



TERMS & CONDITIONS

1) PAYMENT

- a) Invoices for Timetabled classes are sent before the beginning of each term.
- b) Payments can be made by Cash, debit card or BACSs
- c) Accounts unsettled by the due date will have a 10% Surcharge added to them.
- d) We reserve the right to suspend your child's classes and with hold Examination and Festival Entries and Results until any overdue payments have been received.
- e) Statements are available at any time by contacting the office.
- f) Company Invoices must be paid as instruction

2) DISCOUNTS

- a) Family Discount will be applied to all group classes where a family's weekly classes comes to 4 hours or more. 10% will appear as a deduction on the bill.
- b) Company Classes, Singing, LAMDA and private lessons are not included in the Family Discount scheme.

3) CREDIT NOTES

- a) Credit Notes are issued to cover circumstances such as Cancelled Classes, Group Rehearsals or long term absence through injury or illness. All credit notes are deducted from the following term's bill, one term's notice for cessation of classes is essential if you are to receive the credit. If no notice or late notice is received then any credit will be lost.
- b) Fees are not waived in respect of family holidays, festival attendance, school trips, school exams or short term sickness or injury.
- c) Instances of long-term sickness or injury will be addressed on an individual basis.
- d) Cancelled classes due to the weather will not be credited.

4) TIMETABLED CLASSES

- a) Timetabled Classes are invoiced on a Termly basis.
- b) TJTA reserve the right to change the timetable and introduce new teachers at any time. Where possible TJTA will let parents/guardians aware of any changes ASAP via email.

5) FESTIVALS, EXAMINATIONS & COSTUMES

- a) Invoices for Examinations, Costumes and Festival Entries are distributed on an Ad Hoc basis.
- b) All Examination, Costume and Festival Entry invoices must be settled by the due date as these costs will already have been paid by TJTA on the Parent/ Guardians behalf.
- c) Invoices unsettled by the due date will be re-issued with a 10% surcharge added to them.
- d) All Examination and Festival Entries must be paid in any event before the Date of the Examination or Festival.

7) SINGING

- a) Singing Invoices are distributed near the beginning of term.
- b) There is no family discount for singing lessons
- c) Invoices unsettled by the due date will have a 10% Surcharge added to them.

8) PRIVATE LESSON

- a) Fees for private lessons must be paid by the due date of the invoice.
- b) Invoices unsettled by the due date will have a 10% Surcharge added to them.
- c) Cancellation of any private tuition/choreography work will have the following percentage of the fee applied - 24 hours and less 100%, 25 -48 hours plus 50%.
- d) Missing private tuition on the day without notice will result in 100% of the cost to be paid.

9) EXAM PRACTICES

- a) Invoices for Exam Practices are distributed on an Ad Hoc basis. All Exam Practice Invoices must be settled by the due date
- b) Invoices unsettled by the due date will have a 10% Surcharge added to them.

10) TERMINATION OF CLASSES



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- a) If a pupil wishes to give up a class, TJTA must receive written notice 10 weeks prior to the commencement of the term for which notice is being given.
- b) Absence of notice or late notice for exceptional circumstances will be addressed on an individual basis.
- c) In the event of a pupil leaving TJTA with fees still outstanding, TJTA reserve the right to pursue recovery of the debt by all legal means including court action.
- d) Failing to attend classes which are being taught via zoom will result in notice needing to be given. This could result in your child losing your place when we return to the studio. (See 15)

11) CANCELLATION OF CLASSES

- a) Occasionally it is necessary to temporarily change the venue of a class, or postpone it to a later date. Where this occurs TJTA will try to notify Parents either by email, text, phone, noticeboard, website, Facebook, or word of mouth.
- b) We reserve the right to cancel any classes anytime up to and including the date the class starts. Should this occur we will endeavour to give you as much notice as possible and a credit note will be issued except in cases of bad weather.

12) MISCELLANEOUS

- a) All teachers are qualified, DBS checked and insured and are fully aware of our child protection policy. (available on request)
- b) Any changes to these Terms and Conditions will be announced via email and also put on the studio notice board.

13) TJTA LIABILITIES

- a) TJTA do not accept responsibility for loss, damage or injury arising from errors or omissions on the registration form whether completed by you or the person in charge of your child at the time of enrolment.
- b) TJTA do not accept liability for death or personal injury to any child attending class, with the exception of such injury being caused by negligence or default of any member of our staff or any other default on our part.
- c) TJTA do not accept any responsibility for loss or damage to personal property.
- d) TJTA do not accept responsibility for any loss or expense due to circumstances beyond our control including, transport, fire, weather and other such actions
- e) TJTA is only responsible for students while they are in their class. Children cannot be supervised whilst they are outside class.
- f) TJTA holds Public Liability Insurance.

