

POINTEFORWARD BALLET



PointeForward Ballet Programme Policy

1. General Information

The PointeForward Ballet school (PFB) programme provides ballet classes for students during or after the school day. By enrolling your child in the programme, you agree to the following terms and conditions.

1.5 Programme Information

- Your child is enrolling in weekly ballet sessions delivered on school premises by RAD-qualified instructors.
- Sessions are 30 minutes, once per week

2. Enrolment and Fees

- Fees are at a cost of **£35.00 per month**, billed on a subscription basis.
- Enrolment is confirmed once payment has been received in full via our website.
- Fees are charged on a subscription basis, meaning a set fee will be charged each month, until cancelled.
- All fees are non-refundable once classes have begun.
- Make up lessons are provided to students, only in the case whereby the programme cancels sessions (see Section 6).
- Late payments may result in your child losing their place in the programme.

3. Attendance and Conduct

- Students are expected to attend regularly and arrive on time.
- If your child cannot attend a class, please notify us in advance when possible.
- PFB reserves the right to remove any student whose behaviour disrupts the class or endangers others.
- Respectful behaviour is expected from students, parents, and guardians at all times.

4. Clothing and Personal Items

- Students must wear appropriate attire including their school PE kit, ballet shoes, and hair in a bun.
- PFB is not responsible for lost or damaged personal belongings.
- No jewellery should be worn during class for safety reasons.

5. Health and Safety

- Parents/guardians must inform PFB of any medical conditions, allergies, or additional needs prior to enrolment.
- Parents/guardians are responsible for informing PointeForward Ballet of any changes to medical information.

- In the event of an accident or injury, PFB may administer basic first aid and/or contact emergency services if necessary.
- Students must be collected promptly by a parent/carer at the end of each session, if the session runs after school hours.

6. Cancellations and Changes

- If PFB must cancel a class due to illness, school closure, or other unforeseen circumstances, a make-up class or credit will be offered where possible.
- PFB reserves the right to amend class times, instructors, or locations with reasonable notice.
- Requests for cancellations of subscriptions to the programme must be made in writing at least seven (7) days prior to the next billing cycle. Requests for cancellations after this period, may not be processed in time and may be charged at the next billing cycle.

7. Media and Photography

- From time to time, PFB may take photos or videos for promotional purposes.
- It is the responsibility of the parent/carer to submit their media consent responses, via the enrolment form at checkout.

8. Liability

- PFB takes every reasonable step to ensure the safety and wellbeing of students.
- Parents/guardians acknowledge that participation in physical activities carries some risk of injury and agree not to hold PFB, its instructors, or the hosting school liable for accidental injuries, except in cases of proven negligence.

9. Communication

- PFB communicates important information via email or social media.
- It is the responsibility of the Parent/Guardian to keep contact details up to date.

10. Agreement

By enrolling your child in the PFB school programme, you confirm that:

- You have read, understood, and agree to these Terms and Conditions.
- You consent to your child participating in all ballet activities under the supervision of PFB's staff.