

Frogmore Dance School

Registration Form

Students Name:.....

Date of Birth:.....

Address:

.....
.....

Postcode:.....

Parent/Guardian's Name:.....

Telephone:.....

Email Address:.....

Student's ISTD Learner Pin# (If Applicable):.....

Student's IDTA Learner Pin# (If Applicable):.....

Emergency Contact Name:.....

Emergency Contact No#:.....

Details of any medical conditions and/or special needs, allergies:

.....
.....
.....

Please indicate below if your child carries any of the following:

Epipen

Asthma Pump

Other medical implement (Please State).....

Please tick to give your permission for us to administer this medication to your child if needed.

Details of any previous dance experience and/or exams:

.....
.....
.....

Any other additional information that you feel would be of benefit for Frogmore Dance School teachers to be aware of, please detail below:

.....

How did you hear about Frogmore Dance School:

.....

How would you like to receive information such as newsletters and invoices:

By Email

Hard copy in person

I would be happy for you to keep me in mind if you need any volunteers, for example, for show chaperones.

Please make sure you read Frogmore's Ts&Cs before signing in agreement below.

Date:.....

Parent/Guardian's Signature:.....

Please return this form to Verity either by hand, or by post to the following address.
72 Christchurch Drive, Blackwater, Camberley, Surrey, GU17 0HH

TERMS & CONDITIONS

- STUDENTS ARE EXPECTED TO ATTEND THEIR LESSONS PUNCTUALLY AND REGULARLY.
- STUDENTS MUST ATTEND CLASS DRESSED AND GROOMED APPROPRIATELY WEARING THE CORRECT UNIFORM. THIS IS FOR HEALTH & SAFETY REASONS.
- STUDENTS MAY BE REQUIRED TO TAKE PART IN PERFORMANCES AND OPEN CLASSES. PRIOR NOTICE WILL ALWAYS BE GIVEN.
- FROGMORE DANCE SCHOOL DOES NOT ACCEPT RESPONSIBILITY FOR ANY DAMAGE OR LOSS OF PROPERTY WHILE ON THE PREMISES.
- FROGMORE DANCE SCHOOL DOES NOT ACCEPT RESPONSIBILITY FOR ANY ACCIDENTS OR INJURY THAT MAY INCUR DURING CLASS. SUPERVISION AND MATTS WILL BE USED WHEN PRACTICING ACRO WHERE NECESSARY.
- IT IS THE PARENT/GUARDIAN'S RESPONSIBILITY TO ENSURE THAT THEIR CHILD IS SUPERVISED OUTSIDE OF THE SPECIFIED CLASS TIMES WHILE ONSITE.
- A CERTAIN AMOUNT OF RISK IS CARRIED BY ANY PHYSICAL ACTIVITY. STUDENTS TAKING PART IN ANY CLASSES OR EVENTS RUN BY FROGMORE DANCE SCHOOL DO SO AT THEIR OWN RISK
- FROGMORE DANCE SCHOOL HAS THE RIGHT TO TERMINATE A STUDENT'S INVOLVEMENT IN CLASSES IF THEIR BEHAVIOR IS DEEMED UNACCEPTABLE.
- IT IS THE RESPONSIBILITY OF THE PARENT/GUARDIAN TO NOTIFY THE PRINCIPAL OF ANY ILLNESS OR INJURY THAT MAY AFFECT THEIR CHILDS PARTICIPATION IN CLASS.
- PHOTOGRAPHS AND VIDEO FOOTAGE CONTAINING YOUR CHILD MAY BE USED FOR PROMOTIONAL PURPOSES INCLUDING USE ON OUR WEBSITE AND FACEBOOK PAGE.
- LESSONS ARE TIMETABLED ON A TERMLY BASIS. PARENTS/GUARDIANS ARE EXPECTED TO CHECK THE TIMETABLE FOR ANY CHANGES AT THE END OF EACH TERM.
- ALL FEES ARE PAYABLE STRICTLY IN ADVANCE AND BY THE FIRST CLASS OF THE NEW HALF TERM IN FULL. IF YOU HAVE ANY DIFFICULTIES PLEASE DISCUSS THIS WITH ME PERSONALLY. PAYMENTS CAN BE MADE BY CASH OR BANK TRANSFER.
- WITH THE EXCEPTION OF NEW PUPILS ENROLLING DURING TERM TIME, NO DEDUCTIONS CAN BE MADE FOR MISSED CLASSES (EXCEPTIONS CAN BE MADE AT THE PRINCIPAL'S DISCRETION SHOULD A STUDENT SUFFER A LONG-TERM ILLNESS).
- HALF A TERM'S NOTICE IN WRITING IS REQUIRED FOR PUPILS WISHING TO LEAVE THE SCHOOL OR CHANCE CLASSES IN ANY WAY. ANY STUDENT LEAVING THE SCHOOL MUST GIVE THE CORRECT NOTICE PERIOD OR THEY WILL BE LIABLE FOR THE FOLLOWING HALF TERM'S FEES.
- SHOULD IT BE NECESSARY TO CLOSE THE SCHOOL ON THE ACCOUNT OF EPIDEMIC, NATIONAL CRISIS OR ANY CIRCUMSTANCES OUTSIDE OF FROGMORE DANCE SCHOOL'S CONTROL, FEES CANNOT BE RETURNED NOR COMPENSATION MADE FOR ANY PERIOD OF LOST SCHOOLING.
- ANY MEDICATION FOR THE CHILD NEEDED ONSITE AS INDICATED ON YOUR REGISTRATION FORM, SHOULD BE KEPT IN AN AIRTIGHT CONTAINER, CLEARLY LABELED WITH CHILDS NAME, DOASGE AND USE.

