

# THE SUSSEX DANCE COMPANY

## TERMS AND CONDITIONS

EFFECTIVE DATE: 20th November 2025  
LAST UPDATED: 1st December 2025

---

### 1. INTRODUCTION AND ACCEPTANCE OF TERMS

1.1 These Terms and Conditions ("Terms") govern your relationship with The Sussex Dance Company ("SDC", "we", "us", or "our") when enrolling your child in our dance classes, workshops, and performances.

1.2 By enrolling your child with SDC, you ("Parent" or "Guardian") agree to be legally bound by these Terms. Upon enrolment, a binding contract is formed between you and SDC.

1.3 Your child's attendance at our classes is strictly subject to adherence to these Terms and Conditions.

1.4 SDC reserves the right to immediately terminate the contract and/or exclude your child from attending further classes (temporarily or permanently) if any Parent, Guardian, or student breaches these Terms, without further liability to you.

---

### 2. COMPANY INFORMATION

#### 2.1 Company Details

The Sussex Dance Company provides dance classes, workshops, and performances for children aged 4 to 18 years.

Registered Office: 2 New Cottages, Wych Cross, RH18 5JJ

#### 2.2 Contact Information

Director: Selena Welling  
Email: [Info.SussexDanceCompany@gmail.com](mailto:Info.SussexDanceCompany@gmail.com)  
Telephone: 07594516848  
Website: [www.sussexdancecompany.co.uk](http://www.sussexdancecompany.co.uk)

---

### 3. REGISTRATION AND ENROLMENT

#### 3.1 Expression of Interest

All expressions of interest must be submitted either online through our website or by email to the contact address provided in Clause 2.2.

#### 3.2 Registration Requirements

Parents/Guardians must complete all registration documents and provide full payment before a child attends any class. Accurate information must be provided, including but not limited to:

- Medical conditions
- Allergies
- Emergency contact details
- Any special educational or physical needs

#### 3.3 SDC Handbook

Upon receipt of full payment, you will receive the SDC Handbook within 48 hours, which contains important information about our policies and procedures.

#### 3.4 Waiting Lists

Students will be placed on a waiting list until all required paperwork and term fees have been paid in full before the term commences. Class places are allocated on a first-come, first-served basis.

#### 3.5 New Student Registration Fee

A compulsory registration fee of £13.00 applies to all new students. This fee covers your child's mandatory SDC T-shirt, which must be worn when attending classes.

---

### 4. FEES AND PAYMENT

#### 4.1 Fee Structure

All fees are based on a 12-week term and are payable in advance. Current fees for the academic year 2025-2026 are as follows:

#### RECREATIONAL CLASSES

- 30 minute class: £85.00 per 12-week term
- 45-minute class: £90.00 per 12-week term
- 60-minute class: £120.00 per 12-week term
- Taster class: £7.00 per class

#### WORKSHOPS / INTENSIVES

- SDC Members: £12.00 per person
- Non-SDC Members: £15.00 per person
- SDC Youth Collective Auditions: £12.50 per person

#### DANCE CLINICS

##### Tricks & Turns:

- 30-minute class (individual): £20.00
- 60-minute class (individual): £40.00
- 30-minute class (duos): £15.00 per person
- 60-minute class (duos): £25.00 per person
- 60-minute class (small groups, 3-5 people): £15.00 per person

##### Flexibility & Extensions:

- 30-minute class (individual): £20.00
- 60-minute class (individual): £40.00

##### Assessment:

- 60-minute assessment (individual): £35.00 per person

##### Audition Preparation:

- 120-minute class (individual): £160.00
- Additional lessons (individual): £30.00 per hour

##### Choreography & Performance:

- 4 hours (individual): £160.00
- 4 hours (duos): £95.00 per person
- 4 hours (trios): £80.00 per person
- 4 hours (small groups, 4-5 people): £75.00 per person

##### Performance Rehearsals:

- 30-60 minute classes: from £20.00

#### 4.2 Additional Fees

In addition to Class Fees, the following Additional Fees may apply:

- a) New student registration fee: £13.00
- b) Examination entry fee: variable (as notified)
- c) Examination practice fees: pro rata relative to the number of classes over the term
- d) Costume fees: as notified
- e) Event fees: as notified

#### 4.3 Fee Changes

All Class Fees and Additional Fees are subject to change at any time on a term-by-term basis. Up-to-date fee tariffs will be published on the SDC website at [www.sussexdancecompany.co.uk](http://www.sussexdancecompany.co.uk).

