

2021-22

Wendy Sandercock Academy of Dance

Dance School of the year

SILVER AWARD WINNER 2021-22

GOLD AWARD WINNER 2019-20

SILVER AWARD WINNER 2018-19



Excellence in Dance

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About Us



Wendy Sandercock Principal

For generations, human civilizations have been dancing. Whether for cultural reasons or pure enjoyment, there's a wonderful feeling that one gets from the art of movement. Just ask the dedicated dancers who come to practice every single day.

When you decide to join us at The Wendy Sandercock Academy of Dance, you too will be able to take advantage of our professional staff at your choice of location. Whether you're a beginner or an experienced dancer looking to improve your technique, we guarantee you'll find it here.

The Wendy Sandercock Academy of Dance is a well-established and extremely successful school, run by Principal Wendy Sandercock, a fully qualified and registered teacher of The Royal Academy, with classes held in Torquay, Newton-Abbot and Teignmouth. We ensure our classes are always of manageable sizes in order to provide individual attention to each pupil at every stage of their development. We believe in quality and not quantity thus retaining our very high standards. Pupils follow the syllabus of The Royal Academy of Dance and examinations are held twice a year for those wishing to take grades and Vocational examinations, in Ballet, Modern and Tap.

The results always reflect the very high standards of the school, and pupils always attain 100% pass rate. The children always enjoy taking part in local and national competitions, again winning lots of cups and medals, with several pupils taking part in "All England Finals" over the years. The school stages its own show yearly, which is great fun!

Some of our pupils take a step further and take part in professional shows and dance alongside the "stars" in Pantomimes, Ballet companies and Summer Shows. Many have taken part within productions of the English Youth Ballet Company (See Gallery). Pupils over the years have been readily accepted by vocational schools, such as, The Royal Ballet School, Elmhurst Ballet School in association with Birmingham Royal Ballet, Ballet Rambert, Northern Ballet School, Tring Park School for the Performing Arts and more. A lot of former pupils are dancing in Ballet companies in this country and abroad or involved in television and west end productions as well as characters and performers in Disneyland (Paris) as well as the Disney Cruise Line. We as a school have a number of junior and mid associates of The Royal Ballet School, where children are selected by audition for a place.



Alicia Rose Sandercock

Alicia was trained by the Royal Ballet School and attended Tring Park School for the performing arts. Upon graduating, Alicia landed character and parade performer roles at Disneyland Paris. Alicia has performed at the Royal Albert Hall in "Phantom of the Opera" and has danced with the English Youth Ballet Company where she was a scholarship winner for all her performances.

Alicia held the title South West Ballet and Modern Champion for 6 years before she represented the South West of England in the IDTA Ballet Championships at the Blackpool Winter Gardens. Alicia was also a medal winner on several occasions at the All England Dance finals in London. Alicia has also modelled for the limited-edition catalogue and yearly edition catalogue for International Dance Supplies. In between auditions and contracts, Alicia is a student teacher at the school.

Fiona Harvey (Guest Teacher)

Fiona has performed with the Royal Ballet Company on many productions including, Swan Lake, Coppelia and Nutcracker. Fiona has also toured with the Company to Moscow performing in Swan Lake and Don Quixote. After graduating from the Royal Ballet School Fiona joined London Studio Centre's sister company Images, and toured Britain performing in various productions including work by Frederick Ashton, Christopher Wheeldon and Will Tucket. On her return to Devon Fiona completed the Certificate in Ballet Teaching Studies with The Royal Academy of Dance.

In 2011 Fiona was offered the prestigious role of teaching for the Royal Ballet School's Junior Associate programme in Devon. This programme has been designed to train children aged 8 -11 who the Royal Ballet believe have the potential to go on to receive vocational training. Fiona has been teaching for 9 nine years now and is passionate about passing on her performing and training knowledge onto enthusiastic and talented ballet dancers.



Olivier Smith (Guest Teacher)

Olivia graduated from the Northern Ballet school some years ago and has travelled the world extensively as a dancer & entertainer with many of the leading cruise lines. She was also dance captain on many of her trips.

Her love of teaching and passing on a wealth of knowledge to young dancers in Tap, jazz & musical theatre brings her back to the West Country. We are delighted that Olivier will be working in our school.

The Royal Academy of Dance

By choosing a RAD Registered Teacher you are choosing quality, safety and professionalism

Qualified Dance Teachers

All RAD Registered teachers hold a recognised dance teaching qualification and are required to keep their skills up to date through our Continuing Professional Development scheme. This means that you can be confident in their dance knowledge and teaching ability, including what is developmentally appropriate at every stage of a child's learning

Your Child in Safe Hands

The RAD recommends that all our teaching members have an Enhanced Disclosure from the Disclosure and Barring Service (DBS), Disclosure Scotland or similar international organisations. Every teacher on our register is expected to adhere to our Code of Professional Practice which outlines an ethos of integrity, competence and professionalism

A World Class Dance Teacher, Teaching Locally

Finding a good teacher, one that is right for you, can take some time, but it is worth the effort. In the end, whether you are looking for yourself or for your child, you will benefit from selecting a teacher who is a qualified, safe and reliable. The Royal Academy of Dance Registered Teacher mark assures you of just that.



Pre-Associates Programme

The Pre-Associate Programme is a structured course for gifted students to prepare them for auditions such as Royal Ballet Junior/ Mid Associates and other vocational schools. Taught by Fiona Harvey (Principle of the Royal Ballet School's Junior Associate programme in Devon). Helping the children to understand what is expected of them at an audition and within an associate class. The Pre-Associates programme must be taken in conjunction with normal grade classes in order to progress.



