

FineSteps Children's Class Policy



Your Dance Class

We would like to welcome you to the dance classes for children and teenagers held by FineSteps. Below, you will find information about the classes that we hold.

- Class times and termly dates - are displayed on social media and our website. You will also find news of NATD examinations and competitions that pupils may take part in. You will be notified if/when we feel you/your child is ready for a competition/examination. If you are interested in this, please let us know.
- Social Media - find us on Facebook and Instagram to keep yourself up to date with our news.
- Dancewear - After your first term, all children are expected to wear a FineSteps branded T-Shirt which can be purchased directly from us. Children's Ballroom & Latin classes require the correct shoes, please ask a member of staff for details.
- We reserve the right to change teachers and/or venues at short notice as and when necessary.
- We reserve the right to cancel any class/event due to insufficient demand. In this case a full refund will be given.
- All valuables will be the responsibility of the student. FineSteps will not be liable for any loss or damage.

Payment

We offer payment via BACS and in certain circumstances accept cash. Children's classes with FineSteps are a school termly sign up. New pupils attend their first-class free of charge, and on returning for the second week the remaining weeks are payable in one block.

- All fees for the full term are payable in advance.
- We accept new students throughout the term. Fees will be pro-rated from the first class attended.
- No refunds or credit will be given for missed classes. Whilst there may be exceptional circumstances these will be given due consideration case by case.
- In the event of a class/event being cancelled by FineSteps, credit will be offered, and refunds made where appropriate.

Child Protection

It is the policy of FineSteps, wherever reasonably practical, to safeguard its members from physical, sexual, and emotional harm while participating in Dance Sport activities. We take all reasonable steps to ensure that children do so in a safe environment. To protect the well-being of children in our care, we would ask you to be fully aware of the following points.

- We respectfully request that parents or guardians be responsible for escorting young persons under the age of eighteen to and from the venues and are punctual on collecting.
- FineSteps duty of care for a student is during stated class times only. This is on the condition that they adhere to the rules of behaviour and conduct given by the teacher. Supervision outside of class/performance times is not the responsibility of FineSteps.
- Parents and guardians should be aware that the styles of dance taught at FineSteps necessitate physical contact between teacher and pupil, and thereby consent to physical correction. If this is not acceptable, the teacher must be notified in writing.
- Where personal tuition is given, parents or guardians are advised to remain in the waiting areas throughout.

Code of Practice and Equal Opportunities

- All teachers within the school are vetted and have been checked through the Disclosure Barring Service (DBS)
- All teachers have been suitably trained for the level of teaching they provide.
- The staff of FineSteps do not discriminate and offers equal opportunities to all pupils.
- We undertake to ensure that halls used for tuition are safe to use and suitable for the teaching of dancing.

Procedures

- In the event of illness of pupils under the age of sixteen, prescribed medicines will only be given where permission has been given by the parent/guardian.
- In the event of an accident in class, first aid will be given, and medical assistance sought in cases where it is reasonably deemed necessary.
- Details of any accident will be noted in the accident book
- Parents or guardians who will not be present during classes should make full contact details available.

It is the responsibility of the parent/guardian to inform FineSteps on your child's registration form:

- If your child has any medical conditions and/or allergies, special needs or learning disabilities which could affect them during class.

It is the responsibility of the parent/guardian to inform FineSteps via email or in writing:

- If your child has any injuries which could affect them during class. Agreeing to attend a class is a declaration of fitness.
- Of any changes to your child's circumstances e.g., address, contact details, medical conditions etc.

Behaviour

- All students are expected to conduct themselves sensibly during all classes/lessons, always showing self-discipline and respect towards others.
- No mobile phones are to be used in class.
- When using social media all students are expected to conduct themselves appropriately and sensibly with polite etiquette. Students should ensure they uphold the reputation of FineSteps. Inappropriate use of social media in association with FineSteps may jeopardise your place.

Competitions

- You will be notified by a member of the FineSteps team if your child has reached the standards required to enter competitions.
- By entering competitions, you are agreeing to further commitment of weekly group and one-to-one lessons, which are expected to be maintained throughout the year. If both classes and one-to-ones are not maintained, then we reserve the right to cancel your competition enrolment.
- We respectfully request that parents or guardians are responsible for their children's well-being throughout the day.
- It is suggested that if there is concern, that parents or guardians could contact the management of the competition venue to ascertain their safety procedures.

Complaints

In the event of a complaint against FineSteps, this should be made in writing to the office address: 16a Barnwood Road, Gloucester, GL2 0RX