#### 4.4 Available Discounts

Discounts are not generally available except in accordance with the following:

- a) Students attending more than three classes may receive a 10% discount off term fees when paid in full by the specified date.
- b) Second and subsequent siblings are entitled to a 10% discount off term fees when paid in full by the specified date.
- c) No discount can be applied to tasters, dance clinics, examination fees and practice sessions.

#### 4.5 Invoicing

SDC will invoice you as follows:

- a) Class fees for each term will be invoiced prior to the end of the preceding term.
- b) Additional fees will be invoiced as and when they become applicable.

#### 4.6 Payment Due Dates

In all cases, payments must be received on or before the due date stated within the relevant invoice. Fees must be received by SDC before classes can commence.

#### 4.7 Invoice Receipt Responsibility

If you do not receive your invoice before the end of the term, you must contact the office by email urgently so that it can be resent and the payment deadline can be met. It is the full responsibility of the Parent/Guardian to ensure that they have received and paid their invoice before the deadline; otherwise, late payment fees may apply.

#### 4.8 Class Allocation Notification

Your invoice serves as notification of the classes to which your child has been allocated for the following term. Once you have received your invoice, it is usually not possible to change classes for the following term. Parents should inform us immediately of any issues with class scheduling.

#### 4.9 Accepted Payment Methods

The following payment methods are accepted (in pound sterling only):

- a) Cash
- b) Cheque
- c) Bank transfer
- d) PayPal

No other method of payment may be used.

#### 4.10 Payment Conditions and Charges

##### CHEQUES

- Any cheques that are returned unpaid (bounced or stopped) will incur an additional charge of £20.00.
- Post-dated cheques will incur a £10.00 administration fee. If you plan to post-date your cheque (for a maximum of 10 working days beyond the payment due date), please ensure you add this amount to the total cheque value in advance to avoid separate invoicing.

##### CASH PAYMENTS

- Cash payments must be in sealed envelopes with the student's name written on the front for the exact amount invoiced, as no change will be given.

##### BANK TRANSFER PAYMENTS

- Bank transfer payments must state the relevant student's full name as the reference. Any failure to do so may result in the invoice being treated as unpaid, as we may not be able to ascertain which student the payment relates to.

#### 4.11 Late Payment Fees

Late payment fees apply as follows:

- a) If payment is received after the due date but before the start of the term to which the invoice relates: a late payment fee of £10.00 will be charged.
- b) If payment is received after the start date of the term to which the invoice relates: a second late payment fee of £10.00 (in addition to the first £10.00 late payment fee) will be charged.
- c) All late payment fees must be received on or before the due date given.

#### 4.12 Non-Payment Consequences

If your child attends class without instalments having been paid (unless you have prior written agreement with SDC regarding fee payments), they will not be allowed to participate. All children must be registered for the classes they attend. Unregistered children will not be allowed to participate.

---

## 5. CANCELLATION AND REFUND POLICY

### 5.1 Non-Refundable Fees

All fees are non-refundable and non-transferable once the term starts.

### 5.2 Cancellation Notice

Any cancellations will require at least two weeks' notice in writing.