Uniform

Our [uniform](#) for the Pre-Associates class is a white leotard with a pink belt for girls and black shorts and white tee-shirt for boys. Senior Associates is a magenta leotard with white belt.

All uniforms can be purchased from our shop by visiting the shop page on our site



Pre-Associates Programme - Student Successes



Brooke

The success rate was evident at the latest auditions (July 2019 & Summer '21) Here are our most recent successful students.

July '19 - Royal Ballet School - Karina (Year 5), Brooke (Year 6), Felicity (shortlisted for a year 6 place), Ella (Elmhurst Ballet School Associates), Isabella & Lilly (Ballet Boost Associates),

Summer '21 - Royal Ballet School - Junior Associate Programme with a 100% audition success rate, Sofiina, Emily & Aran. In addition to the Royal Ballet school success, we now have 8 of our students accepted to the English Youth Ballet for their production of The Nutcracker in December '21.



Karina



Ella



Felicity



Isabella



Lilly

Some of our successful Former Students



Former Pupil Anna Shircliff was with our school from the age of 2yrs old until she won a scholarship to Elmhurst Ballet School at the age of 16. Since then she has danced with the Estonian Ballet, taken principal roles in Phantom of the Opera and toured the West End production of Mary Poppins to name a few of her stage successes. She is also a teacher at the Kensington Ballet School London. Anna was a Royal Ballet Associate from 8 to 16 years old and danced with London Children's Ballet.

Mary Poppins success for Anna Shircliff

October 12, 2017

Ballet dancer, Anna Shircliff has just finished the last leg of the highly acclaimed international tour of 'Mary Poppins'. Anna has been a singing student of mine for the last 4 years and has worked incredibly hard on her voice which has gone from strength to strength. I just wish I could dance as well as she can sing!



Timmy Leckie attended our school from the age of 5 years until he was awarded a scholarship to Elmhurst Ballet School at the age of 11. Timmy who was also a Junior Associate of the Royal Ballet gained a scholarship at Central Ballet School at 16. He has recently graduated and is currently dancing in Opera Theatre company in Romania on his contract.



Some of our successful Former Students



Molly Burford was a pupil at our school from the age of 11. She successfully auditioned at 15 for Italia Conti under a scholarship. Molly has now graduated and has her first contract with Royal Caribbean Lines Brilliance of the Sea.



Sophie Hayden was a pupil at our school from age 7 to 18. She has completed numerous contracts for the Walt Disney Company including Disney Cruise Line and Disneyland Paris.

Our Classes

Our Specialty is Classical Ballet although we have several classes offering different disciplines.

Baby Ballet – Our specialty



Dance & Movement with Melody Bear

The Melody Movement Early learning class is unique. It addresses the needs of children aged 2 years upwards and is tailored to discovering and fulfilling the potential of each child and nurturing their creative development.

Loveable Melody Bear is the focal point of the early year's curriculum, and all her activities, stories, ideas and dreams can be told through dance and movement. Classes are specifically structured to enhance and develop the learning experience of each child, thus ensuring a successful transition from one stage to the next. The Melody Bear journey ends at the Foundation Ballet level as they graduate and continue their exciting and magical journey progressing to Junior Ballet and Royal Academy Grades.



Themed Classes and Awards Days



We encourage class participation and development and progression with the use of themed classes and “sticker” collection.

We find that children becoming more actively involved when there are “stickers” to collect showing off their skills and progression.

Themed classes are a real hit with our baby classes. We run different themed classes and dance as Unicorns, fairy’s butterflies etc. Acting out lots of enchanted magical tales and stretching your child’s imagination through the art of dance.



Classical Ballet



Classical Ballet has never been more popular. We run classes to suit all levels and follow the syllabus of the Royal Academy of Dance. We run classes in -

- Baby Ballet
- Primary Ballet
- Grades 1 to 8
- Major Work

These classes are immensely popular, and we generally fill up very quickly so please book early to avoid disappointment.



OnLine classes

With the 2020 pandemic of Covid-19, we realised early on students would suffer from not having continued supportive tuition. We were one of the first dance schools to use online classes using Zoom technology as a replacement for normal classes whilst the pandemic is still active. Although many of the restrictions governing Covid-19 have been removed, we still retain Zoom classes allowing staff to teach remotely and to ensure that students who may have to isolate can still take an active part in classes and or any catch up sessions.

We believe this is one of the best platforms available for online classes and individual one-to-one private lessons. As an innovator, we are pleased that we can offer our excellent tuition to all our students and to those wishing to join the Academy. We believe this offers students the best way of continuing with their studies, continued progression to examinations for the RAD and ensuring they are engaged both physically and mentally should they not be able to attend class.



It is normal for children and young people to still feel worried or anxious. We've all experienced sudden changes in our lives and routines – and we are still living with a certain amount of uncertainty concerning Covid. For some young people, the coronavirus pandemic may also worsen or trigger anxieties they were already struggling with. It is important to try and maintain as much of a normal routine as possible. Classes such as these enable your child to see their friends, engage, keep physically and mentally active and continue to enjoy their dance journey.

Musical & Theatre Workshops, Summer Schools.



During the year, we have workshops in musical and theatre. These classes are very popular and are run by Alicia Sandercock and guest teachers.

Students can not only hone their skills but learn new forms of dance and theatre techniques which they can also put to good use during our annual shows.

We also offer highly successful and enjoyable summer schools. Packed with fun, dance and other activities.



Summer School '21

An exciting time was had by all. Lots of dancing from Ballet to musical theatre and lyrical & contemporary. Our dancers also enjoyed other activities allowing them to recover from dancing and to be ready for the next class.

