes they attend. Unregistered children will not be allowed to participate in the class.

9) The Limelight Academy reserves the right to exclude students from lessons at its discretion.

Section 4 - Responsibilities

1. Parents/Guardians must remain on the premises (not in class) at all times whilst their child is taking a class. If you need to leave the premises, this responsibility must be passed to and accepted by another adult.

2. If your child needs assistance, becomes unwell or has an accident while on the premises and during classes there must be an adult accessible at all times.

3. The only exception to the above 2 points is for students 12 years of age or above. If as the Parent /Guardian you make the decision that your child is responsible for their own safety and wellbeing including arriving at, and leaving the classes and premises unaccompanied, written authorisation must be provided to The Limelight Academy or the class teacher.

4. The dance teacher cannot take responsibility for assisting children with personal care or when visiting the bathroom.

5. It is the Parents/Carers responsibility to inform TLA of any changes regarding the students' medical conditions or emergency contact details. In this case please complete a new registration form.

6. It is the management's decision with regards to the class selection. Each child will be placed in a class that is suitable for them to achieve to their best ability.

7. Parents are permitted to watch class for as long as the student requires them too. Students are able to perform and express themselves better when they are given the independence to do so

8. We ask that parents/carers arrive during the set registration time prior to class. This is to ensure that all classes begin on time and that students have time to settle prior to class.

Section 5 - Miscellaneous

Teachers:

1. The Limelight Academy engages industry based professionals to instruct classes. At times scheduled teachers may not be available and as such an alternative teacher of equal or greater qualification will replace the scheduled teacher. Due to the nature of the entertainment industry and the high standard of teachers employed at The Limelight Academy, teachers may rotate and change at the discretion of management.

Duty of care, safety & conduct

1. The Limelight Academy does not accept responsibility for student's safety outside the premises.

2. The Limelight Academy and its service providers attempt to minimise any risk of personal injury within practical boundaries, however accidents do happen and all physical activities carry the risk of personal injury.

3. All students and guardians acknowledge that while every care and safety measure will be taken, there is an inherent risk of personal injury in physical activities that will be undertaken at the studio as part of the programme and accept that risk.

Photos and videos

- 1. From time to time we will take photos of students in class. These will be used to send to you to update you on your child's progress.**
- 2. By enrolling your child in The Limelight Academy you acknowledge that photos and videos may be taken and used for this purpose.**
- 3. The Limelight Academy may also take photos for advertising purposes to be used on social media, websites and print. We will only ever use photos of your child provided we have your prior consent.**
- 4. You may withdraw consent at any time by written notice to management.**
- 5. We reserve the right to request no photos or videos be taken by parents in class.**

Section 5 – Miscellaneous

- 1. Class fees must be paid at the beginning of each lesson to enable your child to attend.**
- 2. Fees are reviewed annually**
- 3. Students are obliged to look after their own belongings. The Limelight Academy can accept no liability for lost or damaged belongings.**

By enrolling my child/young person into The Limelight Academy, I confirm that I accept the above terms and conditions.