

Croydon School of Performing Arts CIC

Terms & Conditions

Version: 1.0

Effective Date: 29 July 2026

Reviewed: Annually

1. Introduction

These Terms & Conditions form the agreement between Croydon School of Performing Arts CIC ('the School') and the parent or guardian responsible for the student. By enrolling a student, you agree to comply with these Terms & Conditions together with the School's current policies.

2. Registration

All students must be registered through the Parent Portal before attending classes. Parents/guardians are responsible for ensuring all contact, emergency and medical information remains accurate and up to date.

3. Trial Classes

Free trial classes may be offered subject to availability. A place is not guaranteed until enrolment has been confirmed by the School.

4. Fees & Payments

Fees are payable in advance.

Monthly payments are made by Standing Order on the 1st of each month and accounts are maintained one month in advance.

Families paying termly must pay by the published deadline (30 days before the start of new term). A £10 late payment fee may be charged for overdue accounts. Failed or returned payments must be paid promptly. The School reserves the right to suspend attendance, examinations, performances or competitions where accounts remain unpaid and to recover outstanding debts where necessary.

5. Joining Mid-Year

Students joining during the academic year will be advised of the initial payment required to ensure the account is maintained one month in advance before continuing with equal monthly instalments for termly payments.

6. Refunds & Credits

Fees are non-refundable except where required by law. Missed classes due to holidays, illness or personal commitments are not credited. Where the School cancels a class, a replacement class, online lesson or account credit may be offered at the School's discretion.

7. Parent Responsibilities

Parents/guardians agree to keep their details up to date, notify the School of any medical conditions or injuries, collect students promptly, read Parent Portal and email communications and comply with all School policies.

8. Uniform & Appearance

Students are expected to wear the correct uniform within four weeks of joining. Hair must be secured appropriately and jewellery removed unless required for medical reasons.

9. Attendance & Punctuality

Students should attend regularly and arrive on time. Persistent lateness or repeated late collection may result in additional charges or further action.

10. Health, Medical Information & Physical Contact

Parents must inform the School of any medical conditions, allergies or injuries.

Teachers may use appropriate physical contact to correct technique or ensure safety. Such contact will always be professional and in accordance with the School's safeguarding procedures.

11. Examinations

Examination entries are at the discretion of the teaching staff. Examination fees must be paid by the published deadline.

12. Performances & Show Fees

Participation in performances may require additional rehearsals. Separate show fees may apply and will be communicated in advance. Show fees are generally non-refundable once commitments have been made unless otherwise stated or required by law.

13. Photography & Video

Photography and video are governed by the School's Photography & Video Policy. Parents manage their consent preferences through the Parent Portal Waivers section.

14. Behaviour

Students, parents and visitors are expected to behave respectfully. Bullying, abusive, threatening or discriminatory behaviour will not be tolerated. The School reserves the right to suspend or terminate enrolment where behaviour is unacceptable. No refund will be payable in these circumstances.

15. Equality, Diversity & Inclusion

The School is committed to providing an inclusive environment where everyone is treated fairly and with respect.

16. Personal Property

Personal belongings remain the owner's responsibility. The School accepts no liability for loss, theft or damage unless caused by its negligence.

17. Safeguarding & Health & Safety

The safety and wellbeing of students is our highest priority. The School follows its Safeguarding and Health & Safety Policies. Parents and students must follow all reasonable safety instructions.

18. Privacy

Personal information is processed in accordance with the School's Privacy Policy, UK GDPR and the Data Protection Act 2018.

19. Leaving the School

Monthly payment accounts require written notice by the 14th of the month.

Termly payment accounts require six weeks' written notice. Fees remain payable during the applicable notice period.

20. Force Majeure

The School shall not be liable for failure or delay in providing services due to circumstances beyond its reasonable control, including severe weather, venue closure, industrial action, government restrictions, pandemics or other unforeseen events.

21. Liability

Participation in dance and performing arts carries an inherent risk of injury. The School will take reasonable care at all times but accepts no liability for injury, loss or damage except where caused by its negligence or where liability cannot legally be excluded.

22. Policies & Communications

Parents acknowledge they have read the School's Privacy Policy and Photography & Video Policy and agree to receive official communications via the Parent Portal and/or email and/or text. It is the parent's responsibility to read communications issued by the School.

23. Changes

The School reserves the right to amend fees, timetables, policies and these Terms & Conditions. Reasonable notice of significant changes will be provided.

24. Governing Law

These Terms & Conditions are governed by the laws of England and Wales.

25. Parent Agreement

By enrolling a student, parents/guardians confirm they have read and agree to these Terms & Conditions and the School's associated policies and consent waivers.