14) RESPONSIBILITIES OF PARENT OR GUARDIAN

- a) These terms and conditions, and any enrolment forms you have signed, constitute an agreement between you and us in connection to classes or any services superseding any prior agreement.
- b) Attendance at class is deemed to be acceptance of the current Terms and Conditions.
- c) It is the responsibility of the Parent or Guardian to notify TJTA of any illness or injury that may affect the child's participation at class.
- d) It is the responsibility of the Parent or Guardian to ensure that we have the correct contact details for you and your child, including telephone contact, email and address and that you keep us updated of any changes to health.
- e) It is the responsibility of the Parent or Guardian to regularly check emails, read the website, follow social media or read the notice board in order to be fully aware of all upcoming events
- f) In the event that we consider you to be in breach of these terms & conditions or that your child is disruptive to other pupils or staff, teachers or venue staff, we reserve the right to exclude your child from any activity within TJTA.
- g) Please retain all payment receipts as chequebook records are not proof of payment for classes. Where there is a dispute, if the Parent or Guardian cannot provide proof of payment, they must accept TJTA's records.



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- h) TJTA often hire premises from Third Parties; therefore all TJTA Staff, Parents, Guardians and pupils must abide by the codes of conduct as set out by those Third Parties.
- i) Photographs and video footage of pupils taken by TJTA may be used on our website and for publicity purposes. If you do not wish your child's image used for these purposes you must inform TJTA in writing.
- j) Parents or Guardians should make themselves aware of our Child Protection, Equal Opportunities and Collection policies. These are available on our website and are displayed at our major venues.

15) ONLINE STUDIO/VIDEO CLASSES

- a) In the event of a temporary local or national lockdown, TJTA will substitute affected classes with online content such as Zoom. No credit will be issued. Once the Lockdown is lifted attended classes will revert once again with any remaining credit being carried forward.
- b) TJTA will if necessary adjust the timetable while we are teaching on Zoom.
- c) Failing to take part in ZOOM classes will result in a terms notice needing to be given and your space offered to someone on the waiting list.
- d) When taking part in our online or video classes it is the Parent/Guardian's responsibility to do a risk assessment of the area your child will be dancing in. A clear floor area where no furniture, slip and or trip hazards can be found. TJTA and the teachers will not take any responsibility for any injury caused/sustained from participating in these classes.
- e) You agree to watch your child for any signs of sickness, illness, tiredness, or injury or indeed any other reason which may prevent them from taking part and advise the teacher BEFORE the class begins.
- f) You understand that TJTA and the teachers are not providing these classes in person and therefore are unable to provide any first aid or safeguarding services.
- g) Parents will assess whether they wish to be present to observe the class or be in the house and available in case of an incident.
- h) Your child should wear the appropriate uniform and footwear (as should others present in room/entering room).
- i) Computers/devices used must be in appropriate areas (e.g. not bedrooms or hall ways)
- j) Language should always be courteous & appropriate – this includes any persons in the background.
- k) Strictly NO recording of the sessions is permitted.
- l) You understand that TJTA are in no way affiliated with ZOOM and are not responsible for any changes, data loss or software/hardware malfunction as a result of using the service. You also will have agreed to their separate Terms of Use.
- m) TJTA are not responsible for any data loss or interruption that is outside of our control. This includes, but is not limited to issues with wifi signal, internet service providers, hardware, or software malfunctions.
- n) Access to online/Video classes will only be given if there are no outstanding fees on the account.

16) COVID-19

(For full details on our Covid-19 measures please refer to our Venues Covid-19 Risk Assessment)

- a) Parents must not send their child to TJTA if they are showing any symptoms of coronavirus. (New continuous cough, high temperature, loss of smell or taste) Pupils will be discretely observed before entering and during class. If the teacher notices any symptoms consistent with coronavirus before class, the pupil will be refused entry and the parent will be advised to isolate their child at home for 8 days and get their child tested. Once a negative test result can be shown to TJTA the child may return to class.
- b) If a pupil begins to show symptoms consistent with coronavirus during class, the pupil will be moved to the front of class and the parent contacted for immediate collection. The parent will be advised to isolate their child at home for 8 days and get their child tested. Once a negative test result can be shown to TJTA the child may return to class.
- c) If a TJTA pupil receives a positive coronavirus test the parent must contact <https://contact-tracing.phe.gov.uk/> and give them the contact details for TJTA. NHS Test and Trace will speak directly to all those they have been in contact with, including TJTA, to offer advice.



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- d) If a child has ongoing symptoms consistent with, but not related to coronavirus, such as hayfever, and is unable to manage their symptoms with over the counter or prescribed medication, they may be asked to remain home until symptoms have eased for the reassurance of others in class and to prevent the spread of any possible infection.
- e) Only one parent may accompany a pupil to the entrance to class. No parents will be admitted to buildings that TJTA use for classes. There will be no waiting facilities available and no toilet facilities available to any individual not attending a class.
- f) All parents and pupils must observe social distancing outside of venues before and at the end of class.
- g) TJTA will support, but not require the wearing of masks at our classes. Individual families should discuss the pros and cons of mask wearing with their own children and act accordingly. The age of the child needs to be factored into the decision on whether they are likely to be able to manage their own use of a mask as our staff cannot adjust a pupil's mask for them. Children under the age of 11 are not required to wear masks. (Please refer to our Venues Covid-19 Risk Assessment for full details on this policy)
- h) Pupils should bring no more than 1 bag with them to class, this should include any inhalers, Epipens and a labelled water bottle. There will be no Lost Property facility. All items left behind will be disposed of immediately.
- i) TJTA will be operating limited class sizes. This number may increase for short periods, such as for pupils trialling a class. Where the number of pupils registering to join a class exceeds 15 a Waiting List will be used until TJTA can accommodate the extra pupils in an overflow class.