

COLEBROOKE PRODUCTIONS

15th Jan 2023 | 31st Aug 2024

Terms & Conditions of Enrolment

1) PAYMENT

- Invoices for timetabled classes are usually handed out during the term in which they are charged.
- Payments can be made by cash, online (transfer) or cheque.
- All payments must be settled by the last day of the half term. This is a settlement period of approximately 45 days.
- Payments left unsettled by the last day of the half term will result in the student forfeiting their place at the school, unless contact has been made with Principals regarding why payment could not be made.
- We do reserve the right to suspend your child's classes and withhold examination results until any overdue payments have been received, though this would be a last resort.
- The students bill statements are printed and available at any time by contacting the Principal. If you require an emailed version, please let us know.

2) UNIFORM

- Correct regulation uniforms must be worn for dance and musical theatre. The drama uniform must also be worn in attendance to every class.
- The accompanying colours for our uniform is black, white and orange. Please make sure the clothes you wear in addition to uniform meet this criteria.

3) DISCOUNTS

- A sibling discount will be applied to all younger siblings and will appear as a deduction on the bill. For this scheme the second and any subsequent child of a family attending Colebrooke's will have £5 deducted from their bill.
- For children attending more than one class, there will further deductions like so:
 - 1 - 2 Class = £5.00 (per class)
 - 3 - 4 Classes = £4.50 (per class)
 - 5 - 6 Classes = £4.00 (per class)
 - 6+ Classes = £3.50 (per class)

4) CREDIT NOTES

- Credit notes will be issued to cover circumstances such as cancelled classes or long term absence through injury or illness. All credit notes are deducted from the following term's bill, one term's notice for cessation of classes is essential if

you are to receive the credit. The principal must also approve the credit.

- Fees are not waived in respect of school trips, school exams or short term sickness or injury, but can be waived for family holidays if given a months notice.
- Instances of long term sickness or injury will be assessed on an individual basis by the Principal.

5) EXAMINATIONS

- Invoices for examinations are distributed when the occasion arises.
- All examination invoices must be settled within 28 days of the invoice date as entry fees will already have been paid by Colebrookes on the Parent/ Guardian's behalf.
- Invoices unsettled after 28 days will be re-issued with a 5% surcharge added to them. Please speak to us if you are struggling with payment before it gets to this stage.
- All examination fees must be paid before the date of the examination.

7) TERMINATION OF CLASSES

- If a pupil wishes to stop a class at Colebrooke's they are first encouraged to complete the class in question until the end of the half term. However, if the child does not wish to return for those classes, a refund can be discussed with the principal. If the term has not been paid for in full, the parent must pay the outstanding balance of the classes attended.
- **1 months notice** is required should you wish to drop a class, this is so that we can offer your space to a child either on roll, or welcome someone new to Colebrooke who would like to join the class in question.
- In the event of a pupil leaving Colebrookes with fees still outstanding, Colebrookes reserve the right to pursue recovery of the debt by all legal means including court action. However, that won't happen as you won't leave on bad terms ***if and when*** you do!!

8) CANCELLATION OF CLASSES

- Occasionally it is necessary to temporarily change the venue of a class, or postpone it to a later date. Where this occurs Colebrooke's will try to notify parents either by our private facebook page, text, phone or word of mouth.
- We reserve the right to cancel any classes any time up to and including the date the class starts. Should this occur we will endeavour to give you as much notice as possible via the facebook page, text or phone/word of mouth and a credit note will be raised.
- In the event of a private lesson cancellations, a fee of £10 will be charged to the customer if cancelled at late notice (under 24 hours before the lesson.)

9) MISCELLANEOUS

- All teachers are qualified, DBS checked and insured. However, due to the nature of teaching performing arts, sometimes it is necessary to correct positions physically. This is always conducted with care and professionalism.
- The safeguarding of children is of paramount importance. On school trips and at school events, if parents are not present, then Colebrooke's staff will be the responsible adults. Five members of staff are NYCC licenced chaperones. At school shows professional external licenced chaperones may be employed and, jointly with Colebrooke's staff, will take responsibility for the welfare of the children. No child will be allowed to leave any premises unless a parent is there to collect them UNLESS the principal has been informed that alternative arrangements are in place, i.e. a child can walk home alone. If any parent has a concern regarding safeguarding then please inform the principal immediately so that it can be rectified.
- Any changes to these Terms and Conditions will be announced on the facebook page and website.

10) COLEBROOKE PRODUCTIONS LIABILITIES

- Colebrooke's do not accept responsibility for loss, damage or injury arising from errors or omissions on the registration form whether completed by you or the person in charge of your child at the time of enrolment.
- Colebrooke's do not accept liability for personal injury to any child attending class, with the exception of such injury being caused by negligence or default of any member of our staff or any other default on our part.
- Colebrooke's do not accept any responsibility for loss or damage to personal property.
- Colebrooke's does not accept responsibility for any loss or expense due to circumstances beyond our control.
- Colebrooke's is only responsible for pupils while they are in their class. Children cannot be supervised whilst they are outside class. Young children must be collected promptly at the end of their class.
- Colebrooke Productions holds Public Liability Insurance.

11) RESPONSIBILITIES OF PARENT OR GUARDIAN

- These terms and conditions, and any enrolment forms you have signed, constitute an agreement between you and us in connection to classes or any services superseding any prior agreement.
- Attendance at class is deemed to be acceptance of the current Terms and Conditions.
- It is the responsibility of the Parent or Guardian to notify Colebrooke's of any illness or injury that may affect the child's participation at class.
- It is the responsibility of the Parent or Guardian to ensure that we have the correct

details for you and your child and keep us updated of any changes to health.

- It is the responsibility of the Parent or Guardian to regularly read the website and facebook information in order to be fully aware of all upcoming events.
- In the event that we consider you to be in breach of these terms & conditions or that your child is disruptive to other pupils or staff, teachers or venue staff, we reserve the right to exclude your child from any activity within the school.
- Photographs and video footage of pupils taken by Colebrooke's may be used on our website/facebook page and for publicity purposes. If you do not wish your child's image to be used for these purposes you must inform us in writing.

Many thanks,

On behalf of Colebrooke Productions

Chris Colebrooke

NATD, NEA & I-PATH

Elected Member of North Eastern Area Committee