



Based At:

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Joanne Merry School of Dance

Welcome!

Thank you for choosing our dance school! We pride ourselves on being a friendly school ensuring the pupils have fun whilst learning a new skill. We offer classes in ballet, pointe, tap, modern, cheer technique and freestyle from ages 2½ right up to Adults.

We operate in accordance with the new EU General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679), which replaces the Data Protection Directive 95/46/EC and came into effect on 25th May 2018. Please see attached GDPR document.

Joanne Merry School of Dance is committed to protecting any personal information you share with us.

Enrolment Form for Pupils

Please find attached the school's enrolment form which we would ask you to complete and return to us as soon as possible. All information is held in confidence and the responsibility lies with the parent/guardian to keep the school updated (in writing) with any vital information regarding their child's medical information, injuries, emergency contact details etc.

Additional Information

Learning difficulties: It is vital that teachers are aware of any learning difficulties your child may have, e.g. Dyslexia, Autism etc. in order to provide the best possible teaching methods for your child's needs.

Medical/Injury Information: The responsibility lies with the parent/guardian as to the fitness of the child to attend class and you must inform the school if your child has an injury or medical condition e.g. Asthma which may affect his/her ability to perform in class.

Allergies: Is your child allergic to any medication or foods (e.g. penicillin or peanuts)?

Permission for use of student photographs & video: When you give permission (or otherwise) for the external use of photographic and video materials, you are consenting to the following:

- a) The school may be asked to provide dancers for charity events, entertainment, fetes, family fun nights and many more. There are often press photographers and reporters present, who may publish a story and/or photographs of our students.
- b) We may use photographs of students within our school Facebook & Instagram pages and advertising posters to give context and ensure relevance to the school's work and activities. However, we would not add the pupil's name with the photograph (unless we obtained your specific authority).

Terms and Conditions

Please find below our full terms and conditions. By completing and signing the registration form to enrol your child with the dance school, you are hereby agreeing to the terms and conditions detailed below.

Any child currently enrolled with the school who has not signed our new registration form is also bound to these terms and conditions by their continuing to attend classes.

1. PAYMENT

- a) Invoices for timetabled classes are given out at the beginning of each month.
- b) Payments can be made by cash, online, standing order or cheque.
- c) Any cheques returned unpaid will incur a £10.00 handling charge.
- d) Joanne Merry School of Dance reserves the right to refuse payment by cheque if this form of payment has been abused in the past.
- e) All Accounts must be settled by the date shown on the monthly invoice.
- f) Accounts unsettled by the date shown will incur a £5 late payment fee.
- g) We reserve the right to suspend your child's classes and withhold examination results until any overdue payments have been received.
- h) Statements are available at any time by contacting the Principal.
- i) Statements on unsettled accounts are noted on the latest invoice.
- j) Fees are not waived in respect of family holidays, school trips, school exams or short term sickness or injury. We will make an exception if notice of absence is given 4 weeks prior to the leave.
- k) Instances of long term sickness or injury will be assessed on an individual basis.

2. UNIFORM

- a) Correct uniform must be worn for all classes. All uniform can be purchased via the dance school.
- b) All hair must be tied up in a high pony tail where possible. Jewellery and tattoo transfers must be kept to a minimum or covered.
- c) All appropriate footwear should be worn in class (for safety reasons).

3. EXAMINATIONS

- a) Invoices for examinations are distributed when the occasion arises.
- b) All examination invoices must be settled within 14 days of the invoice date as entry fees will need to be paid promptly.
- c) Invoices unsettled after the deadline date will be re-issued with a £5.00 late payment fee added to them.
- d) All examination fees must be paid before the date of the examination.
- e) Invoices for extra exam training classes are distributed on an ad hoc basis. All exam practice invoices must be settled by the date shown on the invoice.

4. TERMINATION OF CLASSES

- a) If a pupil wishes to give up a class the school must receive written notice 4 weeks prior to the commencement of the month 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 the school with fees still outstanding, Joanne Merry School of Dance reserve the right to pursue recovery of the debt by all legal means including court action.

5. 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 we will try to notify parents either by the facebook page, text, phone or word of mouth.

b) We reserve the right to cancel any classes any time up to and including the date the class starts. Should this occur we will endeavour to give you as much notice as possible via the facebook page, text or phone/word of mouth and a credit note will be raised.

