**KIRKHAM HENRY PERFORMING ARTS CIC**

**TERMS and CONDITIONS**

1. Fees are charged monthly and collected by Direct Debit (GoCardless). Every month. (worked out over 39 weeks and spread over 12 months) Fees may be paid in one single instalment for the full term if requested by the fee payer.

**2.**  Full payment to be debited within 7 days of invoice.

**3**.  New students starting mid–month/term will be charged accordingly.

**4**.  Students must be enrolled before commencing dance / drama or singing lessons

**5**.  Notice to quit tuition or membership must be given at least 1 calendar month in advance via email . *if less than one month’s notice is given (i.e. you wish to leave in the same month in which you have given notice) an additional full month’s fee will be charged.*

**6**.   Parents/carers aim to support home practice, encourage attendance and notify the tutor and/or Kirkham Henry of any absence from a session or concert.

**7.**  If, for any reason, Kirkham Henry is expected to be suspended for more than 1 month Some classes, where appropriate, will be offered online.

For students continuing tuition online, invoices will continue as normal and for those not participating online, parents will have the option to make a voluntary monthly contribution. For all others, invoices will be suspended from the 1st full calendar month following closure.

**8.** All students (regardless of any parental contribution) will have access to online resources via Zoom.

**9.**  Kirkham Henry aims to provide the highest quality arts experiences for all young people in a vibrant, safe and responsible environment.

**10**. Kirkham Henry aims to communicate clearly with parents, teachers and students and to encourage feedback.

**11**. Parents must notify Kirkham Henry if there are any extenuating circumstances of which we need to be aware (e.g. child is not to have contact with a specific family member)

**12.** Parents have a responsibility to inform Kirkham Henry (email  [info@kirkhamhenry.co.uk)](mailto:%20info@kirkhamhenry.co.uk))about any changes to medical details, photo permissions or contact details.

**13.** Permission must be granted for any student wanting to audition for supplementary associate programmes, classes and performances not under the umbrella of Kirkham Henry.

**14.** Attending other Performing Arts / dance schools is NOT permitted due to a conflict in training methods.

**COVID–19 ADDITIONAL GUIDELINES**

PLEASE NOTE:

Current Terms and Conditions (above) still apply and the following guidelines are in addition.

GENERAL

**1**.  All parents/carers and staff MUST notify Kirkham Henry should anyone in the

household fall ill with, or be suspected of contracting, the COVID–19 virus.

This includes notifying KH if a household has been contacted via the

Track and Trace process. Contact [info@kirkhamhenry.co.uk](mailto:info@kirkhamhenry.co.uk)

**2**. Any student or adult who is suspected of displaying signs of COVID–19 will not be

admitted to the Centre or, if already admitted, will be isolated. Staff , who have had close contact will be

asked to go home and, in the case of students, the parent/carer contacted immediately.

MOVEMENT AROUND THE BUILDING

**3**.  Parents/carers are strongly discouraged from entering the building. Students in year 2 upwards should be dropped off and collected at their designated entrance/exit.

If a student in Year 1 or below needs to be accompanied to their class the parent/carer must wear a face mask at all times. Students should be accompanied by only one adult.

Once a student has been taken to their class, parents/carers of year 1 and under children may remain in the communal areas providing social distancing is maintained and masks worn. There may be very limited waiting space and this will be restricted to socially distanced seating in corridors.

**4.** All students must remain in the space within their studio until it is time to either go to their next class or go home. When moving around the building, there will be clearly marked one–way systems.

**5**. Students should bring their own drinks and snacks and will be given time and space within their class space to have a break. All students must take their rubbish home with them.

**6.** All students, as well as adults, must keep to social distancing guidelines and this will be maintained for changing and communal areas, as well as the use of toilets. Face coverings should always be worn in all communal areas of the building.

HYGIENE

**7**. All parents/carers who need to enter the building must sanitise their hands upon entry and wear a face mask. Hand sanitisers will be provided at every entrance.

**8**. All students and staff must sanitise their hands upon entry to the building AND every time they enter the studio. Hand sanitisers will be provided for every studio.

**9.** All students and staff must sanitise their hands before and after eating/drinking

**10**. All students and staff must sanitise their hands before and after using a toilet.

**11**. All equipment that may be re–used will be disinfected between sessions. Such items may include: chairs, barres and floor spaces

**12.**  Students who take singing lessons are advised to bring their own music and all students are advised to bring a folder (for music) clearly marked with their name. Music stands will be sanitsed between students. All students will be expected to take their individual sheet music home (in their own folder) and bring it with them the following week.

14.  Students and staff should avoid handling any items which are not theirs. Where this is not possible, hand sanitization must occur before and after handling the item.