



BWA PERFORMING ARTS TERMS AND CONDITIONS

(Revised June 2025)

By enrolling at BWA Performing Arts, all parents/guardians and students over the age of 18 agree to the following:

Communication

All important information — including invoices, timetables, and newsletters — is sent by email. Please ensure we have an up-to-date email address and that our emails do not go into your spam folder.

Uniform

Students must wear the correct uniform for all classes, as outlined [on our website](#). This helps create a focused, professional environment and allows teachers to safely assess movement.

Health and Safety

Students should only enter the studio when a teacher is present.

We are responsible for students only during their scheduled class time.

If a student is not collected on time, they will return to the studio to wait under supervision.

Safeguarding and Child Protection

The safety and wellbeing of our students are paramount.

- All staff are DBS-checked and trained in safeguarding.
- We follow a comprehensive Safeguarding Policy, available on our website.
- Any concerns should be reported to the Director or our Designated Safeguarding Lead.

Medical Attention

Minor injuries may be treated by staff using the school's first aid kit, unless you have opted out in writing.

Please notify us of any medical conditions or allergies on your child's enrolment form.

Regular Attendance

Consistent attendance is important for progress. Please arrive on time and let us know in advance if a student will be absent.

Behaviour

We are committed to creating a respectful and positive learning environment for all students.

Disruptive behaviour of any kind will not be tolerated.

If a student behaves inappropriately, they may receive a warning, be asked to leave the class, or in serious or repeated cases, be asked to leave the school at the discretion of the Director.

Property

Label all personal items clearly.

BWA is not liable for lost or damaged belongings.

Lost property is kept for three weeks; unclaimed items will be donated or discarded.

Photographs and Videos

Consent for photography and filming is collected as part of the enrolment process.



- You may choose to give or decline consent at that time.
- If your preferences change, please inform us in writing so we can update your record.
- We always check consent before using any photos or videos for promotional purposes (e.g. website, social media).
- Student names are never shared publicly without additional permission.

Substitute Teachers

Occasionally, a substitute teacher may lead a class if the regular teacher is unavailable. All substitute teachers are qualified and experienced. Refunds or credits will not be issued in these cases.

Enrolment and Term Commitment

When you join BWA, you commit to paying for the remaining weeks of that term. Students are automatically enrolled into each new term unless written notice is given.

Notice to Leave

To withdraw from BWA, **6 weeks' notice (half a term)** must be given in writing by email. Fees are still due during the notice period, whether the student attends or not.

Fees

- Fees must be paid before the due date listed on your invoice.
- A **5% late fee** will be added to overdue accounts.
- Students with unpaid fees may not attend class and may lose their place to someone on the waiting list.

Refunds

No refunds are issued once a term has started.

If BWA cancels a class (e.g. due to staff illness or venue issues), we will offer a makeup class or a refund for the missed session.

In the unlikely event that a refund is approved, please note that for payments made by card, only 96% of the amount paid can be refunded. This is due to a 4% non-recoverable fee charged by banks on the original transaction.

Social Media and Conduct

We expect all parents and guardians to use social media respectfully.

Negative or inappropriate online comments about the school, staff, or other families may result in dismissal from the school.

Please bring any concerns directly to the Director.

Data Protection (UK GDPR)

We comply with the UK General Data Protection Regulation (UK GDPR).

- We collect only the information necessary to manage the school and care for students.
- Data is stored securely and never shared without consent, except when required by law.
- Our full Privacy Policy is available [on our website](#).

Policy Updates

BWA may update its policies and Terms and Conditions as needed.

Families will be notified of any changes via email.

**Viewing Policies**

All policies mentioned in this document — including Safeguarding, Health and Safety, and Data Protection — are available at the school.

Please speak to a member of staff to arrange a time to view them.