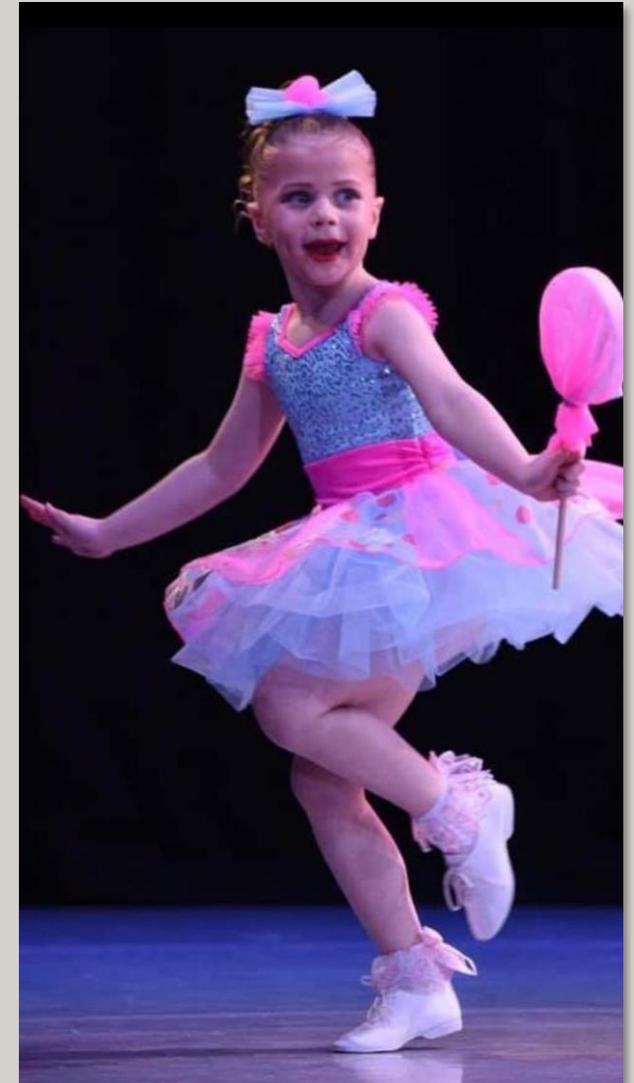
“Best in class” cups were awarded for different classes and judged by our guest teachers.



Festivals

Students are encouraged to enter local and where appropriate, National Dance Festivals. These are enjoyed by all, and we are so proud of our students when they steal the show!

We compete in most of the prestigious Dance Festivals as well as the Plymouth Festival however, due to the Coronavirus pandemic, festivals scheduled for 2020 have been cancelled or are due to be rescheduled. We are competing in several major festivals from September 2021 onwards.



Examinations



The RAD are the No 1 board and stand out above all others. From their demanding syllabus, attention to detail and installing confidence and expression of the inner self through dance. The examinations will open doors to all fields of dance and theatre and by only recognising the very best teachers and their abilities will their exacting standards be maintained.

We follow the syllabus of the Royal Academy of Dance. The examinations of the Royal Academy of Dance are pre-eminent and internationally recognised.

Our examination record speaks for itself, and we have a 100% pass rate with many students gaining top marks.



An RAD qualification will enable your child to fulfil lifelong expectations and career development and fulfilment.

Choose the best, choose the RAD

Annual Shows

In December 2018 we staged The Nutcracker and in November 2019, Cinderella. Both productions being highly technical and with amazing performances from all our students and principals.

Our shows are a showcase for your children showing their skills and demonstrating amazing technique. We are proud of every student and their individual progression in the world of dance is exceptional.

Unfortunately, we were unable to produce an annual show for 2020 because of Covid restrictions although we do plan to produce a show for 2021.



Our 2019 Production of Cinderella



Our 2018 Production of The Nutcracker



WSA now have a dedicated Youtube channel.

