

Before You Register – Key Information

We're so pleased you're considering joining **Bovingdon Dance Academy**
Before registering, here are a few key things to be aware of:

Half-Termly Commitment

Our classes are booked on a **half-termly basis**, and your child's place is reserved for the half-term. Fees are therefore payable regardless of attendance.

Missed Classes

We completely understand that children may occasionally miss classes due to illness, holidays or other commitments. As fees secure your child's place, we're unable to offer refunds or reductions for missed sessions.

Payments

Invoices are issued before the start of each half-term and must be paid by the due date.

Class Changes

If you ever need to change classes or would like to explore a different level, just let us know — we'll always do our best to help, subject to availability.

Exams & Performances

Opportunities such as exams, workshops and performances are offered throughout the year. These are optional and, where applicable, may involve additional costs — we'll always communicate these clearly in advance.

Our Approach

At BDA, we pride ourselves on creating a **supportive, structured and positive environment** where every dancer can thrive. We expect all students to be respectful and engaged, and we work closely with families to support each child's progress.

Health & Safety

Dance is a physical activity, and while we take every care to provide a safe environment, participation is at your own risk. Please ensure your child is fit and well to attend classes.

By registering, you confirm that you have read and agreed to our full Terms & Conditions:

Please read these terms and conditions carefully. By enrolling your child at **Bovingdon Dance Academy (“BDA”)**, you are agreeing to the following terms, which are designed to ensure a positive, safe and well-organised experience for all of our dancers and families.

We are committed to creating a supportive and professional environment. In the unlikely event that any issues arise, we will always aim to work collaboratively with you to resolve them. However, where there is a serious or ongoing breach of these terms, we reserve the right to suspend or withdraw a student’s place at the school where necessary.

1. Class Booking, Fees & Payment

1.1 All classes are booked and paid for on a **half-termly basis by the invoice due date**.

1.2 Fees secure your child’s place in class for the full term. As such, fees remain payable regardless of attendance, and we are unable to offer refunds or reductions for missed classes due to illness, holidays or other personal circumstances.

1.3 In the event that classes are unable to take place due to circumstances beyond our reasonable control, we will always aim to offer a suitable alternative (such as rescheduled or online classes), but refunds may not be possible.

1.4 All class fees and any additional fees are reviewed periodically and may be adjusted on a half-term-by-half-term basis. Updated fees will always be communicated in advance and made available on request.

1.5 Additional fees may apply where relevant (for example: examinations, workshops, uniform or performances). These will always be clearly communicated.

1.6 Invoices will be issued prior to the start of each term.

1.7 Our preferred method of payment are bank transfer (BACS) or by card. Alternative arrangements may be agreed in exceptional circumstances.

Cancellations & Notice Periods

2.1 Submitting a registration form is treated as an expression of interest in joining BDA. We will then be in touch to confirm availability and offer a suitable class. A place is only secured once this has been confirmed and an invoice has been issued.

2.2 Once a place has been offered and accepted, your child’s space in class is reserved for the relevant term or half term.

2.3 You have the right to cancel within 14 days of accepting a place. To do so, please contact us at admin@bovingdondance.co.uk. If you cancel within this period and before attending any classes, no fees will be payable.

2.4 Where your child attends classes within the 14-day cancellation period, you agree that the service has begun and fees for those classes will be payable.

2.5 After this initial 14-day period, we require written notice if you wish to withdraw from classes.

2.6 To stop classes for the following half term, we ask for notice to be given before the half-term break. If notice is received after this point, fees for the following half term may still be charged, as your child's place will have been reserved.

2.7 Once an invoice has been issued for a term or half term, fees remain payable in line with the above notice periods.

3. Student Expectations

3.1 Students are expected to follow the guidance of their teachers and behave respectfully towards staff and fellow dancers at all times.

3.2 We aim to maintain a positive and inclusive environment. Where behaviour falls short of this, we will work with families to address any concerns. In rare cases, we reserve the right to withdraw a student's place if behaviour continues to impact others.

3.3 We ask that absences are communicated in advance where possible via our Band app.

3.4 Students should attend classes in the appropriate dance attire, with hair neatly secured, to support safe and effective training.

3.5 Teachers may use appropriate physical guidance (tactile feedback) with permission, where necessary to support learning and technique.

4. Health, Safety & Wellbeing

4.1 It is the responsibility of parents/guardians to ensure that their child is medically fit to participate in dance activities.

4.2 If your child has an injury or medical condition, please inform us in advance so that we can support them appropriately via this form: <https://forms.gle/1WsARF5NteA1g5CW6>

4.3 A basic first aid kit is available, and staff may administer basic first aid if required. In the event of a more serious incident, we will contact you immediately.

4.4 We are unable to administer medication unless previously agreed.

4.5 While we take all reasonable steps to provide a safe environment, dance is a physical activity and participation is at your own risk.

5. Examinations, Events & Progression

5.1 Entry into examinations is at the discretion of BDA teachers, based on a student's readiness and confidence.

5.2 Additional classes or rehearsal sessions may be required in preparation for exams or performances. These will be communicated in advance and may incur additional fees.

5.3 If an examination is not taken, progression to the next level will be discussed and determined by the teaching team.

6. Parents & Guardians

6.1 We ask that students arrive on time and are collected promptly at the end of their class.

6.2 Please inform the teacher if someone different will be collecting your child.

6.3 Parents are welcome to watch initial sessions where appropriate. Ongoing viewing is managed to ensure a focused learning environment, with opportunities such as watch weeks scheduled throughout the year.

6.4 Feedback on your child's progress is always available on request. Please send an email to admin@bovingdondance.co.uk

7. Photography & Media

7.1 We may occasionally take photographs or videos during classes, events or performances for educational and promotional purposes.

7.2 We will always aim to do this sensitively and appropriately.

7.3 You may withdraw your consent for your child to be included in photography or video at any time by contacting us.

7.4 Performance photography or videos may be shared with families securely.

8. Personal Property

8.1 BDA cannot accept responsibility for any loss or damage to personal belongings brought onto the premises.

9. Liability

9.1 While we take all reasonable care in delivering our classes, participation in dance activities is at your own risk.

9.2 Nothing in these terms limits our liability for death or personal injury caused by negligence, or any other liability which cannot be excluded under UK law.

10. Data Protection

10.1 We are committed to protecting your personal data and privacy.

10.2 Your information will be used to manage your child's enrolment and to communicate with you about classes, events and updates.

10.3 Full details can be found in our Privacy Policy via our website.

11. Governing Law

These terms and conditions are governed by the laws of England and Wales.