



Enrolment & Permissions Form (Confidential)

Student Details:

First Name : _____

Surname : _____

Gender : Male / Female* (delete as applicable)

Date of Birth : ____/____/____

If the student is under 18 please complete the next section

Contact Details:

Address : _____

Town : _____

County : _____

Postcode : _____

Telephone: _____

Mobile No. : _____

Mobile Alt. : _____

Email : _____

Parent/ Carer / Guardian Details* (delete as applicable)

(complete where student is under 18 years old)

First Name : _____

Surname : _____

Relationship to student: _____

School student attends: _____

(This facilitates us licensing the student for our shows)

Medical Consent / Learning Difficulties

I give my consent for PTW teachers to administer basic first aid and/or seek emergency medical advice or treatment for the student (please tick box)

Tell us below about any relevant medical conditions the student has and any medication which may need to be administered during class (please note that our teachers will not be responsible for administering medication) and/or any specific learning difficulties that need to be disclosed for exams.

Class Enrollment

Free trial lesson date: ____/____/____

Class(es) enrolling in _____

Class day: _____ Location : _____

If a friend introduced you to the school then please give their name here.

Data Protection/Photographic Images (see Privacy info)

PTW takes the protection of student data and images very seriously. Important information about upcoming events and items of interest relating to the Academy are communicated by MailChimp. Under GDPR you are required to opt in to receive this information by ticking this box.

PTW uses photographic and video images of its students. Please tick here if to give your **consent** to such in images being used in: PTW Shows and/or marketing for PTW

PTW Administration only

Input Database Input QB Invoiced

I have read, understood and agree to the conditions attached (a parent, carer or guardian must sign for a child aged under 18 years)

Signed : _____ Print Name: _____ Date: ____/____/____

First Pair of Ballet Shoes Free

Size: _____ Provided : ____/____/____

Pointe The Way Ballet School (PTW): Terms and Conditions
For PTW Students/Parents to keep

You should read this contractual information before you sign the enrolment and permissions form.

1. **Fees:**
 - a. All fees are due **before the first day of the term**. The best payment method is by bank transfer and full information on how to do this is provided on your invoice. Cash & cheque payments can be made by posting to PTW 1 Kinton Road, Wyken, Coventry, CV2 3NR, or handing to your teacher in a clearly named envelope. No change available.
 - b. In exceptional circumstances payment plans may be arranged by agreement with the Academy Principal.
 - c. No reimbursements or reductions for a student's absence from classes are offered.
 - d. Unless agreed with PTW, late payment of fees will incur an additional administration charge of £5.
 - e. A free trial lesson is offered for any new subjects, you will be invoiced after your free trial lesson.

2. **Class Uniforms:** Competitively priced regulation dancewear is available from our own shop which is open on Saturday mornings between 09:00 - 13:00 and Wednesdays 13:30 – 16:30 at the Polish Centre, 54 High Street, Leamington Spa, CV31 1LW

3. **Shows and Exams:** Students may be given the opportunity to participate in shows and exams. Although these are not compulsory they are encouraged. Extra rehearsals and classes may be required (at additional cost) and shows will also require costumes to be purchased. Students will be entered for examinations at the sole discretion of the Academy Principal.

4. **Behaviour:** Student behaviour before, during and after classes is monitored. Any student causing disruption may be asked to leave the class and ultimately, should such behaviour continue, may be asked to leave the Academy. All safety notices must be observed.

5. **Personal Property:** Personal property remains the responsibility of students at all times. PTW accepts no liability for the loss of personal property howsoever caused.

6. **Teachers:** All teachers, teaching assistants and members of staff are DBS checked.

7. **Grievances:** All teachers at PTW endeavour to maintain the highest professional standards at all times. However, if there is something you are unhappy with, or there is anything that concerns you in the first instance please discuss this directly with the Academy Principal (most difficulties can be resolved this way). Any issues will be dealt with confidentially and swiftly. PTW's grievance policy is available on request to the Academy Principal.

8. **Leaving the Academy:** A half terms advanced written notice is required if you wish to leave the Academy. This is strictly enforced and by signing the enrolment form you agree that you will pay for the notice period even if the student does not attend.

9. **Class Alterations:** PTW reserve the right to discontinue any class at any given time and will endeavour to give as much notice as possible. In this event commensurate refunds will be given if an appropriate alternative class cannot be found.

10. **Photographic and Video Images:** PTW uses photographic and video images for a number of purposes. A video is made available for purchase to all students and parents of every show undertaken by the academy. If you expressly wish for your image/ your child's image not to be included in the video and chose to opt out on the enrolment and permissions form then this will probably preclude you/ your child's involvement in LWAD shows and performances.

PTW also likes to celebrate student success and will often place stories and pictures on social media such as Facebook and its own website. Marketing leaflets may feature pictures of students provided they have not opted out of consenting for their image to be used.