



## TERMS & CONDITIONS

1. These terms and conditions apply to KERCHER THEATRE SCHOOL courses given to students, applied for and consented to by the parent or guardian (referred to hereinafter as the "student"). Changes to these terms and conditions require the written consent of KERCHER THEATRE SCHOOL.
2. Course times, fees and details are given in the "Timetable", the "Online Registration Form", "Invoice" or "Information Pack" for each course. A new registration of a student will only be deemed to have been accepted once the registration form has been completed online which agrees to accepting these terms and conditions and appropriate payment for the course. An "Electronic Invoice" is re-issued to students before the next term begins. Electronic receipts for fees will be sent for your own records once fees have been paid. A record of fees paid is recorded on the schools internal protected database.
3. **Methods of Payment**
  - BACS
  - Cheque
  - Cash
  - Fees are to be paid in advance, BEFORE the beginning of each term. Students WILL NOT be allowed to attend their classes until their fees are paid.
  - Half a Term's (minimum of six weeks) written notice within the term time is required if a student wishes to discontinue any classes or leave the school. Students will be charged for the full term in lieu of notice.
4. Each class will take place once a week during the published term dates. The term dates for the academic year are published in August/September each year and are available on our website, noticeboards and information packs. Any changes of dates for the following term will be made known in writing by the relevant "Information Pack", "Website" and emails, as well as our social media platforms as soon as possible.
5. On receipt of the Online Registration form and appropriate fees payable to KERCHER THEATRE SCHOOL, a student has been allocated a place at the school and establishes a contract for the provision of teaching services.
6. **Cancellation**
  - Where a student is attending any class for the first time, the contract can be terminated. The school understands that, in a few cases, a student may not settle and does not wish to penalise parents in such circumstances.
  - Where a student has contracted to attend any course and they wish to terminate their contract during that term for teaching services, KERCHER THEATRE SCHOOL will not refund any fees paid for that term. However, under exceptional circumstances, the school may offer a discretionary refund.
  - Half a Term's written notice (minimum of six weeks) is required if a student will not be continuing a class or wishes to discontinue all classes at the school. Students will be charged for the full term in lieu of notice.
7. KERCHER THEATRE SCHOOL reserves the right to exclude students from lessons or withdraw them from the school altogether at its discretion for whatever reason.
8. KERCHER THEATRE SCHOOL reserves the right to make changes to the timetable, classes, teaching staff and policies, including the terms and conditions at any time.
9. Fees are reviewed twice a year in September and January.

10. Students participate at their own risk and are obliged to inform KERCHER THEATRE SCHOOL and its staff of any existing injuries or medical conditions when registering online. Students are obliged to keep KERCHER THEATRE SCHOOL and its staff updated with any injuries or medical conditions that occur after registering online. All medications should be labelled and brought to each class (where required), and given to the subject teacher. Apart from standard First Aid, no medications are to be administered by staff and are the student's responsibility. KERCHER THEATRE SCHOOL cannot accept liability and does not accept responsibility for any student medications that are in its possession.
11. Students are obliged to take care of their own belongings. KERCHER THEATRE SCHOOL accept NO liability for lost or damaged belonging. Students are advised NOT to bring any valuable items into the school. They ARE advised to have all property marked with their name and to keep necessary valuable items with them in the studios and NOT to leave them in corridors/cloakrooms/public spaces within the building.
12. The liability of KERCHER THEATRE SCHOOL and that of its staff is restricted to class times only as published in the current operating timetable and then only to gross negligence. A copy of the certificate of liability held by the school is available for inspection electronically and on the school notice board.
13. KERCHER THEATRE SCHOOL does not tolerate bullying or anti-social behaviour of any kind. ALL reported circumstances will be investigated and followed up by the Manager and Principal of the school.
14. All students are to be dressed/groomed ready for class, in advance, in the designated uniform. If the correct uniform is not worn to class, students may be asked to withdraw from the session for safety reasons. Repeated failure to follow dress code/grooming procedures, may result in the student being withdrawn completely from the class.
15. **Arrival & Collection**  
Students are to be dropped off/picked up inside the school building. Students will be registered by their subject teacher in each class. Students 13 or under will not be allowed to leave the school building unattended by a parent or guardian unless written parental consent has been received by KERCHER THEATRE SCHOOL.
16. **Missed Classes**  
There are no refunds for missed classes. Classes that are cancelled due to weather or unforeseen circumstances may be "made up" where possible. However, this is at KERCHER THEATRE SCHOOL'S own discretion.
17. **The Course**  
KERCHER THEATRE SCHOOL and its staff are at liberty to teach what they feel is beneficial to their students in a safe manner throughout the course which is deemed suitable for each different age group/grade. All teachers that work for KERCHER THEATRE SCHOOL are DBS/CRB checked and have the relevant qualifications or professional experience in their specific subject area. Classes are controlled and structured following a teaching plan based on ISTD, IDTA, iD-Company and Acrobatic Arts. Students are free to practice, share ideas and artistic content in order to help develop their social skills, class work, the understandings of their peer group and the real world so they get the most from their training in a safe, controlled and productive environment. Classes are controlled and monitored at all times. Should any student be upset or unhappy, it is important that the subject teacher is informed as soon as possible so that the issue can be resolved. Otherwise, KERCHER THEATRE SCHOOL cannot be held responsible for any repercussions afterwards that may occur. Please note that KERCHER THEATRE SCHOOL is a "voluntary" institution of training and that if KERCHER THEATRE SCHOOL feels it cannot satisfy your needs as either the student or parent, it may result in the student being withdrawn from the course permanently at its discretion.
18. **Other Training Institutions**

