



**Mad Hatters Theatre School takes the Professional Theatre Training it offers seriously, as expects that students and their parent/guardians do the same by acknowledging and adhering to the following points. A signature will be required for this document upon registration for ANY of our classes.**

**Attendance:**

- Students are to attend all rehearsals/classes, be punctual, dressed appropriately, prepared and ready to start class.
- Punctuality (regardless of the class being hosted online) is an essential part of the professional discipline at Mad Hatters Theatre School.
- Students are not permitted to be absent for more than 25% of rehearsals within one block booking. Except for illness, absence is frowned upon and records of attendance will be used upon consideration for future shows and privileges. Mad Hatters Theatre School also has the right to remove any students from current or future shows and/or privileges offered by Mad Hatters Theatre School if attendance is poor.
- If a student is going to be considerably late, please let us know your estimated time of arrival to the online class. Upon arrival the student will be expected to apologise for being late to each member of staff in attendance.
- If there is advanced knowledge of when a student will be absent, notice must be submitted to Mad Hatters Theatre School as far in advance as possible. Dates of 'missed' rehearsals must be clearly written.
- If a student is absent without notice, this absence will be noted and considered as unauthorised. If there are TWO or more unauthorised absences from Mad Hatters Theatre School, the student will be excluded from rehearsals for the remainder for the term and fees will be non-refundable.

**Provisions/Uniform:**

- All Students are to have a glass/bottle of water available during each class.
- Uniform is to be worn for all Physical classes however it is not stipulated for Online classes.
- If you wish to purchase uniform comprising a T-Shirt and Hoody please do upon registration and it can be sent to you in the post.
- Black Leggings/Jazz pants or jogging bottoms are to be worn along with black socks and black Jazz shoes/Jazz Trainers (to be purchased elsewhere). Shorts are permitted in the warmer summer months.
- Long hair should be tied back in a neat style and kept off student's faces.
- NO denim is allowed
- NO jewellery is to be worn.

**Fees and Payments:**

- The number of weeks tuition per term, and subsequently fees, are calculated in advance in line with the Central Beds Academic Calendar. Therefore, a term can be made up of 12-14 weeks depending.
- Payment for each registration is to be made online, via our online booking system with 'Active' Camps Management, on the day of booking either in full or via a two payment, payment plan.

- Any session missed by the students due to sickness/holiday or any other reason will not be reimbursed.
- If, for any reason, your child/ren are to leave Mad Hatters Theatre School, all fees are to be paid up until and including the final week of the notice period. A refund will then be issued for any fees paid after the final notice period date, if applicable.
- And if, for any reason, your child/ren are to leave Mad Hatters Theatre School before the term/Notice period has ended, Mad Hatters Theatre School will not be able to reimburse remaining fees.
- Should Mad Hatters fail to provide any online classes, due to ANY reason, all participants will either 1) another date added into the term dates, or if this is not possible, 2) Have the proportionate fees deducted from their next term's payment.
- Should Mad Hatters fail to provide any in person/physical classes, due to ANY reason (except a COVID-19 test and Trace related issue, please see COVID-19 policy or exceptionally bad/dangerous weather preventing students getting to or home from class) all participants will either 1) have a replacement online class scheduled into the term, 2) have another date added into the term dates, or if this is not possible, 3) Have the proportionate fees deducted from their next term's payment.
- Should Mad Hatters fail to provide any in person/physical classes due to exceptionally bad/dangerous weather preventing students getting to or home from class, fees for this class will not be reimbursed.

### **Please notify the School:**

- Immediately, if you, your child or anyone in your household has tested positive for COVID-19.
- If your child has any form of medical, physical, psychological or behavioral ailments or issues, you are to inform Mad Hatters Theatre School on their first day of attendance and at any time of development.
- If there is advanced knowledge of when a student will be absent, notice must be submitted to Mad Hatters Theatre School as far in advance as possible. Dates of 'missed' rehearsals must be clearly written.
- If, for any reason, your child/ren are to leave Mad Hatters Theatre School, a HALF TERMS notice period is required in writing. and all fees are to be paid up until and including the final week of the notice period.

### **Our Legal Responsibility to You:**

It is our legal responsibility to have the following policies and certificates up to date and verified:

- All Staff/Volunteers will be DBS certified with an Enhanced Certificate. All DBS certificates will be renewed after 3 years of employment at Mad Hatters Theatre School.
- Child Protection and Safeguarding Policies and training will remain up to date with UK Law and both policies and certificates of training are available upon request.
- Both Public and Employee Liability Insurances will be current and valid and are available upon request.
- All 2018 GRPD laws have been upheld and all Data held about students, parents, contacts or employees is held with express permission from the individual and kept under specified legal security measures.
- Activities at Mad Hatters Theatre School include that of a physical nature. Therefore, a full risk assessment is available on request or via the parent portal on our website.
- Mad Hatters Theatre School has its own COVID-19 Risk assessment which is available on request as well as a Covid-19 policy that will be issued before attendance commences

### **Health and Safety:**

- When taking part in Online classes, all students are responsible for their personal safety and wellbeing within rehearsals and their own personal rehearsal spaces at home, however if an accident should occur *an adult should be present in the home during the times of the classes to assist.*
- When taking Online classes, should an accident occur in your home, the staff members who witnessed it

will complete an accident report form as written evidence of the incident itself and maintain on record to comply with First Aid regulations.

· Should an accident occur within our setting during in-person/physical classes, the staff members who witnessed it will attend to first aid if needed, follow the accident procedure if further medical assistance is needed and complete an accident report form as written evidence of the incident itself (and the measures taken to prevent the accident happening again and measures taken to help assist in the matter).

***Revised Aug 2022***