6. MISCELLANEOUS

a) The Principal, Miss Joanne Merry, is DBS checked and insured. Her helpers are also DBS checked. However, due to the nature of teaching dance, sometimes it is necessary to correct positions physically. This is always conducted with care and professionalism.

b) The safeguarding of children is of paramount importance. On school trips and at school events, if parents are not present, then the school's staff will be the responsible adults. No child will be allowed to leave any premises unless a parent is there to collect them UNLESS the principal has been informed that alternative arrangements are in place, ie a child can walk home alone. If any parent has a concern regarding safeguarding then please inform the principal immediately so that it can be rectified.

7. JOANNE MERRY SCHOOL OF DANCE LIABILITIES

a) The school does 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) The school does not accept liability for 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) The school does not accept any responsibility for loss or damage to personal property.

d) The school does not accept responsibility for any loss or expense due to circumstances beyond our control.

e) Joanne Merry School of Dance is only responsible for pupils while they are in their class. Children cannot be supervised whilst they are outside class. Young children must be collected promptly at the end of their class.

f) Joanne Merry School of Dance holds Public Liability Insurance.

8. 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 us 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 details for you and your child and keep us updated of any changes to health.
- e) It is the responsibility of the Parent or Guardian to regularly read the website/facebook information 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 the school.
- g) Please retain all payment receipts as chequebook stubs 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 the school's records.
- h) Joanne Merry School of Dance hires the Community Hall at Hardwick for classes; therefore all staff, parents and pupils must be respectful to our neighbours and arrive & leave responsibly.

Registration/Enrolment Form

Please complete and return this section as soon as possible

Student Details:

First Name _____

Last Name _____

Date of birth _____

Postal address _____

Telephone Number _____

E-mail Address _____

Additional Information

If you require extra space for details, PTO and use the back of this form.

Learning difficulties _____

Medical/Injury Information _____

Allergies _____

Primary Contact Details _____

First Name _____

Last Name (if diff. to Student) _____

Telephone number _____

Relationship to Student _____

Additional Email Address (opt) _____

Emergency Contact Details _____

First Name _____

Last Name _____

Relationship to Student _____

Telephone Number(s) _____

Permission: use of photographs and video Y/N - **PLEASE CIRCLE**

Comments for parents on photography if needed _____

By completing and signing this enrolment form, you are agreeing to comply with the school's terms and conditions.

In the unlikely event of an Emergency, I authorise the school principal, or such person who may act as the responsible deputy, to give consent for my child to receive emergency treatment

SIGNATURE OF PARENT/GUARDIAN:

NAME OF PARENT/GUARDIAN:

DATE: ____/____/____



GDPR (General Data Protection Regulation)

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Joanne Merry School of Dance is committed to protecting any personal information you share with us.

Your Rights

It is the right of anyone required to submit personal data to Joanne Merry School of Dance to understand what personal information we collect and why, how we use and store that information and how we dispose of that information should you leave the school, no longer use our services or should any of your details change.

We aim to operate fairly and with complete transparency meaning you can contact Jo at Joanne Merry School of Dance at any time to confirm what personal data we hold and to ask us to remove any information you do not wish for us to have. If you ask for your data to be removed, we will keep the minimum amount of information to ensure we adhere to your request. Please note however that we may have a lawful reason to hold or use the personal data in question, which does not require consent.

To view, update or remove any information please make in writing to Joanne Merry. Requests for full details held by us will require proof of identity.

What personal information will we collect and why?

We will not collect any information other than what is lawfully relevant to register as a Joanne Merry School of Dance pupil or for participation in any Joanne Merry School of Dance related event (to include but not limited to: classes, rehearsals, exam sessions, performances, auditions, workshops) with the child's safety being of paramount importance.

