

CHILDREN'S CLASSES TERMS & CONDITIONS

All Access Performing Arts School

Effective from: 1st January 2026

Version: 2.0

1. Purpose of this Agreement

These Terms & Conditions set out the agreement between:

All Access Performing Arts School (“we”, “us”, “our”)

and the student and their parent/legal guardian (“you”, “your”).

By enrolling your child, booking a trial or paying for classes, you agree to be bound by these Terms & Conditions. Please read them carefully before proceeding.

These Terms are governed by the laws of England & Wales.

2. Scope of Services Covered

These Terms apply to all children and young people attending any activity delivered by All Access Performing Arts School, including but not limited to:

- Stage Stars Saturday classes (Twinkle, Rising, Shooting, Star Performers)
- LAMDA Acting exam classes (Primary, Secondary, Teen)
- Before-school and After-school drama clubs
- Musical Theatre, Dance and Drama sessions
- Workshops & masterclasses
- Rehearsals & holiday classes
- Shows, performances & events
- Online classes (where provided)
- Any associated school-run activities

Separate Terms apply to adult classes offered under **All Access Dance & Fitness**.

3. Definitions

For clarity in this document:

- **“Student”** = the child/young person attending classes
 - **“Parent”** = the parent or legal guardian responsible for the student
 - **“Term”** = a half-term period aligned to Buckinghamshire school dates
 - **“Class”** = any session, club, rehearsal, workshop or performance activity
 - **“Trial”** = a paid or free introductory class
 - **“Policies”** = documents linked to safeguarding, media, privacy etc.
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4. Registration & Enrolment

4.1. A completed online registration form must be submitted before attendance.

4.2. Parents must ensure all information provided is accurate and kept up to date, including:

- Emergency contacts
- Medical information
- SEN/behavioural needs
- Allergy/medication information
- Collection arrangements

4.3. We may request additional information where required to support safe participation.

4.4. Places are offered subject to availability and suitability for age, class level and capacity.

5. Acceptance of Terms

5.1. At the point of online registration you will be asked to **tick a confirmation box** stating that you have read, understood and agree to these Terms. This constitutes your acceptance of this Agreement electronically.

5.2. No physical signature is required.

6. Trials & Class Entry

6.1 Stage Stars Trials (Free or Paid)

Stage Stars Saturday classes operate a free first class and paid second class trial system. Trial options are:

- **1-week trial** (suitable for students trying multiple disciplines)
- **2-week trial** where additional time is helpful for assessment/settling

6.2 Weekday Trials (Free)

LAMDA and Tuesday after-school drama clubs offer a **one-week free trial** per student.

6.3 Trial Limitations

- Trials are subject to availability
- No guarantee of place beyond the trial until fees are paid
- No refunds of trial fees once booked or attended

6.4 Securing a Place After Trial

A place is **not guaranteed or held** after the trial. Places are confirmed only when:

- An invoice has been issued, **and**
- Payment has been received

This prevents spaces being blocked when waiting lists exist.

7. Attendance, Arrival & Collection

7.1 Attendance Expectations

Regular attendance supports progress, confidence and class continuity. Please notify absences where possible.

7.2 Arrival

Parents should ensure students arrive:

- appropriately dressed
- on time
- with required medication (if applicable)
- with toileting needs managed prior to class

7.3 Collection

- Children under 18 must be collected from inside the venue unless written permission is provided allowing the student to leave independently.
- For safety, parents/guardians should arrive **5 minutes before class end time**.

7.4 Late Collection

If a child is not collected, we will:

1. attempt to contact all emergency numbers
2. supervise the child while safe to do so (up to 45 minutes)
3. contact local authorities if still uncollected

7.5 Under 8s

Parents/guardians have a legal responsibility to remain on site for children under 8 unless otherwise agreed in writing for specific sessions.

8. Health, Medical & Medication

8.1 Fitness to Participate

By enrolling, you confirm your child is fit and able to participate in performing arts and movement activities.

8.2 Medical Disclosure

All relevant medical, allergy, SEN, behavioural or medication needs must be declared at registration or as they arise.

8.3 Medication on Site

Any medication required during class must be provided by the parent and clearly labelled.

8.4 Illness

Students should not attend class if they have:

- fever or vomiting
- contagious illness
- newly prescribed antibiotics (first 48 hours recommended)
- any condition causing risk to themselves or others

8.5 Injury & Observation

If injured but mobile, students are encouraged to attend and observe to maintain learning continuity. We are not liable for injury relating to pre-existing conditions.

9. First Aid & Emergencies

9.1 A qualified first aider is present on site where possible. Minor first aid may be administered unless parents have opted out in writing.

9.2 All accidents are recorded and parents notified.

9.3 Emergency services may be contacted if required, and relevant information shared for safety reasons.

10. Safeguarding & Child Protection

10.1 Safeguarding is a core priority. Staff will follow statutory guidance where concerns arise.

10.2 Staff have DBS checks.

10.3 Our full Safeguarding Policy is available and forms part of this Agreement.

11. Viewing & Photography in Class

11.1 Weekly classes are not open for routine parent viewing due to distraction and safeguarding.

11.2 We operate designated “Watching Weeks” and performance opportunities throughout the year.

11.3 Parents must not film or photograph without express permission due to safeguarding, consent and data protection.

11.4 Our Media Policy governs photo/video usage and optional consent.

12. Uniform & Dress Code

12.1 Certain classes require specific uniform or clothing for safety, hygiene and performance reasons. Parents will be informed of uniform requirements for their child’s class.