HOW WE USE YOUR DATA

- FOLLOWING REGISTRATION, YOUR DATA IS HELD ON A PASSWORD PROTECTED DATABASE WHICH IS ONLY ACCESSIBLE BY THE PRINCIPAL. THE PAPER REGISTRATION FORM WILL BE HELD ON FILE BY THE PRINCIPAL UNTILL THE STUDENT LEAVES THE DANCE SCHOOL. AT THIS TIME, THE REGISTRATION FORM WILL BE DESTROYED AND THE STUDENT REMOVED FROM THE DATABASE.
- FROGMORE DANCE SCHOOL WILL NOT PASS ON ANY PERSONAL DETAILS TO A THIRD PARTY UNLESS IT IS IN THE STUDENTS INTEREST, IE FOR EXAMINATION OR FESTIVAL ENTRY.
- EMERGENCY CONTACT INFORMATION WILL BE AVAILABLE ON THE CLASS REGISTER FOR THE CLASS TEACHER IN CASE OF EMERGENCY.
- IT IS THE RESPONSIBILITY OF THE PARENT/GUARDIAN TO ENSURE THAT WE HAVE THE CORRECT DETAILS FOR YOU AND THE STUDENT, AND KEEP US UPDATED OF ANY CHANGES TO CONTACT DETAILS OR HEALTH DETAILS.
- SHOULD YOU WISH TO SEE THE DATA WE HOLD FOR YOU, PLEASE ASK THE PRINCIPAL. THE DATA WE HOLD FOR YOU WILL BE THEN BE SHARED WITH YOU WITHIN 7 DAYS.

PHYSICAL CORRECTION

There may be times when teachers in the school use physical intervention in respect of good teaching (adjusting arm lines, for example). It must be understood by all parents and guardians of students that this is deemed necessary in the safe and effective teaching of dance technique.

The Principal monitors the level of physical correction on a regular basis. If a parent/guardian is unhappy with this teaching technique, their concerns must be raised with the Principal immediately. The Principal will make a record of the concerns and will ensure that appropriate action is taken where necessary.

FIRST AID

All Frogmore teachers and staff are trained first aiders. It is understood that first aid will be administered to students when deemed necessary and accidents and injuries recorded in the accident book. Severe injuries will be reported to RIDDOR. In the case on an emergency, and if the parent/guardian is absent, it is understood that teachers will act as loco parentis where necessary. An ambulance will be called and the parents contacted.