

TEST VALLEY SCHOOL OF DANCE

PARENT SUMMARY – KEY INFORMATION

(Please read – this page contains the important bits!)

Welcome to Test Valley School of Dance. We're so happy to have your dancer with us. Below is a simple summary of the key things parents usually need to know. Full policies follow on the next pages.

1. MEMBERSHIP & FEES

- TVD runs on a **Monthly Direct Debit Membership**.
- Fees are spread over **12 equal monthly payments** covering 36 teaching weeks per year.
- When you join, the first **two months** are taken upfront (this includes the **one-month notice period**).
- Our membership tiers follow the **rainbow colours**, with **Gold** for 8+ classes (unlimited).
- Missed classes are not refunded, but make-up classes may be offered where suitable.

2. NOTICE PERIOD

- To leave the school, we just need **one month's written notice by email**.
- This month has already been prepaid at enrolment, so no further fees are charged when you give notice.

3. UNIFORM

- New pupils can wear leggings and a T-shirt until settled.
- Correct TVD uniform is then required for all classes.
- Uniform can be bought through our **TVD Online Shop & Move Dancewear** or at our **Pop-Up Shops**.

4. SAFEGUARDING & SUPERVISION

- Your child is supervised by TVD staff **only while inside the studio**.
- Parents are responsible before class, after class and between classes.
- Children **aged 11 or under** should not walk home alone. Older students need parental permission.
- All staff are DBS-checked, safeguarding trained and follow Hampshire Safeguarding guidance.

5. SOCIAL MEDIA & PHOTOGRAPHY

- You may take photos of **your own child only** during Watching Weeks.

- Photos/videos containing other children must **not** be shared on social media.
 - Students may share videos of their own solos.
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6. BEHAVIOUR & COMMUNITY EXPECTATIONS

We ask all parents and dancers to:

- Be respectful and kind to staff and other families
 - Avoid aggressive or confrontational behaviour
 - Not coach children during classes
 - Not film or photograph other children
 - Respect venues, neighbours and parking
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7. HEALTH & COMMUNICATION

- Please inform us of any injuries, medical conditions or learning needs.
- If your child feels unwell during class, we will contact you immediately.
- Communication is important – we are always here to help.

TEST VALLEY SCHOOL OF DANCE

MASTER POLICIES & TERMS OF ENROLMENT

(Updated for Membership Model, 2025)

1. ABOUT TEST VALLEY SCHOOL OF DANCE

Test Valley School of Dance (TVD) is a nurturing and inclusive dance school based in Romsey, Hampshire. Since 2013, our mission has been to develop confident, resilient dancers through our core values of kindness, courage, friendship, inclusivity and growth. We pride ourselves on knowing each child individually, supporting them at their own pace, and providing high-quality training across Ballet, Modern, Tap, Jazz, Contemporary, Acro, Progressing Ballet Technique and a range of performance opportunities.

2. MEMBERSHIP, FEES AND DIRECT DEBIT POLICY

2.1 TVD Membership Structure (Rainbow Tiers + Gold)

Fees are based on the number of weekly timetabled classes taken by each student. Our membership tiers are:

- Red Membership: 1 class per week
- Orange Membership: 2 classes per week
- Yellow Membership: 3 classes per week
- Green Membership: 4 classes per week
- Blue Membership: 5 classes per week
- Indigo Membership: 6 classes per week
- Violet Membership: 7 classes per week
- Gold Membership: 8 or more classes per week. Once a dancer reaches Gold Membership, all additional classes are included at no extra cost.

2.2 Monthly Direct Debit Payments

- a) TVD operates a monthly Direct Debit Membership.
- b) Membership fees cover 36 teaching weeks per year, divided into 12 equal monthly payments to keep costs consistent and manageable.
- c) Fees are collected automatically via Direct Debit on the agreed date each month.
- d) Any changes to membership amounts will be communicated with at least 30 days' notice, in accordance with the Direct Debit Guarantee.

2.3 Upfront Payments When Joining

- a) When joining TVD, the first two months of membership fees are taken upfront.
- b) This includes the one-month notice period, which is held in advance. When a family eventually gives notice, there is nothing further to pay.
- c) After the initial upfront payment, the regular monthly Direct Debit schedule begins.

2.4 Non-Attendance and Missed Classes

Membership reserves your child's place in their class for the full year. For this reason:

- Missed classes are non-refundable.
- Credits are not issued for illness, holidays, school events or non-attendance.
- Make-up classes may be offered where appropriate, but cannot be guaranteed.

2.5 Membership Suspension

Where a Direct Debit payment fails or is cancelled, TVD reserves the right to suspend your child's place until the balance is resolved.

3. NOTICE PERIOD

3.1 Ending Membership

- a) A one-month written notice period (via email) is required to end a membership.
- b) This one-month period is already prepaid within the initial two-month payment.
- c) Once notice is provided, the student may continue attending classes for the duration of the notice period.

