



**Director: Georgina Skone, A.I.S.T.D Diploma, YMCA/RSA Qualified**

Correspondence to: 119, Windmill Lane, Bushey Heath, Herts., WD23 1NE Telephone O: 020 8386 1221 M: 07774 441932

Email: [georginaskone@aol.com](mailto:georginaskone@aol.com) Website: [www.highgatedance.co.uk](http://www.highgatedance.co.uk)

### Registration Form

This form must be completed and returned before taking any classes with the £10 registration fee together with a signed copy of the school's terms and conditions.

Student name.....Date of Birth.....

Address.....

Postcode.....Email.....

Phone No.....Mobile No.....

Emergency Contact No.....

Any medical conditions/allergies/medication we should be aware of?.....

.....

Permission to administer first aid: YES / NO\* \*Please delete as appropriate

Starting Term:.....Class attending.....

How did you hear about us?.....

Signed:.....Parent/guardian Date:.....



## Highgate School of Dance

### Terms and Conditions

1. Fees are payable at the beginning of the term. Fees not paid by half term will incur a 10% administration fee. Fees are based on an 11 week term. Cheques made payable to **Highgate School of Dance**.
2. Receipts are provided upon request. Fees are subject to change and Highgate School of Dance will notify you in advance of any increase in fees.
3. There will be a 10% sibling discount on all fees paid in full the first week of term.
4. All new students are required to pay a £10.00 registration fee. (one fee per family)
5. Half a term's written notice to the Principal is required for any student wishing to discontinue any class. If written notice is not received, half a term's fees for the following term will be due.
6. Should any student wish to discontinue a class, refunds for any unused classes will not be given.
7. Students must wear the correct uniform for class. Hair must be tied back and no jewellery is to be worn. (See timetable for details).
8. Please ensure your child goes to the toilet before class.
9. Parents /guardians can only watch classes the last week of term.
10. ISTD tap and ballet exams are encouraged but are optional and students will only be entered when the teacher decides they have reached the required standard.
11. Highgate School of Dance does not accept responsibility for any loss or damage to property left on the premises.
12. Highgate School of Dance endeavours to ensure that your children are dancing in a safe and comfortable environment.
13. Students should be collected from the hall and not outside in the street.
14. Please ensure any changes to students' contact details are provided in writing to the Principal. All information is kept in the strictest confidence and will not be passed on to outside parties except the ISTD when students are being entered for exams.
15. The school does not discriminate on background, race or religion.
16. All staff are CRB\* (Criminal Records Bureau) checked.
17. It may be necessary for teachers to use physical contact when helping to improve student's posture or assist in movements.

By enrolling my child at Highgate School of Dance, I confirm that I accept the above terms and conditions.

Signed: .....(parent/guardian)      Date: .....

Child's name .....

\*<http://www.crb.homeoffice.gov.uk/>