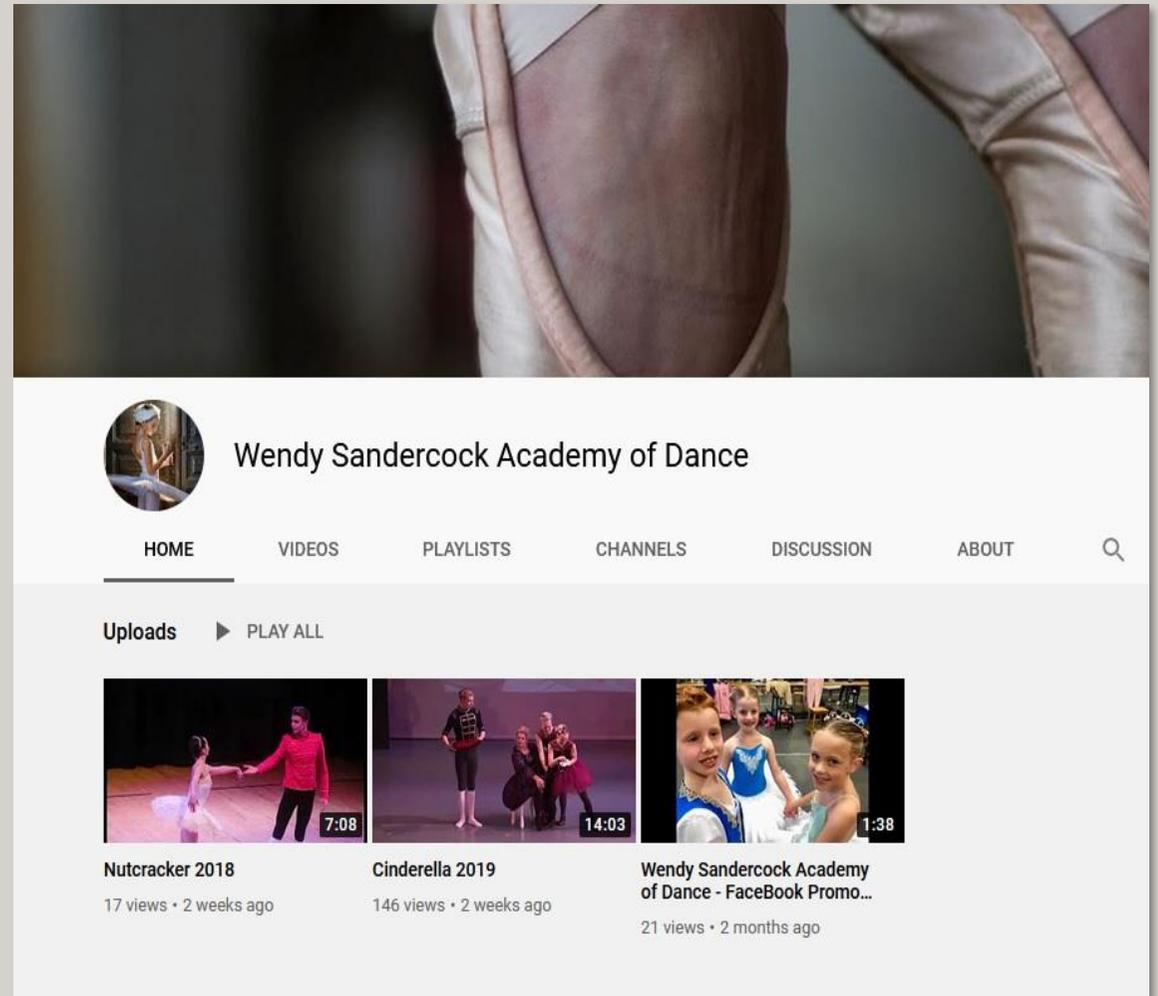
In this modern visually orientated world we live in it's fundamental to have social media presence. Youtube provides a multi-function platform in which to host our video's and class teaching(s).

Although the WSA channel is in it's infancy we shall be showing snippets from our annual shows (and posting the full shows in due course) as well as all Facebook and Youtube business promotions as well as other key material.

Our dedication to our students and profession is second to none and we shall be shortly adding the following to the channel,

- Free to view lessons for all RAD grades
- Free to view lessons on key techniques
- Free to view lessons for examination preparation, technique, and presentation

We shall also be adding longer lessons which will be more involved in terms of syllabus, technique and inspiration which will be



We passionately believe that the addition of this channel will greatly help our students and parents to engage and practice outside normal school hours. Physical and mental wellbeing are the keys to success and the lessons and other material we shall post will be an invaluable teaching source for all students.

Uniforms



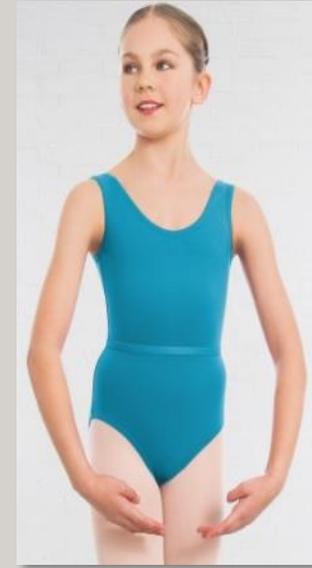
**Baby Ballet
Candy Pink**



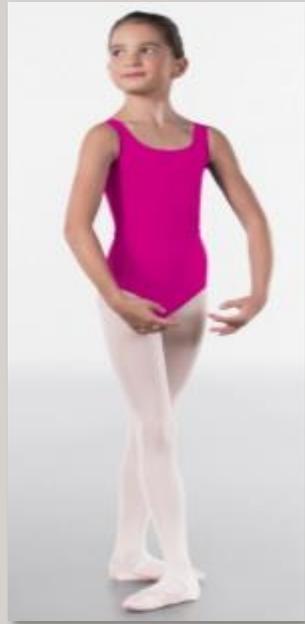
**Pre Primary /
Primary Ballet
Lilac**



**Grade 1 Ballet
Pale Blue**



**Grade 2 Ballet
Marine**



**Grades 3 Ballet
Mulberry**



**Grades 4 Ballet
Lavender**



**Grade 5 Ballet
Navy Blue**



**Grade 6 Ballet
Burgundy**



**Grade 7 Ballet
Royal Blue**

Uniforms - Cont.



**Major Girls
Black**



**Pre Associates
Juniors - White**



**Pre Associates
Seniors - Magenta**



**Character Skirts
Pastel -Grades 1-8**



**Junior Boys
From Grade 1**



Primary Boys



Jazz & Tap



**Our Branded Clothing
Range Hoodies & Leggings**

Covid-19 Risk Assessment(s)

A Covid-19 risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks in the workplace. If you have fewer than 5 workers, or are self-employed, it is not required to have any formal or documented risk assessment. However, we believe that undertaking formal and documented risk assessments are important in order to identify any actual or potential risks that this virus may present to our staff, customers and students. Although many of the rules relating to Covid have been removed, we do follow best practice to minimise where possible or required any significant exposure to both staff and student to Covid-19. We continue to follow guidelines issued by UK Government and also those issued by the Royal Academy of Dance.