### 5.3 Credit Notes

- a) A credit note will be given for your child to join another recreational class within the same term.
- b) Credit notes cannot be used towards Dance Clinics, costume fees, or event fees.

c) Credit notes only apply for that term only and will expire at the end of the term.

d) Credit notes cannot be used for other siblings

### 5.4 Force Majeure

SDC will endeavour to run classes during adverse weather conditions (e.g., snow). However, should we need to cancel classes due to safety concerns, Parents will be notified immediately. Please check our Facebook page and ensure your phone number and email address are kept up to date on our register.

Classes cancelled due to the following circumstances will not be provided with a refund:

- a) Fire, flood, storm, or adverse weather conditions
- b) Act of God
- c) Pandemic or epidemic of any disease
- d) Industrial action
- e) War or civil unrest
- f) Terrorist threat or incident

### 5.5 SDC-Initiated Cancellations

If SDC cancels a class for reasons within our control, additional classes will be offered, or the fees will be credited against future term fees.

### 5.6 Discontinuing Classes

Should you wish to discontinue your child's classes, please contact us with two weeks' written notice. For example, if your child wishes to stop after a few weeks into the term, you will still be charged for the remainder of that term.

We regrettably cannot automatically offer refunds once term commences.

---

## 6. ATTENDANCE AND ABSENCE POLICY

### 6.1 Planned Absences

Any planned absences related to school events or holidays must be submitted by email at the start of the term.

### 6.2 Fees During Absence

Fees remain payable in all cases of absence from class. There are no reductions or refunds for missed classes under any circumstances.

### 6.3 Make-Up Classes

Students may receive up to three make-up classes throughout the season (September to June). These make-up classes are only eligible for recreational classes and do not apply to SDC Collectives or Dance Clinics.

### 6.4 Additional Make-Up Classes

Any additional make-up classes beyond the three permitted will be subject to the standard tuition fee.

---

## 7. STUDENT ATTIRE AND SAFETY POLICY

### 7.1 Required Attire

For the safety of our students, all students must wear appropriate SDC attire and dance shoes when attending classes.

### 7.2 Prohibited Items

The following items are prohibited for safety reasons:

- a) Socks (instead of proper dance shoes)
- b) Dangling necklaces or jewellery
- c) Street shoes in the studio
- d) Body or hair oil (it makes the floor slippery and dangerous)

### 7.3 Hair Requirements

Long hair must be tied up and secured away from the face.

### 7.4 Ordering Attire

SDC attire can be ordered online through our website or via email.

---

## 8. STUDENT AND PARENT CODE OF CONDUCT

### 8.1 Following Instructions

Students must follow all instructions and rules, including those relating to punctuality, presentation, and behaviour. Failure to do so will constitute a breach of these Terms and Conditions.

### 8.2 Punctuality

Students must arrive prepared 10 minutes before class starts. If they arrive late, they shall quietly enter and warm up independently before joining the class.

### 8.3 Behaviour Standards

Disruptive, disrespectful, or antisocial behaviour on or around the class premises will not be tolerated (whether before, during, or after classes). SDC reserves the right to exclude that student on a temporary or permanent basis at its sole discretion.

### 8.4 Personal Belongings

Belongings should be placed along the allocated wall inside the studio. Mobile phones must be turned onto aeroplane mode or silent and kept in bags.

### 8.5 Studio Rules

The following rules must be observed at all times:

- a) Students must not lean against mirrors at any point.
- b) Students must not sit-down during classes unless permission is given by the teacher.
- c) Students must not talk during class unless permission is given by the teacher.

### 8.6 Food and Drink

Students may bring water to classes; however, no food or drink of any other kind is permitted inside the studio (unless specifically requested by a member of staff). Smoking, chewing gum, and alcohol are strictly prohibited on all class premises.

### 8.7 Parent Observation

No parents or guardians are allowed in the studio except during allocated Parent Observation Weeks at the end of term.

### 8.8 Respect for Staff

All teachers and guest artists must be treated with respect at all times.

---

## 9. DROP-OFF AND COLLECTION POLICY

### 9.1 Arrival Time

Parents and Guardians should endeavour to ensure that your child arrives 10 minutes before class in order to prepare adequately.