12.2 Uniforms, footwear, hair and accessories must meet safety guidelines (e.g., hair tied back, no jewellery, appropriate footwear, no loose items).

12.3 Uniform and costume items remain the property of the parent and must be clearly labelled.

13. Shows, Performances, Exams & Additional Activities

13.1 We produce shows and performance opportunities throughout the year. Participation is encouraged but not compulsory.

13.2 Rehearsals may be scheduled in addition to normal class times. Dates will be communicated in advance.

13.3 Students must attend key rehearsals if participating in a show for safety and performance continuity.

13.4 **Additional show-related costs** such as:

- costumes & props
- theatre/venue tickets
- printed programmes
- examiner entry fees (LAMDA)
- masterclasses/workshops

will be charged separately with advance notice. No student will be entered for examinations or performances unless relevant fees are paid.

13.5 Private Lessons

Private tuition or additional coaching may be arranged upon request and will be charged separately. Rehearsal room hire will only be charged where private lessons require an external venue.

13.6 We reserve the right to cast roles and allocate parts at our discretion.

13.7 Some performances may be professionally filmed or photographed. Details will be provided in advance and governed by our Media Policy.

14. Fees, Billing & Payment Terms

14.1 Fees are payable **half-termly in advance**, in line with Buckinghamshire school term dates.

14.2 Invoices are normally issued **one to two weeks before** the start of each new half-term.

14.3 Payment methods accepted:

- bank transfer
- online payment
- card (if offered)
- cash

14.4 Multi-Class Families – Monthly Payment Option

Families booking multiple weekly classes may opt to pay monthly through an agreed plan. Participation for the term remains a commitment.

14.5 Students will not be permitted to attend class where fees remain unpaid beyond the agreed timeframe.

14.6 Late Payment

Where reminders have been sent and fees remain unpaid, a reasonable administration fee may be charged.

14.7 Non-Refundable Services

Payments for trials, shows, exam entries, workshops and private lessons are non-refundable.

15. Cancellations, Withdrawals & Notice Periods

15.1 If you wish to withdraw your child from a class, a minimum of **half a term's written notice** is required.

15.2 Where less than the required notice is given, outstanding fees for the notice period may still apply.

15.3 Class Missed by Student

No refunds or credits will be given for student absences due to illness, holiday or other commitments.

15.4 Class Cancelled by Us

If we cancel a class and are unable to offer a substitution, we will issue a credit or refund for that session.

15.5 Substitution Rights

We may at any time:

- change teachers
- combine classes temporarily

- change venues within reasonable proximity

This will not constitute grounds for cancellation or refund.

15.6 Adverse Weather & Force Majeure

If classes can operate safely, they will run. If not, we may substitute with online or rescheduled sessions. No refund will apply in the event of force majeure beyond our control.

16. Consumer Contract Regulations (Cooling-Off Rights)

16.1 For online enrolments, parents have a legal right to cancel within **14 days** of booking under the Consumer Contracts Regulations 2013.

16.2 However, by requesting that classes begin during this period, you acknowledge the service has begun and your right to cancel may be reduced or lost once classes have been delivered.

This clause prevents forced refunds mid-term and is essential for compliance.

17. Behaviour, Conduct & Anti-Bullying

17.1 Students are expected to behave respectfully towards others and follow teacher instructions for safety.

17.2 We operate a zero-tolerance policy on:

- bullying
- discrimination
- harassment
- vandalism
- violence
- abusive language

17.3 We reserve the right to suspend or remove a student where behaviour causes disruption, harm or risk. No refunds will be issued in these circumstances.

17.4 An Anti-Bullying & Behaviour Policy forms part of this Agreement.

18. Equal Opportunities & Inclusion

18.1 We welcome all students regardless of gender, ability, background, race, religion or disability.

18.2 Reasonable adjustments will be considered where safe and appropriate.

18.3 If support needs exceed our staffing/training capacity, we may discuss alternative arrangements with families.

19. Data Protection & Privacy

19.1 Personal information is collected for the safe delivery of our services.

19.2 Data is stored securely and not shared with third parties except where required for:

- safeguarding
- emergency services
- exam boards
- show venues

19.3 Our Privacy Policy forms part of this Agreement.

20. Liability & Insurance

20.1 Performing arts involves physical activity and students participate at their own risk.

20.2 We do not accept liability for injury or loss arising from:

- pre-existing conditions
- failure to follow instructions
- behaviour of other students
- unsafe conduct by the student

20.3 We hold Public Liability Insurance for activities under our supervision.

20.4 We do not accept responsibility for lost, damaged or stolen property.

21. Termination of Classes by Us

We may terminate a student's place with immediate effect for:

- unsafe behaviour
- non-payment of fees
- consistent disruption
- breach of terms
- safeguarding concerns

Unused fees will be credited where appropriate except where misconduct applies.

22. Complaints

We are committed to high standards of teaching and care. If you have concerns, please raise them with the principal in the first instance. Complaints will be handled fairly, confidentially and in line with our Complaints Policy.

23. Amendments to Terms

These Terms may be updated periodically. Parents will be notified of material changes. Continued attendance constitutes acceptance of revised Terms.