KERCHEM THEATRE SCHOOL allows students to train in other areas of the performing arts at other institutions where the subjects/styles are not available within the school. The syllabus instruction and content taught to the students on the course is KERCHEM THEATRE SCHOOL's Property and Content and is not to be practised, duplicated or performed at other institutions or at events unless written permission has been obtained from KERCHEM THEATRE SCHOOL on behalf of the teachers and/or choreographers. Any breach of this code will be treated as a serious breach of copyright.

**19. Private Lessons Bookings**

Private tuition slots are booked in advance for the term and can only be cancelled with 4 weeks' notice. Students who are unable to attend their private tuition are required to give a minimum of 24 hours' notice prior to the start of the lesson. Where notice is given, the rental cost for the hall booking will be charged unless the slot can be filled with another student. Failure to give notice of non-attendance will incur the full private lesson rate.

**20. Communication**

All staff members work to a set timetable. When they are in teaching mode, it is unacceptable to expect them to discuss a pupil between classes. You can phone us or email us direct and we will arrange a meeting with a teacher should we feel it necessary. We will not accept individual misuse of social media platforms for personal questions or individual issues. KERCHEM THEATRE SCHOOL reserves the right to delete unnecessary personal enquiries or information publicly shared from you at our discretion, particularly if we feel the information is not appropriate for a public audience.

**21. Behaviour Policy**

KERCHEM THEATRE SCHOOL has a zero-tolerance approach to unacceptable verbal and physical behaviour directed towards its teachers, staff and other students or parents in the school.

Behaviour regarded as unacceptable includes, but is not limited to:

- Excessive shouting
- Swearing
- Harassment
- Bullying
- Discrimination
- Threats

Any unacceptable behaviour will be taken very seriously and may result in the correct authority, where necessary, being contacted e.g., Police, and/or the permanent exclusion of the offenders resulting in immediate exclusion from KERCHEM THEATRE SCHOOL.

**22. Social Media & Photography**

Once registered in the school, you acknowledge and agree that your child can appear in photographs and video footage used for advertising and marketing purposes. Any film footage or photographic content can be used by KERCHEM THEATRE SCHOOL and displayed for permanent use. The footage or images will never use a child's full name. If you do not wish for your child to feature in this material then you understand a written letter/email is required and that this may then exclude your child taking part in activities where this will be present. Annually, the school show is professionally photographed and filmed by DBS checked and insured professionals in their own right. You understand that the content of these filmed/photographed services are to be paid for and that for copyright reasons cannot be published on your own social media platforms unless you purchase the media and use it for your own personal use. Where another child appears in that photograph/footage, you must seek parental consent before posting publicly and the choreographer for the choreography of that dance to be released.

**Privacy Policy**

- Any personal information provided to KERCHEM THEATRE SCHOOL will be "processed" (as such terms are defined in the Data Protection Act) by KERCHEM THEATRE SCHOOL for the purposes of administration, research, the provision of teaching services in music, dance and drama, the organisation of performances and for the administration of KERCHEM THEATRE SCHOOL's statutory obligations under legislations under legislation relating to children. KERCHEM THEATRE SCHOOL does

provide its staff and administration employees with personal information for use as supplied to us in order that emergency contact can be established and for other administrative purposes when necessary. KERCHER THEATRE SCHOOL will not disclose this information to third parties for marketing purposes. KERCHER THEATRE SCHOOL itself, may use this information to provide marketing information.

- By submitting an Online Registration Form to KERCHER THEATRE SCHOOL, you are deemed to consent to the use of such Personal Data for the above purposes.
- Payments made to KERCHER THEATRE SCHOOL are processed securely by Lloyds TSB and the information you provide is communicated in a strongly-encrypted format between Lloyds TSB and your bank or credit card company. KERCHER THEATRE SCHOOL does not directly collect, process or store financial information.
- These terms and conditions are those currently in force from the date below. This document revokes any previous terms and conditions document for KERCHER THEATRE SCHOOL, KERCHER SCHOOL of DANCE and MKC THEATRE SCHOOL.

***By enrolling myself, my child at KERCHER THEATRE SCHOOL, I confirm that I understand and accept the school policies and its terms and conditions.***