**LONDON JUNIOR AND SENIOR BALLET**

# **TERMS AND CONDITIONS**

1. Students may enter London Junior and Senior Ballet through audition only. If offered a place, a £100 non-refundable deposit will be required to secure the place which will be offset against the fees in the final term after giving notice to leave. Additionally, students are expected to accept their place on an annual basis. New students are given a provisional class level. In very rare instances the level might change**, so new uniform should not be purchased until after the second Sunday class** (parents will be notified after the first class if there are any changes).

2. **Students wishing to withdraw from the Programme (or any class in the Programme) must give a full term's notice in writing or pay a term's fees in lieu of such notice.**

3. Students must obtain permission from their dance teachers to attend London Junior and Senior Ballet. Students who have been accepted should continue with their own ballet teacher in addition to the classes offered by London Junior and Senior Ballet.

4. **Autumn term**: Fees should be paid before the start of the Autumn term. London Junior and Senior Ballet cannot guarantee to hold places if fees have not been received by the Thursday before term starts.

**Spring & Summer terms**: Fees must be paid before term starts or on the first day of term.

**All Terms**: Fees are not refunded if classes are missed.

5. Correct uniform must be worn to all classes and rehearsals. Neat professional presentation is expected of all students. Hair should be tidy and away from the face. Students not correctly dressed may be refused admission to class.

6. London Junior and Senior Ballet cannot accept responsibility for the property of students or their guests.

7. Regular attendance and punctuality are expected at all times. Absence of more than three Sundays in any one term may jeopardise acceptance for the following year. Permission for absence should be obtained by writing to ljbandlsb@gmail.com. Parents and guardians are asked to notify Mary Goodhew or the class teacher if a student needs special consideration in class (e.g. due to medication, a minor injury or ailment). Any illness or injury sustained during the day MUST be reported to the class teacher at once and entered in the injury book in the office immediately after class. The teacher in charge of the class has the right to refuse admission to any student who is considered to be unfit to perform class work.

8. Changes of School, Address, Telephone number or Dancing examination levels should be emailed to ljbandlsb@gmail.com.

9. Each year students have assessment classes, observed by external assessors or the Principal. Assessment reports will be sent to parents / guardians. Teachers may also request reports on their student/s.