3.2 No Further Fees When Leaving

Provided written notice is given, no additional fees are due beyond the notice month already held on account.

4. UNIFORM POLICY

- a) New students may wear comfortable, suitable clothing until they feel settled.
- b) Once enrolled, correct TVD uniform should be worn for all classes.
- c) Uniform can be purchased through the TVD Online Shop at Move Dancewear Online
- d) TVD Pop-Up Uniform Shops are held throughout the year. Dates are announced via email and the parent Facebook group.
- e) Hair must be securely tied off the face. Ballet buns are required for dancers aged 6 and above in ballet classes.
- f) No jewellery except small stud earrings.

5. SAFEGUARDING AND CHILD PROTECTION POLICY

5.1 Our Commitment

Test Valley School of Dance is committed to providing a safe, inclusive environment for all students. Safeguarding is everyone's responsibility.

The school follows relevant statutory guidance including:

- Working Together to Safeguard Children (2023)

- Principles of Keeping Children Safe in Education (KCSIE)
- NSPCC guidance
- Hampshire Safeguarding Children Partnership procedures

5.2 Designated Safeguarding Lead

Hannah Harrison is the Designated Safeguarding Lead (DSL) for TVD. She is also a Hampshire County Council approved chaperone. The DSL is responsible for reporting concerns, overseeing safeguarding practice and ensuring the policy remains up to date.

5.3 Reporting Concerns

- a) Any concerns about a child's welfare must be raised immediately with the DSL.
- b) Concerns involving a staff member will be escalated to the Hampshire County Council Local Authority Designated Officer (LADO).
- c) Where a child is in immediate danger, staff or parents should call 999.

5.4 Supervision and Responsibilities

TVD teachers are responsible for students only while they are:

- inside the studio, and
 - under direct supervision of TVD staff.
- Parents remain responsible for their child before class, after class and between consecutive classes.

5.5 Walking Home Alone

Children aged 11 or under should not walk home alone.

For older students, written parental consent is required. TVD reserves the right to override permission if we feel that a child's safety may be compromised.

5.6 Safer Recruitment and Training

All TVD teachers:

- Hold enhanced DBS checks
- Complete safeguarding training annually
- Are First Aid trained
- Follow safer working practice guidelines

6. SOCIAL MEDIA, PHOTOGRAPHY AND FILMING POLICY

- a) Parents may take photographs or videos of their own child only during Watching Weeks.
 - b) Images or videos containing other children must not be shared on social media.
 - c) Routine class filming or photography is not permitted unless approved by TVD.
 - d) Students may share videos of their own solos online if no other children are visible.
 - e) TVD may use photographs of students for marketing or promotional purposes unless parents opt out in writing.
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7. PARENT CODE OF CONDUCT

Parents and guardians agree to:

- Treat all TVD staff with respect and courtesy.
- Avoid aggressive, confrontational or disruptive behaviour.
- Refrain from coaching or instructing their child during lessons.
- Not film or photograph other children without explicit consent.
- Follow all safeguarding rules relating to drop-off, pick-up and supervision.
- Communicate absences, concerns or changes in circumstances promptly.

Failure to comply may result in temporary or permanent removal from the school.

8. STUDENT CODE OF CONDUCT

Students agree to:

- Attend all classes regularly and on time.
 - Wear appropriate uniform and maintain good presentation.
 - Listen, concentrate and apply corrections where possible.
 - Treat staff and fellow students with kindness and respect.
 - Inform their teacher of any injury, illness or concern.
 - Support and encourage classmates.
 - Keep mobile phones silent and off the studio floor.
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9. HEALTH, INJURY AND MEDICAL NEEDS

Parents must inform TVD of any medical conditions, learning needs or injuries.

TVD may restrict participation where necessary for safety.

If a student becomes unwell during class, parents will be contacted immediately.

10. GDPR AND PRIVACY POLICY

10.1 Lawful Basis

TVD processes personal data under the lawful bases of Legitimate Interests and Contract.

10.2 Data Processor

TVD uses Membermeister as its secure data management system. Membermeister is GDPR-compliant.

10.3 Data Retention

Personal data is kept only as long as necessary for educational, safeguarding or legal reasons, and then securely deleted.

10.4 Rights

Parents may request access to, correction of, restriction of, or deletion of personal data at any time.

11. CANCELLATIONS, REFUNDS AND EXTREME CIRCUMSTANCES

- a) Occasionally a class may be cancelled or the venue changed. TVD will always provide as much notice as possible.
- b) Where a class is cancelled, a make-up class, alternative class or credit may be offered.
- c) No refunds will be issued for events outside TVD's control, such as severe weather or public health emergencies.

12. RESPECT FOR VENUES AND COMMUNITY

All staff, parents and students must respect venue rules, neighbours and property.
Parking should be considerate.
Food is not permitted in studios; water only.

13. CONTACT DETAILS

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Phone: 07709 868 821

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