

Bright Ballroom – Terms & Conditions

1. Student & Parent/Caregiver Conduct

- All students must wear loose-fitting clothing suitable for dance, preferably black.
- Bright Ballroom t-shirts are encouraged for class to promote company spirit. A full uniform line is available.
- Students should bring a **named water bottle** to every class.
- **Punctuality is required.** Students should be dropped off and collected on time. Persistent lateness may incur additional fees to cover teacher time or venue hire.
- Parents must notify Bright Ballroom if a child will go home alone when not usual.
- Absences (planned or unplanned) should be reported as soon as possible, including holidays or family events.
- Parents are **not permitted to remain on the premises** during classes unless agreed in advance with the Principals. For younger children, parents may remain in the foyer during the first few weeks if needed.
- Parents must notify Bright Ballroom of any changes to **contact or medical details**.
- Bright Ballroom has a **zero-tolerance policy for abuse**; any concerns will be dealt with promptly by the Principals or the Designated Safeguarding Lead (DSL).
- Complaints should be addressed directly to the **Principals** of Bright Ballroom.

2. Safeguarding, Privacy & Photography

- Bright Ballroom operates under a **Privacy Policy, Safeguarding & Child Protection Policy, and Photography & Video Policy**.
- Parents are responsible for familiarising themselves with these policies.
- All teachers and Principals have **up-to-date DBS checks** and are fully trained in safeguarding.

3. Teaching Staff

- Bright Ballroom reserves the right to **change teaching staff** when necessary.
- The Principals manage the day-to-day running of classes and all safeguarding responsibilities.

4. Fees & Payments

- All fees are due **before the start of term**, unless a payment plan has been agreed with the Principals.
- Payments can be made via **bank transfer or cash**.
- Bright Ballroom **does not provide refunds** for missed sessions, except where required by law.
- Late payments may incur additional charges.

5. Liability

- Bright Ballroom **accepts no liability** for loss or damage to personal items brought on site.
- All students participate at their own risk. Bright Ballroom takes reasonable steps to ensure a safe environment.