

## **Terms of Enrolment with LXDance Academy**

1. Pupils attending the school for dance classes **must** wear dance school uniform for **all** lessons, failure to do so may result in the pupil being excluded from the class.
2. Pupils attending ballet lessons, including Major Grade ballet students, **must** wear their hair in a bun or neatly tied off the face, no exceptions will be made.
3. Mobile phones brought to class must be turned off. Phones found on during class will be confiscated and returned when the pupil finishes the class.
4. Pupils and Parents should note that, in order to prevent disruption to a class and to maintain teaching standards within the School, any pupil's conduct which is considered unsatisfactory will result in them being asked to leave the class.
5. Fees are due termly in advance and must be paid before Half Term. Failure to do this will result in a £5 administration fee being added.
6. Pupils wishing to withdraw from classes will be required **to give a full half term's notice** in writing. Failure to do so will make you liable for half a terms fees. Notice is not accepted by the teacher and must be submitted to the office. Exceptions to this rule will only be made if LXDance Academy has made changes to your child's class that mean you are no longer able to attend at the allocated time.
7. No fees will be refunded for a pupil's absence from class for whatever reason including circumstances detailed in items 1 & 4 of this document.
8. Classes cancelled by the School for whatever reason will be credited to your next terms invoice.
9. Under normal circumstances parents are not permitted to 'sit in' or 'watch' their child's class in order to maintain a well balanced and focused teaching environment. Parents are however encouraged and welcome to attend their child's last class of term on certain occasions each year, of which you will be notified.
10. Pupils are not permitted to 'sit out' of lessons for illness or injury reasons unless the teacher has been informed by an appropriate adult in advance of the lesson.
11. Teacher's time is limited between classes and therefore we would request that all admin enquiries are to be directed through the office at [accounts@lxdanceacademy.co.uk](mailto:accounts@lxdanceacademy.co.uk)
12. Please dispose of any rubbish and try to keep the waiting areas tidy.

As the toilets at the Sheen Lane Centre are public toilets, we ask for all our younger pupils to be accompanied by an adult to the toilet. It is impossible for the teacher to leave the class and accompany any pupil to the toilet. In the event that your child may need the toilet during class time and you are unable to stay for the duration of your child's class, we do ask you to make arrangements with another adult to accompany your child before you leave the premises. Older pupils a