### 9.2 Toilet Facilities

Please ensure that your child uses the toilet either before or after class to avoid disruptions. For younger students, we are aware that minor toilet breaks between classes may be necessary.

### 9.3 Collection Time

Parents and Guardians must ensure that children are collected on time. If you are unable to collect your child on time, please contact SDC staff to inform them of your estimated time of arrival.

### 9.4 Late Collection Fee

SDC faculty are required to wait with your child for up to 10 minutes after class ends. If parents arrive later than this timeframe, a late collection fee may be charged due to extra childcare provisions.

### 9.5 Collection Requirements by Age

- a) Students under the age of 13 must be collected by their parent or guardian.
- b) Students between the ages of 13 and 16 may be allowed to go home independently only if a parent has completed a permission form to release the student immediately after class.
- c) Students above the age of 16 are allowed to go home independently after class.

### 9.6 Alternative Collection Arrangements

SDC must be notified at least 24 hours in advance by email of any other adult collecting your child. Otherwise, they will not be released due to our safeguarding policy.

---

## 10. ILLNESS AND INJURY POLICY

### 10.1 Notification Requirements

Parents must notify SDC by email, telephone call, or text message in cases of any injury or illness before classes start.

### 10.2 Symptomatic Students

Students who are symptomatic (e.g., coughing, fever, vomiting) or have a serious illness should not attend class. For serious infections, parents should inform SDC of the nature of the infection so that other parents can be alerted.

### 10.3 Serious Illnesses and Symptoms

Students must not attend class if they have any of the following:

- a) Current fever or a fever within the previous 24-hour period
- b) An upset stomach, vomiting, or diarrhoea in the previous 48-hour period
- c) Heavy nasal discharge
- d) Eye discharge
- e) Persistent coughing
- f) Symptoms of a possible communicable disease

### 10.4 Communicable Diseases

Students must not attend class if diagnosed with or showing symptoms of:

- a) Measles
- b) Chickenpox
- c) Head lice (until treated)
- d) Common cold (if severe)
- e) Influenza
- f) German measles
- g) Whooping cough
- h) Impetigo
- i) Scarlet fever
- j) Hand, foot, and mouth disease
- k) Norovirus
- l) COVID-19

### 10.5 Minor Injuries and Non-Contagious Illness

For minor injuries and non-contagious illness, students will be encouraged to sit and observe the class to avoid missing out.

### 10.6 Major Injuries

For major injuries, we may request a doctor's note and will endeavour to make arrangements for next steps whilst your child recovers.

### 10.7 Illness or Injury During Class

If your child becomes ill or injured during a lesson, Parents/Guardians will be notified immediately or after the lesson concludes. Please ensure that all your contact details are kept up to date.

---

## 11. BULLYING AND HARASSMENT POLICY

### 11.1 Zero Tolerance Policy

SDC has a strict zero-tolerance policy regarding bullying and harassment.

### 11.2 Threatening or Aggressive Behaviour

Any threatening or aggressive behaviour by students or parents for any reason will not be tolerated. SDC reserves the right, at its absolute discretion, to immediately terminate the contract if, in SDC's opinion, a Parent, Guardian, or student acts in a threatening, aggressive, or otherwise inappropriate manner towards:

- a) Any member of SDC staff
- b) Other students
- c) Parents of other students
- d) Any third party

### 11.3 Immediate Removal

Any person acting in breach of this clause will be requested to leave the premises immediately.

### 11.4 No Refunds for Termination

In the event of termination under this clause, SDC shall have no further liability whatsoever, and there will be no refunds or credits given.

---

## 12. PHOTOGRAPHY AND SOCIAL MEDIA POLICY

### 12.1 SDC's Right to Record

Upon completion of the Student Waiver Form, SDC reserves the right to record and photograph students (or engage third-party

photographers or filming companies on behalf of SDC) for educational and/or marketing purposes, which may include usage on social media platforms to positively promote SDC.

