

PLAYERS DRAMA SCHOOL TERMS AND CONDITIONS 2022/2023 ©

This agreement sets out the terms and conditions between us, Players Drama School Limited and you, the Parent/Guardian.

GENERAL

1:1 We ask that students arrive and are picked up on time. If running late at the start or end of the session, please let us know. We open the doors 10 minutes early to allow time to get to classes on time. See times below.

Saturday Morning Group 10:00 - 13:00
Saturday Afternoon Group 14:00 - 17:00
Wednesday Evening Group 18:00 - 21:00

1:2 We reserve the right to dismiss a student from the school if their behaviour is not deemed appropriate. However, Players Drama School will first inform Parents/Guardians, hoping that we can help and guide the student to allow them to stay with us.

1:3 Players Drama School reserves the right to make changes to the timetable, the teaching staff, the advertised programme, or the programme delivery mechanism (for clarity this may mean that we switch to online zoom classes) in the event of illness or other circumstances beyond our control.

1:4 In the unlikely event where a session has to be cancelled by Players Drama School, we will give as much notice as possible. In the event of a last minute session cancellation, you will be notified by text message, and/or call to your mobile phone or through a designated Players Drama School social media site.

1:5 It is occasionally necessary to change the time and/or venue. This will only be done if absolutely necessary, our Saturday Group changes time and venue for two weeks in December. (See term times for more details).

1:6 To withdraw your place at Players Drama School you must give 1 months' notice by text or email.

1:7 Players Drama School hold a Risk Assessment, Child Protection and Safeguarding policy which you can request to view at any time.

1:8 Players drama school have full comprehensive insurance. All teachers hold Enhanced DBS, Safeguarding Level 1 and First Aid at Work (including paediatric) certificates.

1:9 To file a complaint please email Rebecca Wilson on: info@playersdramaschool.com, we aim to respond to your email within 5 working days.

1:10 The Agreement shall be governed by, and construed in accordance with, the laws of England and Wales and any dispute, proceedings or claim shall fall within the jurisdiction of the English courts.

PAYMENTS

2:1 Players Drama School offer a free taster session followed by a two week introductory offer. After this three week period fees will meet the regular payment per week and payment will be due immediately.

2:2 Players Drama School is open for forty three sessions a year. All sessions are charged as below.

2:3 Fees are spread across the year and are paid in 12 equal payments due on the 1st of each month. You will receive an invoice for your first months payment. We then ask a standing order for £78.83 a month (£129.00 for siblings) to be set up for the 1st of each month.

Account Name: **PLAYERS DRAMA SCHOOL LIMITED**

Sort Code: **60-83-71**

Account Number: **13512735**

2:4 Interest will be charged on any late payments. We will exercise our statutory rights to claim interest (at 8% over the Bank of England base rate) and compensation for debt recovery costs under the late payment legislation if we are not paid according to our agreed terms.

2:5 Players Drama School hold a no refund policy

2:6 In the event of complete closure (including online lessons) of Players Drama School due to a pandemic all payments will be carried forward to when we can re-open.

Director: Rebecca N Wilson

Players Drama School Limited, company number 13407741, registered office Unit 16 Eastway Business Village, Olivers Place, Fulwood, Preston, PR2 9WT.

DATA PROTECTION

3:1 Players Drama School complies with its obligations under GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access, and disclosure and by ensuring that appropriate technical measures are in place to protect personal data. The data collected will be used for the business of Players Drama School limited only and will not be passed on to any third party without prior consultation.

3:2 Once you have officially signed up to Players Drama School, the main contact will be added to a WhatsApp group, you can remove yourself from the group at any time. If you do not wish to be added to this group please inform us prior to signing this document.

HEALTH AND SAFETY

4:1 Students participate at their own risk and are obliged to inform Players Drama School and its staff of any existing injuries or medical condition. All application forms must have any known medical conditions stated and any changes to such information must be notified to them immediately in writing.

4:2 If you are unsure whether a student should participate in any activity, please consult the student's GP before enrolling the student.

4:3 Any medication left on the school premises must be clearly labelled and the student should, unless Players Drama School has agreed in writing otherwise, be able to administer it themselves.

4:4 Students must wear suitable footwear and clothing at all times, (no boots, flip flops, sliders allowed) including Players Drama School uniform.

4:5 If a student is unwell or has an accident requiring emergency treatment, the Parent will be contacted via the emergency contact details provided below or on the enrolment form. This number must always be contactable whilst the student is attending Players Drama School.

4:6 Parents are solely responsible for ensuring that the emergency contact details on Players Drama School records are up to date.

SAFEGUARDING

5:1 Players Drama School Safeguarding Policy stipulates that 3 different contact numbers are to be provided. The third contact number must be someone outside of the immediate family e.g. Auntie, Uncle or family friend, this contact would only be used in case of an emergency.

5:2 The parent/guardian must inform Players Drama School if their child is not attending a session.

5:3 It remains the responsibility of the parent/guardian to inform Players Drama School of any changes to emergency contact details. In the event of another adult collecting a student, please inform us prior to the start of the session.

5:4 If you have consented for the student to appear on Players Drama School's website and social media platforms, the student will not be paid a fee in respect of any use made of the photograph(s) and/or video recording(s). Copyright in the image(s) and/or video recording(s) will be retained by Players Drama School Limited. Players Drama School Limited shall have the right to edit, modify, crop, add to or subtract from the photographs and/or video recordings at its entire discretion and without your approval.

5:5 Players Drama School DSL (Designated Safeguarding Lead) is Rebecca Wilson, who you can contact regarding any safeguarding issues on 07568 342092. Alternatively you can contact NSPCC on 0800 800 5000.

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