



STAGWORKS

CLASSES

STAGWORKS RULES AND CONDITIONS

Registering

A Student Information Form must be completed for every child who enrolls for classes. It is the parent's responsibility to ensure Stageworks are notified immediately of any changes.

Classes

Classes run during term times only. Rehearsals and performances may be arranged on different days if required. Dates and times of classes are issued to students prior to the start of each term. However, these can be subject to alteration due to unforeseen circumstances. Students will be notified of any alterations in advance wherever possible. Due to the nature of the group activities, it is appreciated if all students arrive on time. If your child is going to be absent please notify Stageworks so we can notify the teacher. There are no refunds for missed classes, if however your child is going to have a prolonged absence please call Stageworks to discuss. **PLEASE NOTE: Please notify Stageworks before the first week of term by email or in writing if your son/daughter is not intending on returning, or you will be invoiced for that half term.**

Teaching

Please be aware that in order to teach your child effectively, it is sometimes necessary to demonstrate using physical contact to clarify verbal instruction.

Fees

Full payment or a half term fee is required to be paid by the end of the first week of term.

If a half term payment is made then the second half term payment is due by the end of the first week of your next half term.

If no payments are received by the end of the first week of each half term a late payment fee of £5 will be applied to your account and pupils will be refused entry to class if fees remain unpaid.

Your initial invoice will show the full term charge, if this is not paid in full by the end of the first week of term you will lose the early bird discount and £3.00 per class will be added to your account.

We accept cash or credit/debit card payments. Payments can be made over the phone or through your Stageworks Account. **Students will not be entered for exams if they have major arrears outstanding on their Stageworks accounts. Students will only be allowed to join classes again in the new academic year if their accounts are at zero at the start of the year. Fees are non-refundable.**

Pay Monthly

For those students who attend 3 or more classes, you have the option to pay by standing order and spread your fee's over 11 months (Sept to July). An admin fee of £5.00 per term is charged for this service.

5 Star Club

For those students who attend 5 or more of our classes, you automatically join the 5 star club. This gives you a 10% discount on fees, plus other promotions and competitions. (CYBC & MTYC fees are not included in this promotion).

Behaviour

Students are expected to conduct themselves sensibly during classes. The Performing Arts require self-discipline and awareness of others. Students who continually fail to reach the required standard of behaviour can affect the progress and enjoyment of others and will be excluded from all Stageworks activities. Students who damage equipment or property through misuse or recklessness will be held liable for any cost of repair or replacement.

Uniform

Students are required to wear Stageworks uniform for all classes, rehearsals, at times during performances, in between classes and when representing the school.

Promotion

Students may occasionally be involved in promotional activities for the school. This may include press, TV, radio and internet coverage. The school should be notified immediately if any student is to be excluded from such activities.

The Stageworks Complex

To comply with Health & Safety guidelines, please be aware of the following:

1. No spectators are allowed in the studios unless they are invited by the class tutor.
2. Smoking will not be tolerated on the Stageworks or Longsands campus.
3. No food or drink is to be taken into the studios, except sealed water bottles.
4. All bags must be put away neatly as unattended bags can be a safety hazard.
5. No high heels/stilettos to be worn in any studios.
6. Mobile phones are not permitted in classes.
7. No chewing gum is allowed on the Stageworks site.