 **ENROLMENT FORM**

Childs Name……………………………………………………………...................................................

Gender……………………………………………………………………................................................

Date of birth……..……..………………………………………………..................................................

Parent/Guardian/Carer

Contact (1)…………………………………………………………........................................................

Home Address………………………………………………………….................................................

………………………………………………………………………………............................................

Mobile………………………………………………………………………............................................

Home No…………………………………………………………………..............................................

Work…........………………………………………………………………..............................................

Email Address……..………….…………………………………………...............................................

Parent/Guardian/Carer

Contact (2)………………………………………………………………….............................................

Mobile……………………………………………………………………...............................................

Home No…………………………………………………………………..............................................

Are there any medical conditions/allergies we should be aware of?

……………………..………………………………………………………..............................................

……………………………………………………………………………................................................

Please inform us if there is any more additional information that you feel would be beneficial to know about the child in your care.

By signing below you are agreeing to the ‘terms & conditions’ as set by Studio B – Performing Arts Centre.

Signature:…………………………………………………………………..............................................

Date: ...……………………………………………………………………..............................................

Classes Enrolment: Please state below

…………………………………………………………………………………………………………………………………………………………………………………....................................................................

…………………………………………………………………………………………………………………



**Photograph/Video Policy and Consent Forms**

At Studio B – Performing Arts Centre, photographs/videos may be taken sporadically of our students. These materials may be used for publications, advertising purposes and internet usage (Website & Social Media). All materials will be used in an appropriate context. Studio B can assure you that all materials will be used exclusively by us and will not be passed onto any third parties (unless you as a parent/carer decide to purchase any images from the photographer directly).

A consent form will be needed from all students under the age of 18 years of age.  
Any photographer who is working for Studio B will be DBS checked and a member of staff from Studio B, will be present throughout their visit.

Studio B will adhere to the appropriate legislation in regards to all materials (Data Protection Act 1998).

INDIVIDUAL CONSENT FORMS

**Please give your consent by filling in the details below.**

I (Full name of parent/carer)

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Give consent for pictures of myself or my child of under 18 years of age

Child’s full name:

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Signature:………………………………………………..Date:…………………………………………….

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**TERMS & CONDITIONS**

Please ensure that you read the terms and conditions of enrolment before submitting enrollment form.

**Payment of Fees**

* Invoices for classes are distributed at the beginning of each term. To receive any discounts the fees must be paid by the payment dates issued on the invoice.
* Payments can be made by Cash, BACS transfer or Cheque (made payable to Studio B Performing Arts Centre). If you want to pay as a BACS payment, please contact Studio B to obtain the relevant banking information.
* Payment arrangements can be arranged to accommodate individual needs, this would need to be discussed with the Principal.
* Half a terms written notice is required if you wish to withdraw your child from classes at Studio B. Failure to do so will result in half a term’s fee being charged.
* As our costs are fixed, fees remain payable in cases of absence. There are no reductions for sickness or holidays. Instances of long-term injury or absence will be dealt with on an individual basis.
* If the teacher is unavailable to give any scheduled lesson and a supply teacher cannot be arranged, the lesson will be carried forward to another date. If this is not possible, the class fee will be refunded.
* Pupils are entered for exams by the discretion of the teacher; these are invoiced separately and involve additional fees for exam entry and extra coaching classes, these exams fees must be paid to secure entry.
* All invoices must be cleared before the end of each term. Failure to do means your child will not be able to start the new term, we have a very strict policy on this. We do not allow anyone to go into arrears

**Duty of Care**

* Studio B has a duty of care towards our students and their welfare is paramount. However, please be aware, that outside of the classroom environment there is no formal supervision. Therefore, it is at your own discretion at what age your child is left.
* Please inform staff of illness and/or injuries prior to the class.
* Please make sure to provide appropriate drinks to remain hydrated throughout classes.
* In correcting positions and supporting your child in their lessons, staff may make appropriate physical contact. If you have any objection to your child being assisted in this manner, please inform the Principal.
* Any concerns a student/parent may have will be dealt with utmost confidentiality. However, if the matter is related to child protection this does supersede data protection and confidentiality and we will have no option but to inform the appropriate parties. Any questions can be discussed with the Studio B safeguarding officer.

**Behaviour & responsibility**

* Studio B does not accept the responsibility for items lost or stolen. (Studio B will have a lost property box that is accessible at all times).
* Pupils are expected to conduct themselves in a disciplined manner whilst attending classes and be respectful to both teachers and fellow pupils at all times.
* Any issues regarding disrespectful behaviors and/or bullying will result in a meeting with the principal. If this becomes a regular occurrence, Studio B reserves the right exclude the pupil from attending classes.
* Children should arrive promptly, correctly dressed and attend classes regularly. All pupils must wear the correct uniform for each class. Hair must be tied back at all times in a bun, unless the teachers states otherwise. Uniform can be brought through the school.
* You are accountable for any intentional damage caused by the child you have brought into Studio B

 **UNIFORM, HAIR AND APPEARANCE**

*At Studio B, we take the craft and discipline of dance and performing very seriously and in the profession, appearance and presentation of dancers is crucial. The Students must take on and understand the importance of this too.*

*We feel it is important to reflect this as we feel that it is important to implement the same discipline regarding their appearance in classes as we feel it gives them a sense of pride that then leads to a real positive effect on their self-esteem and self-worth as a person, dancer and performer.*

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For this reason, at Studio B we feel it is essential that all students and parents respect the importance of presentation and appearance. If your child is not old enough to do this themselves then you as a parent has to ensure this happens. It isn’t fair for the child to be told off in class when it isn’t their fault

* Hair must be worn in a neat bun for all dance lessons unless informed otherwise by a member of staff.
* We would ask you to refer to the uniform photos and requirements for Ballet, Modern and Tap classes. For other lessons this can be the student’s choice. For more info on this please ask at reception

All uniform can be purchased from Studio B directly we have uniform order dates throughout each term so please order email through to [Kerry@studiobworcester.com](mailto:Kerry@studiobworcester.com). If you are at our Worcester branch you can order at Reception as well.

An order cannot be made until full payment has been received.

If you have any questions, please do not hesitate to ask any of the staff.

Thank you for your co-operation

STUDIO B TEAM