

Terms and conditions

Thank you for becoming part of the Lane Academy. We do hope you enjoy your Dance journey with us.

Please carefully read our terms and conditions detailed below. Having these in place gives clarity and assurance to you as a valued part of our school.

Staff/teachers:

All staff, including cover teachers (who may be brought in at short notice), are qualified, experienced and DBS checked. Volunteer class assistants and trainees on placements are all DBS checked. There is always a first aider on site.

Supervision while on site:

Students must ensure they always get full permission from staff prior to leaving class. All pupils will be supervised whilst in class and during break times.

Emergency contact numbers:

If an emergency situation arises that may delay the collection of your child, please contact us on;
Vanessa: 07590 109578
Sarah: 07903 210495

Food:

Please note that we are a 'nut free' school. Please do not send your child with any food that contains nut products (including as a sandwich filler)

Uniform:

This is basic but essential and gives the students a sense of belonging. All pupils should wear a Lane Academy Tee Shirt (which they receive free of charge when the first fees payment has been received) with plain black leggings/shorts/tracksuit bottoms. Pupils aged 7 years and above also need a plain black leotard. All of this can be ordered by emailing us; info@laneacademy.co.uk

- All t-shirts, shoes and bags must be clearly labelled
- Strictly no jewellery – no earrings (earrings are very unsafe during physical activity).
- Hair must be tied back from the face for all classes.

Waiting List:

When a class is fully booked, students will be placed on a waiting list and will be contacted when a space becomes available.

Photo Consent

Occasionally we may take photos at classes or events. These photos may be used on the website, in advertising articles or on social media such as Facebook and Instagram. Children will not be named when photographs are used. In order to comply with the Data Protection Act 1998 and the new GDPR 2018, please could you tick the box on our registration form if you give consent.

By ticking you are happy for photos of my child to be taken by The Lane Academy and posted online as detailed above as outlined above. If, for any reason, you are not happy for us to do this please contact us by email.

Attendance & Collection:

Children must arrive and be collected promptly. It is very important that children arrive in time for their classes, preferably 5 minutes before the start. This allows the group time to settle from the moment the class starts. It is the parent/guardian's responsibility to ensure the child is collected punctually at the end of the class or session. Teachers will ensure children under the age of 11 are dismissed directly to the adult who is collecting them.

Absence:

If your child is going to be absent please send us an email to inform us of this. Parents are not to allow their child to attend TPA Academy if they are feeling unwell. This includes presenting any contagious illness including (but not limited to): Chicken Pox, Head Lice, Common Cold, Flu and, as of March 2020, symptoms of COVID-19. In the case of injury that may prevent your child from joining in fully, please let us know details by email.

Payments:

Invoices are sent prior to the start of each term. Please ensure fees are paid on time. In the instance that we have to repeatedly contact you for payment, a 10% surcharge will be added. Failure to make payment may mean that your class place is withdrawn.

Cancelling your class place:

If you no longer wish to use your allocated class place please contact us by email and we will offer you a refund for the remainder of the term. Fees will continue to be payable until we receive your email advising us of your cancellation.

- Lane Academy is not able to accept responsibility for loss or damage of personal belongings while on the premises.
- Lane Academy Staff must be notified of any changes to the information provided on the Booking Form.
- Lane Academy accepts no liability for any injuries sustained whilst participating in a class or on the premises.