Staying COVID-19 Secure in 2020
We confirm we have complied with the government's guidance on managing the risk of COVID-19

FIVE STEPS TO SAFER WORKING TOGETHER

- ✓ We have carried out a COVID-19 risk assessment and shared the results with the people who work here
- ✓ We have cleaning, handwashing and hygiene procedures in line with guidance
- ✓ We have taken all reasonable steps to help people work from home
- ✓ We have taken all reasonable steps to maintain a 2m distance in the workplace
- ✓ Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to manage transmission risk

Signed on behalf of employer _____ Employer representative signature
Employer The Wendy Sandercock Academy of Dance Date 4th August 2020

Who to contact: Wendy Sandercock and Safety Representative
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)



We believe that the premises will use are fully Covid-19 secure and will be working with the management of premises that we use to ensure that they have Covid-19 secure premises which met the high standards we have set for ourselves. Furthermore, we are continually monitoring UK Government websites as well as our professional bodies to ensure we are as up to date as possible and allow for the relaxing of Covid restrictions where practicable and without exposure to significant risk.

Class Locations & Timetable (From September 2021)

We operate at several locations with classes as follows:

TEIGNMOUTH

Monday

The Pavillions	4.00PM	Primary Ballet 1
Teignmouth TQ14 8BG	4.30PM	Primary Ballet 2
	5.00PM	Grade 1 Ballet
	5.30PM	Grade 2 Ballet
	6.00PM	Grade 3 Ballet
	6.30PM	Grade 5 Ballet

TORQUAY SCHOOLS

Tuesday

Kingkerswell Public Hall	4.15PM	Pre Associates - Junior
Newton Road, TQ12 5ES	5.00PM	Pre Associates - Senior
	5.45PM	Intermediate Ballet
	6.30PM	Advance Foundation

Barton School : Tuesday classes pending

Wednesday

St Matthias Church Centre, Wellswood	3.50PM	Baby Ballet - Twinkling Toes with Melody Bear
Babbacombe Rd, Torquay, Devon, TQ1 1HW	4.20PM	Primary Ballet
	4.50PM	Grade 1 Ballet
	5.20PM	Grade 2 Ballet
	5.50PM	Grade 4 Ballet

Class Locations & Timetable – Cont.

Thursday

St Martins Church Hall, Barton
Barton Hill Road, TQ2 8JA

4.30PM
5.00PM
5.30PM

Grade 1 Tap
Grade 1 Modern / Jazz
Junior Musical Theatre

NEWTON ABBOT

Saturday

AMS Dance Studio
Teign School Kingsteignton
Chudleigh Rd, Kingsteignton, Newton Abbot
TQ12 3JG

10.30AM
11.00AM
11.30AM
12.00PM
12.30PM
1.15PM
1.45PM

Baby Ballet Twinkling Toes with Melody Bear
Pre Primary / Primary Ballet
Grade 2 Ballet
Grade 5 Ballet
Intermediate Foundation Ballet
Pointe Work
Grade 7

Performing Arts Studio

10.30AM
11.15AM
11.45PM
12.15PM
12.45PM

Junior Musical Theatre
Grade 4 Tap
Primary Tap
Grade 1 Tap
Grade 2 Ballet

Payment Options

As from the commencement of the September 2020 term, payment by cash will not be accepted. This is in line with UK Government legislation and guidelines governing the mitigation of the spread of COVID-19. Payment as from this time can only be made by debit or credit cards or by direct bank transfer.

We are also phasing out “pay as you go” as from September 2020. As from September 2021 the following basis of payment shall apply

PAY As You Go (New Classes ONLY)

This will only now be available at our Barton location as from September 2021.

Block Booking System

A new system of block bookings shall be introduced from September 2020. Each “booking” block is for five consecutive lessons and each block must be paid in advance with cleared funds received no later than five working days before each block is due to commence. Should any lesson be missed within the consecutive block then no refund or credit will be given. If WSA cancels any lesson for any reason, then a credit will be given for the lesson cancelled which may be used when booking the next available block.

Termly Accounts

Termly accounts continue as before, and payment should continue to be made by direct bank transfer.

Please see our revised full terms & conditions which are available on our website including late payment costs and procedures.

Basic Class fees are dependent on location. Additional fees are chargeable for private lessons, examination intensive lessons and mock examinations as well as attending any Musical Theatre Workshops, Summer Schools, outside events or Festivals. A discount is offered for payment by account and where more than one sibling attends classes. Payment of these fees has not changed and payment can be made by direct bank transfer or by credit or debit cards if preferred.

We take UK only debit and credit cards i.e. VISA and Mastercard but not American express / Diners Club.



Contact Information

Should you require any further information then please contact us as follows -

M: 07702 416723

W: wendysandercockdance.com

E: wendysandercockdance@gmail.com



@wendysandercockdance

Application to enrol in the Academy can be found on our website using the on-line registration form. You can also download a pdf copy of the application form from our website and hand in at your first class and or complete the application form at the end of this brochure.

Please note that you will need to read and complete section 1 (“enrolments”) of the business terms and conditions (also to be found in the website via downloadable pdf) and a consent form (GDPR regulations May 2018). The GDPR consent form can also be completed online.