### **12.2 Parent and Student Photography**

Students and parents must request permission from the teacher to film or take photos in class. These images should only be of you/your own child and of the teacher (with their permission). If these images are posted on social media, please ensure you appropriately tag The Sussex Dance Company.

### **12.3 Teacher's Right to Restrict**

Teachers have the right to request you stop taking pictures and recordings to respect the rights of others. Additionally, if the class teacher feels that the amount of video is excessive (not just short clips), you may be asked to stop.

### **12.4 Student Photography Restrictions**

Pupils are forbidden to take photos or videos in class without the teacher's consent. If consent is given, images are only to be used as a learning resource and must never be posted to any social media pages or shared outside of the classes unless they have explicit permission from the teacher. Please ensure your child is aware of this restriction.

### **12.5 SDC's Right to Request Removal**

SDC has the right to request any media be taken down immediately if it reflects negatively on the school.

### **12.6 Consent**

By agreeing to these Terms and Conditions, you understand that you are consenting for your child to be part of recording and photography activities and allowing these images to be possibly posted online.

### **12.7 Right to Opt Out**

Parents and Guardians have the right to opt out of the Photography and Social Media Policy. To do so, please inform SDC in writing.

---

## **13. SAFEGUARDING AND CHILD PROTECTION**

### **13.1 Commitment to Safeguarding**

SDC is committed to safeguarding and promoting the welfare of all children and young people and expects all staff, volunteers, and parents to share this commitment.

### **13.2 Safeguarding Officer**

SDC has appointed a designated Safeguarding Officer: Selena Welling

### **13.3 DBS Checks**

All staff and volunteers who work with children have enhanced Disclosure and Barring Service (DBS) checks in accordance with current legislation.

### **13.4 Reporting Concerns**

If you have any safeguarding concerns about a child, please contact our Safeguarding Officer immediately. All concerns will be taken seriously and handled in accordance with our Safeguarding Policy.

### **13.5 Safeguarding Policy**

Our full Safeguarding Policy is available upon request and on our website.

---

## **14. HEALTH AND SAFETY**

### **14.1 Risk Assessments**

SDC conducts regular risk assessments of all activities and premises to ensure the safety of all participants.

### **14.2 First Aid**

SDC has qualified first aiders on site during all classes. First aid equipment is available and regularly checked.

### **14.3 Emergency Procedures**

Emergency evacuation procedures are displayed in the studio. All students will be instructed on emergency procedures at the beginning of each term.

### **14.4 Accidents and Incidents**

All accidents and incidents are recorded in our Accident Book. Parents will be informed of any accidents or incidents involving their child.

### **14.5 Insurance**

SDC maintains appropriate public liability insurance. Details are available upon request.

---

## **15. DATA PROTECTION AND PRIVACY**

### **15.1 Data Controller**

SDC is the data controller for the personal information you provide to us.

### **15.2 Information We Collect**

We collect and process the following personal information:

- Student's name, date of birth, and contact details
- Parent/Guardian contact details
- Medical information and emergency contacts
- Attendance records
- Payment information
- Photographs and videos (with consent)

### **15.3 Purpose of Data Processing**

We use your personal information for the following purposes:

- To provide dance classes and related services
- To communicate with you about classes, events, and important updates
- To ensure the safety and wellbeing of your child
- To process payments
- To comply with legal obligations
- For marketing purposes (with consent)

### **15.4 Data Sharing**

We do not share your personal information with third parties except:

- Where required by law
- With service providers who assist us in operating our business (e.g., payment processors)
- In emergency situations to protect the safety of your child

### **15.5 Data Retention**

We retain your personal information for as long as necessary to provide our services and comply with legal obligations. When your child leaves SDC, we will retain records for 2 years.

### **15.6 Your Rights**

Under data protection legislation, you have the right to:

- Access your personal information
- Correct inaccurate information
- Request deletion of your information
- Object to processing of your information
- Request restriction of processing
- Data portability

### **15.7 Privacy Policy**

Our full Privacy Policy is available on our website and provides detailed information about how we collect, use, and protect your personal information.