Information required for enrolment and participation of classes:

- Child's Full Name - so the child can be easily identified in class. This will appear on the class register so the child's attendance can be recorded for safety reasons and to ensure correct invoicing of classes. **(For Child Protection and Safeguarding reasons we will not be able to proceed with the enrolment of a child where the responsible parent does not consent to their child's full name appearing on the register).**
- Date of Birth - to ensure children are placed in the correct class and eligible for certain exams, events, competitions, workshops, auditions etc. where an age limit applies.
- Contact Name of Parent/Guardian - so we know the legally responsible adult who should be contacted in regard to the child's participation in classes and events, for contacting in an emergency situation and who to issue the invoice for classes and additional events, such as exams and shows.
- Telephone Number - in order to contact the responsible parent/guardian in relation to child's participation in Joanne Merry School of Dance classes and events and for emergency and medical situations that may arise in class – for instance if the child becomes unwell and we need to contact you to collect them from class early.
- Additional Emergency Contact Name/s and Telephone Number/s - for the safety of the enrolled child, at least one additional contact person should be appointed in the case of an emergency and we are unable to contact the main contact.
- Medical Information - to ensure the child is kept safe and healthy within class and so that relevant information can be shared with paramedics or medical professionals should an emergency situation arise. **It is the parent/guardian's responsibility to keep Joanne Merry School of Dance informed and up to date with all relevant medical information, including injuries and both physical and psychological conditions. (For Child Protection and Safeguarding reasons, we will not be able to proceed with the enrolment of a child where the responsible parent does not consent to medical information appearing on the register).**

If you are a company or person hiring us (for example for a school club or wedding dance choreography) we will only collect information relevant to the purpose of our business with you. The information we collect will depend on the service you require.

Who will we share your information with?

The school will ensure your personal details will always be treated in strict confidence and will not be passed on or sold to any other organisation or third party (including other members of the school) without your consent or without a legitimate reason as is lawful and relevant to your child's enrolment (see below).

On occasion it may be necessary to disclose student information to a third party, for example for exams and events:

- Exams: Joanne Merry School of Dance is required to submit pupil's names and date of births to the International Dance Teachers Association (IDTA)
- Performance: Where licenses or license exemptions are required for a performance Joanne Merry School of Dance must submit pupil names, date of births, home address and the school attended to local councils in order to comply with Child Work Enforcement and Child Protection and Safeguarding regulations

All personal information collected is accessible by the Principal only. All collected information is used and stored purely for what is relevant to your request or enrolment. All information is processed in line with the GDPR guidelines. If you no longer wish to continue to be a customer at Joanne Merry School of Dance and hand in your half terms notice, we will return your paper registration form for your disposal. All registration forms and registers are on paper, registers are shredded at the end of every half term.

Photos and Video:

All photos and videos published on social media or the Joanne Merry School of Dance website will be handled in accordance with our photographic policy. This means we will never post media without permission and furthermore we will never name a child or provide any personal details. We will remove or edit any media containing images of your child that you ask us to.

All social media sites and websites used within the EU are also required to adhere to strict data protection protocols in line with the GDPR guidelines. As such, all personal information stored, collected or processed there will be handled with the utmost security and accessible by necessary persons only.

Accurate Information:

Our aim is to keep all information up to date and as accurate as possible and we therefore kindly ask for your assistance in this matter by ensuring you always inform Joanne of any changes to important details such as names, contact details (telephone number, emergency contact), medical conditions/injuries and any other information that could be relevant to the admin team and teachers (for example, a bereavement or school related incident that could affect the child physically or emotionally in class and requires extra care by the teacher).

How will your information be stored securely?

All registration forms, lists of candidate numbers from the IDTA and registers are stored in a locked suitcase whilst being transported to the teaching venue, once at home they are locked away in a filing cabinet. We do not store any information electronically.

Parental Permission and Independent Pupils:

Following GDPR regulations as pertain to the UK, parental permission is required in all cases for enrolling (and enrolled) pupils under the age of 16. Joanne Merry School of Dance may continue to require parental knowledge and consent in some situations until the pupil is 18 years of age.

Pupils between the ages of 13 and 16 will only be contacted directly with parental consent. Pupils below the age of 13 cannot be contacted personally regardless of consent.

Responsibilities of the Principal at Joanne Merry School of Dance

It is the aim of the school that all appropriate team members are properly trained, fully informed of their responsibilities under the GDPR and are aware of their personal liabilities and all policies related to the processing of customer data.

This Notice

We will update this notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable.

If you have any questions related to privacy, please do not hesitate to contact Joanne.

Thank you.