You will also be able to view our data privacy policy and personal data policy on the website as well (effective May 2018)

ICO Registration number : ZA376879

----- Please cut and hand in at your first available lesson -----

Enrolment Form – This form is also available online

Is this a New Student Application

[] (Tick is yes)

Full Name (Parent / Guardian) *

Students Full Name *

Students Date of Birth *

/ /

Current Residential Address

Street *

Street 1 *

Street 2

City *

County *

Post Code *

Email Address *

Contact Number *

Alternate Contact Number

Class(s) Applied For *

(Tick where appropriate)

Baby Ballet - Twinkling Toes with Melody Bear

[]

Primary Ballet

[]

Vocational Ballet (Intermediate foundation & above)

[]

Ballet - Grades 1 – 8

[] Enter Grade Number (i.e. 1 to 8) []

Pre-Associates Programme

[]

Vocational Ballet (Intermediate & Above)

[]

Jazz /Tap / Musical theatre - Junior

Jazz [] Tap [] Musical theatre - Jnr []

Contemporary / Lyrical (Senior 13 plus)

[]

Enrolment – Cont.

Class Location *

Teignmouth (Monday)

[]

Barton (Torquay - Tuesday)

[]

Wellswood (Torquay - Wednesday)

[]

Newton Abbot (Saturday)

[]

(Please refer to class locations page as some venues are temporarily closed due to COVID-19 – Our website will have up to date information on venues)

Additional Information

* indicates REQUIRED entry

I confirm that I have read and agree to the current terms and conditions as shown on our website

Signed:

Name:

Date :

Consent Form - GDPR (Data Protection Legislation – Revised August 2020) – This form is also available online

We take data protection very seriously at the Academy and can confirm that no data is used for any purpose other than for the administration of the Academy and as such, data is not passed on to any other party or used for any other purpose except as noted below. The requirements of the Data Protection Act 1998 and the introduction of GDPR are far reaching but in essence it is now required that ALL parents' consent (or do not consent) as well as children aged 13 or over and follow these procedures.

1. All parents / guardians are required to fill out the on-line registration form or downloadable pdf without exception. This data is solely used for communication purposes with parents / guardians in the event of bad weather or other factors which may affect the running of classes or your child within the Academy. It is also used to register and allocate students to classes,
2. All Parents must now download and sign off on the business terms & conditions to ensure that existing enrolled students may continue with the Academy as well as new students. The enrolment section of the business terms & conditions must be signed by the parent or guardian concerned as well as all children enrolled in the Academy provided, they are aged 13 or above. Enrolments will not be accepted unless the registration form and the Terms & Conditions are signed.
3. In accordance with general GDPR requirements, All parents and any child aged 13 or over must now provide confirmation that:
 - a. I / We consent /do not consent to the Academy advising us of promotions, offers and general advertising directly by email or other medium,
 - b. I / We consent /do not consent to the Academy using pictures of my /our child(ren) solely for the purposes of posting activities on our Facebook business page and website and for the general advertising of the Academy including promotional video's,
 - c. I / we consent /do not consent and acknowledge that the Academy may need to pass on personal data of the child (or parents) in order to carry out the functions of the Academy. However, this is restricted **ONLY** to the passing of information to the Royal Academy of Dance for examination entry / results purposes and or associated with examination matters and for entry to local / national festivals or other vocational activities the child wishes to undertake.

Name of Parent / Guardian	<input type="text"/>	Signed by Parent / Guardian	<input type="text"/>	Date	<input type="text"/> / <input type="text"/> / <input type="text"/>
Contact Number(s)	<input type="text"/>				
Email Address	<input type="text"/>				
Name of enrolled Child (1)	<input type="text"/>	Signed by Child 1 (if 13 or over)	<input type="text"/>	Date	<input type="text"/> / <input type="text"/> / <input type="text"/>
Name of enrolled Child (2)	<input type="text"/>	Signed by Child 2 (if 13 or over)	<input type="text"/>	Date	<input type="text"/> / <input type="text"/> / <input type="text"/>

(further space is provided at the end of this form for additional signatures)

It should be noted that under general GDPR rules and regulations we do not require your consent to contact you via email, WhatsApp or Facebook Messenger solely for the management of the Academy including but not restricted to informing you of classes, change of classes, change of venue, examinations and timetables, staff changes, Fee management including unpaid fees or other information that may affect your participation in the Academy and the normal day to day management of the Academy.

Terms & Conditions of Business (Revised August 2020)

1. Enrolment

By enrolling your son or daughter in the Wendy Sandercock Academy of Dance you have agreed to the following terms and conditions. Enrolment means physically attending class and or where any one or more of the following may apply,

- a. By the payment of a term's and or additional class fees (see conditions below),
- b. By payment for each class on a class by class basis (pay as you go – only available until the end of the Autumn Term),
- c. By formally attending class and or applying to the Academy by completing the online or downloading and returning the appropriate pdf enrolment / registration document.

NO enrolment will be processed and accepted as such unless the on-line enrolment / registration document has been received electronically by us and / or the paper pdf equivalent and / or a signed GDPR form as we are required to be GDPR compliant at all times. Furthermore, you are required to agree and sign the declaration - I (and my child, if over 13) consent to you holding and processing my and my child's personal data in accordance with our Personal Data Policy.

Signed:	<input type="text"/>	Parent / guardian	<input type="text"/>	<input type="text"/>
Signed:	<input type="text"/>	Child 1 (if over 13)	<input type="text"/>	<input type="text"/>
Signed:	<input type="text"/>	Child 2 (if over 13)	<input type="text"/>	<input type="text"/>

If there are more than two children over the age of thirteen, please sign and date at the end of this document.

- d. Data Protection & Privacy Policy. We retain and process your and your child's personal data in accordance with our Personal Data Policy <https://www.wendysandercockdance.com/> which we update from time to time.

