

DORANS ACADEMY OF SPEECH AND DRAMA

RULES

1) Payment

An annual registration fee of £30 applies to each member

Fees will be due in advance every 12 weeks for Dramarama and 12 weeks for Speech and Drama [last payment block of school year may vary in number of classes]. They are due in full on the first week of the payment block and at least one week reminder will be given.

No student will be allowed to begin a class unless fees are paid.

Fees can be paid in cash, cheque or bank transfer to Michelle Dorans.

No refunds will be given for days when the student is not in attendance.

Once payment is made, no refunds will be given if a student cancels their place/class either before or after the class has commenced, regardless of the circumstances.

All fees [including deposit] are **NON REFUNDABLE AND NON TRANSFERABLE**

2) Attendance

More than two unexplained absences from classes will result in loss of membership registration.

Children are assigned parts and therefore commit to the group until the end of the production.

It is a fundamental necessity for the teacher to have the time to work with the students; therefore all pupils are expected to be at every class as far as is possible. Parents are required to contact us when their child is absent.

When a place is taken it is a commitment to the end of each year, with the year ending in June.

3) Cancellation of classes

If for any reason classes are cancelled due to the fault of Dorans Academy the time will be made up. This will be done at the discretion of Dorans Academy.

The Academy will not be financially liable for classes or dates cancelled due to events beyond our reasonable or complete control e.g. bad weather. We retain the right to change the advertised program of classes in the event of illness or other circumstances beyond our control.

Dorans Academy reserves the right to change fees without prior notice. However we will endeavour to inform parents/guardians/main carers of any changes as soon as possible.

4) Cancellation Notice

Notice of six weeks must be given in writing if a child wishes to cease attending lessons. Fees will still be due even if the student is unable to attend class until the completion of the notice/payment period which ever comes later.

Please note when a child has a scripted part in a play they commit to attend every rehearsal as far as possible and be in attendance for the public performance.

5) Dress Code

Students must wear appropriate clothing and footwear for the type of activity they will engage with during the class. Should the Academy deem the attire unsafe, we reserve the right to prevent the student from taking part in the activity. This is done as a matter of health and safety. **All children's footwear must be free of loose debris before entering the studio.**

6) Lost Property

Dorans Academy accepts no responsibility for items lost. Any item found will be retained in the drama studio.

7) Behaviour

During sessions, students are required to behave in a polite manner. They are expected to listen and pay attention to the person in charge of the class. If a student is causing disruption and preventing others from learning, they may be excluded from the activity.

Any unacceptable behaviour from students and/or parents/guardians/main carers will not be tolerated.

Unacceptable behaviour by pupils may result in exclusion from current and/or further activities.

Parents or family members may be banned from premises, events and/or performances.

No refund of fees paid will be considered in the event that a student has been requested to leave Dorans Academy under these circumstances.

8) Media Use Rights Permission

By signing the registration form you give permission for Dorans Academy to take photographs and videos of the students and the rights to use all such images resulting from the photography/video filming and any reproductions or adaptations thereof, for fundraising, publicity or any other purposes as seen fit by Dorans Academy to help achieve the group's aims. This will include [but is not limited to], the right to use them in all their printed and online publicity, social media, and press releases.

9) Communication

For ease of working, Dorans Academy's main form of communication is via **WhatsApp**.

It is a condition of enrolment that all parents/guardians/main Carers are contactable via WhatsApp.

Where their child is enrolled in a group class, all parents/guardians/main Carers will be required to join the appropriate WhatsApp group for that class.

It is the responsibility of all parents/guardians/main carers to read and if necessary reply when requested, to all and any messages posted by Dorans Academy either individually or on a group

10) Contact Information

All information provided by a parent/guardian/main carer will be treated as private and confidential. Dorans Academy will not deliberately disclose any contact information to third parties except where the law allows or requires, or where you have given permission to do so. However, in the event that said information is accidentally released due to either human error or by a deliberate act beyond the control of Dorans Academy, Dorans Academy accepts no responsibility whatsoever for any situation arising from such an act.

11) Conduct on the Premises and Grounds of Dorans Academy

Smoking is **strictly prohibited** anywhere on the premises and grounds.

For Health and Safety reasons, car engines are required to be turned off whilst on the grounds, they **must not** be left running whilst either dropping off or collecting a student.

No rubbish must be left on the grounds. It is the responsibility of the Parents/Guardians/Main Carers to ensure that they take their rubbish with them and dispose of it in the appropriate place.

Dorans Academy is set in **private residential grounds**. Upon arriving and departing Dorans Academy, students should be taken directly to and collected directly from the studio. **Under absolutely no circumstances** are children/parents/guardians/main carers permitted around the extended **private grounds** without an employee of Dorans Academy present.

Dorans Academy accept no liability for any accident/injury regardless the cause, to any person/s in the grounds without permission and any such person/s may find themselves liable for any perceived damage arising from their presence in the **private grounds**

Please note: Legal and or police action may pursue any member of the public who is in the grounds without permission.