



EKB Performing Arts

Terms & Conditions 2024-2025

Date of Last Review: 27/01/2025

1. Teachers & Assistants

All teachers and assistants hold enhanced DBS checks and have prior experience working with young people. There will always be a first aider on site at any venue/class provided by EKB Performing Arts.

Our teachers have the right to be treated with respect at all times and we reserve the right to ask any student/parent to leave the premises if they are either physically or verbally abusive towards teachers, students or parents.

2. Fees & Late Payment

Invoices will be sent before every half term and upon completion of the registration form.

Fees must be paid within 7 days of receiving the invoice or by the deadline provided.

Any late payments will incur a £5 late fee added to the invoice unless we are informed you wish to cancel.

EKB Performing Arts do not authorise any refunds, make-up sessions or additional classes if your son/daughter is absent.

As EKB Performing Arts use external facilities to run their dance classes there may be occasions where the dance sessions are unable to run due to unforeseen circumstances such as school closures, severe weather, heating or electricity etc. In this case EKB Performing Arts will endeavour to run replacement sessions if classes are cancelled. However if this is not possible EKB Performing Arts will not be obliged to raise a refund for the class/classes missed if these circumstances are beyond EKB Performing Arts control.

In the unlikely event that EKB Performing Arts have to directly cancel a class, a refund will be issued.

3. Payment Details

Fees can be paid via bank transfer only to the following account details:

Emily Bucknall Trading As EKB Performing Arts

Sort Code: 30-90-76

Account Number: 27091360

Reference: Childs full name

4. Safety

Parents, Carers/Family members are not permitted to stay and watch the classes.

There will be plenty of opportunities across the year where parents, carers/family members will be invited to watch an end-of-term performance.

Please ensure that children are wearing appropriate clothing and footwear. If unsure, please contact EKB Performing Arts on what is suggested clothing and footwear.

MEDICAL: It is the parent/guardians responsibility to outline written details of any medical information that may affect a child's ability.

PERSONAL PROPERTY: EKB Performing Arts do not accept responsibility for lost/stolen items within the facilities of the class. Please ensure you are cautious with valuable and label students personal belongings.

PHOTOS/VIDEOS: Throughout our classes we may take photographs which may be displayed on our website or social media or in any upcoming promotional videos/pictures. Permission for photos/videos is selected in our registration form.

5. Behaviour & Bullying

EKB Performing Arts operate a zero tolerance to bullying policy. We aim to create a safe and supporting environment where bullying, antisocial or unkind behaviour is not tolerated. Should there be any bullying/antisocial behaviour present during classes, EKB Performing Arts will seek further action which may result from students, parents or teachers being removed from attending/teaching at EKB Performing Arts

6. Attendance

Some classes at EKB Performing Arts have long waiting lists, so good attendance is necessary to keep your place within the class.

Children must arrive and be collected promptly. It is very important that children arrive in time for their classes, preferably 5 minutes before the start.

Parents/Guardians are responsible for ensuring that their child is collected promptly at the advertised collection time.

If a parent/guardian is late by 15 minutes, a phone call will be made to the contact number on our register.

Failure to make contact, the child will be left with the school office if your child attends Cecil Road Primary & Nursery School.

Should a parent/guardian fail to respond to a call or not arrive to collect their child at any of our external venues, a late fee of £5 per 30 minutes will be added to the term's invoice.

If for whatever reason you are running late please contact Emily on 07703363328.

Any children who have permission to leave the building to walk home independently must have a signed form from their parent/guardian.

We keep our Terms and Conditions under regular review. This privacy notice was last updated in February 2025.