2. Payment Terms

1. Term Accounts

- a. Fees are payable termly and in advance and no later than the second class of each new term unless agreed by the principal. If your child attends class without the fee having been paid, and unless you have a prior written agreement with us as regards fee payment, they will not be allowed to participate. A written reminder for fees not paid after the second class of term will incur a £5 administration charge which will be added to subsequent invoiced amounts,
- b. Fees are based on a 10 to 13 week term as indicated on the timetable as detailed on our website,
- c. Invoice and remittance notices will be provided at the beginning of each term. Submitted fees must be accompanied by a completed remittance advice notice and sent to WSA via email only,
- d. As from September 2020 Fees may not be paid in cash or cheque and must be paid by Direct Bank Transfer only.
- e. When using Internet Banking clearly state invoice number and student name and payment amount and ask for the sort code and account number and account name,
- f. Receipt of payment cannot be confirmed without a completed remittance advice notice,
- g. Fees which remain outstanding at the end of each half term shall incur a 20% additional charge.

2. Pay as You Go (transitional rules)

- a. Pay as You Go is being phased out starting from September 2010 (Applicable for the Autumn term 2020) and replaced by a block booking system,
- b. Should you wish to continue using Pay as You Go for the September term then all fees for each class attended are payable upon joining the class or at the end of the class and solely at the discretion of the teacher AND must be paid by UK Credit or Debit Card,
- c. Should your child not wish to continue with any class and leave the Academy then no refunds for any class are given and your attention is drawn to the notice period required,
- d. Fees payable under this head are only available at our Torquay centre's.

3. Block Booking System

- a) As from September 2020 all classes other than private tuition, examinations, festival work and students wishing to continue with Pay as You Go under the transitional rules must be booked via this system,
- b) Each block shall consist of 5 lessons ie a half terms lessons (assuming a ten week term or more should the term be longer than 10 weeks).
- c) Should a student be absent for any reason within each block then no refund or credit shall be given or applied unless there is a medical reason for such an absence upon which a note from your GP will be required. Should WSA cancel then a credit will be applied to the next block payment.
- d) Fees must be paid using a UK debit or credit card only. Cash and cheques are no longer acceptable.
- e) Should any fees for a block be outstanding at the end of block of lessons then an additional charge of 20% shall be due.

3. Receipts & Fee increases

- a. Fees are subject to change annually and will be notified via any new invoices issued at or near the beginning of term. We endeavour to keep fee increases as small as possible however, with increases to halls and other operating costs, increases are inevitable.**
- b. Receipts will only be provided upon request.**

4. New Students & Registrations Fees

- a. At present new students joining the Academy are not required to pay registrations fees. However, we reserve the right to do so in the near future,**
- b. Should Registrations fees be introduced then it will be the policy that no refunds will be given under any circumstances should your child decide to leave the Academy.**

5. Securing your Childs Place

- a. Your child's class attendance must be confirmed by the deadline stated on the invoice in order to secure their place for the following term,**
- b. Failure to confirm may result in your child losing their place or the place being offered to another student.**

6. Refunds and termination

- a. Half a term's (i.e. 5 weeks and assuming a 10 week term) written notice to the WSA is required for any student wishing to discontinue any class or leave the Academy. If the required notice is not received, then full payment of the student's fees for the following term will be due in full. This does not apply to Pay as you Go students although 5 weeks' notice will still be required so that your child's place may be offered to any other child wishing to join the Academy,**
- b. Should any student wish to discontinue any class or leave the Academy at any time, refunds for any unused classes will not be given under any circumstances,**
- c. Should a student subsequently decide not to participate in any festival or event or show for which they have been entered or agreed to participate then no refunds will be given under any circumstances in respect of entry fees or costumes and or incidental costs incurred. However, a percentage as decided by the Royal Academy of Dance can be returned for examination entry fee(s) provided a doctor's note can be produced.**

7. External Vocational Classes

- a. Prior permission must be sought from any student wishing to participate in any external vocational classes, amateur or professional productions and festivals and competitions.**

8. Private Lessons

- a. Parents who book private lessons, whether for festivals, competitions, exam coaching, Master Classes, Pre Associate Classes or otherwise, are required to pay in advance for classes when they are booked and at the currently advised rates per class or session,**
- b. Refunds will not be given in the event of the student not attending pre-booked classes as noted at a. above under any circumstances,**
- c. Private lessons will be booked in writing and agreed by student, parent(s) and by WSAD.**

9. Examinations

- a. We will work towards RAD exams. ALL RAD examination fees must be paid in a timely manner and late payment will incur automatic late entry fees as stipulated by the Royal Academy of Dance. Students will only be entered when they have reached the required standard and at the sole discretion of the teacher. Students wishing to take Grades must attend a minimum two or more additional ballet technique classes prior to any examination. All fees for additional technique classes are payable on the day,**
- b. We reserve the right to withdraw any student from an examination at any stage should we decide that the student is not of the required standard,**
- c. Fees for ballet exams must be returned by the deadline as stated on the application form. Late fees will also incur a £5.00 charge (per entry) by us and assuming the RAD will accept late entries.**

10. Uniform

- a. Students are required to attend class wearing the correct uniform as advised to each parent at the start of term as detailed on our website,**
- b. Students without the correct uniform will not be allowed to attend class except at the sole discretion of the teacher,**
- c. Students hair must be tied back at all times as classical ballet is a discipline.**

11. Class Cancellation

- a. We will endeavour to advise all parents and students of any class which may be required to be cancelled because of illness or for other reason(s) by telephone or Email or other means of communication. Therefore, it is imperative that the Academy has ALL current contact details,**
- b. Cancelled classes will be rearranged and advised to each student / parent as soon as practicable,**
- c. Should it not be possible to rearrange a class then a refund will be due for that class or classes only. However only to the extent that the refund is set against any invoiced amounts for the next term (account customers) or by off-setting against the cost of the next available class or classes (pay as you go customers). Other than noted above, no other form of refund or concession will be available.**

12. Health & Safety

- a) We take the safety of all Students at the Academy very seriously.
- b) Any student who participates in dance or other classes provided by The Academy shall do so at his/her own risk. He/she shall assume all risk involved, including but not limited to all loss or stolen property, cost, claim, injury, damage, or liability sustained while participating. The Academy will not be held liable for any misfortune that may occur. By signing and or by enrolling into our School, you are agreeing to the above and are certifying that you are in good health and have consulted a doctor before beginning any dance or other class and parents are fully responsible for certifying that their children are able to undertake any or all activities provided by the Academy and the Academy shall not be liable under any circumstances for any injury or other circumstance that may occur whilst participating in any classes so provided.
- c) With respect to COVID-19, WSA have taken all reasonable steps to ensure that the premises used are COVID-19 safe. Risk Assessments have been completed and independently inspected and certificates can be found in the COVID-19 section of the brochure.

13. General

- a. Please ensure that your child goes to the toilet before class and brings a bottle of water if desired into the studio,
- b. The consumption of food is not allowed on any site we use under any circumstances either by students or parents,
- c. Smoking is NOT allowed (including Vaping) on any site whatsoever,
- d. We do not accept any responsibility for any loss or damage to property left on or off the premises we currently use,
- e. We endeavour to ensure that your children are dancing in a safe and comfortable environment. We ask you to bring and collect your child promptly and provide us with written details of changes in drop off/pick up arrangements, special medical needs etc,
- f. Students will not be allowed to leave the dance areas until they are collected. Written permission is required should you wish your child to be allowed to leave unsupervised,
- g. All students must be registered for the classes they attend. Unregistered children will not be allowed to participate in the class,
- h. Please ensure that we receive any changes to student's contact details in writing. All details will be held in strict confidentiality and will not be passed on to outside parties except to the RAD for children undertaking dance examinations,
- i. Parents/guardians are welcome to watch their children during class time but not to interfere with the content and progression of the class under any circumstances. ALL mobile phones must be switched off during the class. Toddlers must NOT be allowed to roam freely whilst the class is in progress as this is contrary to current health & safety regulations. We the reserve the right to ask all parents with toddlers to leave the studio immediately should there be any disruption in the progression of the class,

- j. Students and or parents will be asked to leave without notice for any serious breach of the Academy's terms and conditions or for any other serious misconduct,**
- k. The Academy does not discriminate on background, race or religion, regularly monitors staff to maintain Academy teaching policies and adheres to Health and Safety procedures to ensure that each child dances in a class appropriate to their level of development,**
- l. From time to time it is necessary for the teachers to use physical contact when helping to improve students' posture or assist in movements. This includes physical contact between students i.e. holding hands, repositioning the body etc,**
- m. It is explicitly agreed that you give consent to the use of photographs and video recordings taken from time to time for use on our website and via our Facebook business page for the promotional and press purposes of the Academy. Should you not wish to allow the Academy to use pictures or other media of your child / children for the purposes of promoting and advertising the Academy then you need to formally write to the principle and or notify us of same by completing the General GDPR consent form,**
- n. We are not registered as a body that offers childcare; therefore it is essential that a parent or carer/guardian remain on the premises while a child under 8 years is in class,**
- o. Any changes to the currently advertised terms & conditions shall be advised to all parents as soon as practicable.**

14. Reportable Events (Medial Conditions & Special Needs)

Prior to any child attending class, any relevant medical conditions must be reported so that the Principle and any staff are aware of a child's medical needs. WSA may require a medical letter setting out any reportable conditions prior to joining any class so that proper measures can be put in place.

Children with Special Needs

WSA does not discriminate in any way whether it be colour, race, ethnic background or children with special needs. However, our policy on Special Needs is as follows:

- a. Any child with special needs MUST be advised to WSA before admitting to the academy,**
- b. Parents are wholly responsible for their child in terms of admission / attendance to the academy and to discuss with the Principle whether the Academy is a suitable environment for the child to attend,**
- c. The Academy does not have any member of staff that is qualified to teach children with special needs and as such, this must be discussed with the Principle prior to admission and to ensure that the child is suitable as children with special needs will be part of normal classes,**

- d. No child who is admitted to the Academy may disrupt classes in any way including those with special needs. The Academy teaches to the highest level under the auspices of the Royal Academy of Dance and for students to be admitted to the Royal Ballet School (or similar) and as such, classes cannot be disrupted,
- e. WSA will ensure that the child is taught professionally and within current guidelines regarding special needs but reserves the right to request the child does not attend after discussing with the parents should there be any continued disruptive behaviour and or other factors which affect the child's continued attendance.
- f. Should a child not be able to perform in any show or festival or examination because of their medical condition(s), we have sole right to withdraw the child from any event as attendance at such may be directly detrimental to the child, confidence and mental well-being. Also, any disruptive behaviour during these events will also be detrimental to the show, performance, festival and examinations etc.
- g. We also draw your attention to clause 12 above on general safety and risk.

Signatures Required for additional children (over the age of 13)

– for GDPR Section

Signed: (child 3) if over 13 **Dated:** / /

Signed: (child 4) if over 13 **Dated:** / /

– for Business Terms & Conditions Section

Signed: (child 3) if over 13 **Dated:** / /

Signed: (child 4) if over 13 **Dated:** / /