### **15.8 Contact for Data Protection Queries**

For any questions about data protection, please contact: 07594516848

---

## **16. COMPLAINTS PROCEDURE**

### **16.1 Informal Resolution**

We encourage parents to raise any concerns informally with the class teacher or Director in the first instance.

### **16.2 Formal Complaints**

If your concern is not resolved informally, you may submit a formal written complaint to:

Selena Welling  
[info.sussexdancecompany@gmail.com](mailto:info.sussexdancecompany@gmail.com)

### **16.3 Complaints Process**

- All formal complaints will be acknowledged within 3-5 working days.
- We will investigate your complaint thoroughly and provide a written response within 7-10 working days.
- If you are not satisfied with our response, you may request a review by The Director

## 16.4 Complaints Record

All complaints are recorded and reviewed to help us improve our services.

---

## 17. LIABILITY AND INDEMNITY

### 17.1 Enforcement of Terms

These Terms and Conditions are enforced pursuant to applicable laws and the licence terms on which SDC is able to run classes at the studio premises, as well as for the amenity of other users of the studio premises.

### 17.2 Right to Terminate

If any Parent fails to follow these Terms and Conditions or attempts to prevent any SDC staff member from seeking or attempting to enforce these Terms and Conditions, SDC reserves the right to immediately terminate the contract with you and/or exclude your child from attending further classes at SDC on a temporary or permanent basis, without further liability to you.

### 17.3 Limitation of Liability - Personal Injury

Subject to Clause 17.5, SDC accepts no liability for any injuries sustained whilst participating in a dance class or on the studio premises, except where such injury is caused by our negligence.

### 17.4 Limitation of Liability - Property

Subject to Clause 17.5, SDC accepts no responsibility for loss or damage to personal belongings or property whilst on the class premises. Parents and students are advised to ensure valuable items are not brought to classes.

### 17.5 Exceptions to Limitation of Liability

Nothing in these Terms and Conditions shall in any way limit SDC's liability for:

- a) Fraud or fraudulent misrepresentation
- b) Death or personal injury caused by its negligence
- c) Any other liability which cannot be excluded at law

### 17.6 Assumption of Risk

Parents and Guardians acknowledge that dance activities involve inherent risks, and by enrolling their child, they accept these risks on behalf of their child.

### 17.7 Medical Emergencies

In the event of a medical emergency, SDC staff will administer first aid and contact emergency services as appropriate. Parents/Guardians authorise SDC to seek emergency medical treatment for their child if they cannot be contacted in time.

---

## 18. INTELLECTUAL PROPERTY

### 18.1 Ownership of Choreography

All choreography created by SDC staff remains the intellectual property of SDC and/or the individual choreographer.

### 18.2 Restrictions on Use

Students and parents may not:

- a) Teach SDC choreography to others outside of SDC
- b) Use SDC choreography for commercial purposes without written permission
- c) Claim SDC choreography as their own creation

### 18.3 SDC Branding

The Sussex Dance Company name, logo, and branding are the intellectual property of SDC. Unauthorised use is prohibited.

---

## 19. GENERAL PROVISIONS

### 19.1 Entire Agreement

These Terms and Conditions constitute the entire agreement between SDC and Parents/Guardians and supersede all previous agreements, understandings, and representations.

### 19.2 Severability

If any provision of these Terms and Conditions is found to be invalid or unenforceable, the remaining provisions shall continue in full force and effect.

### 19.3 Waiver

No failure or delay by SDC in exercising any right under these Terms shall operate as a waiver of that right.

### 19.4 Assignment

SDC may assign or transfer its rights and obligations under these Terms. Parents/Guardians may not assign or transfer their rights or obligations without SDC's prior written consent.

### 19.5 Third Party Rights

No third party has any right to enforce any term of this agreement.

### 19.6 Notices

All notices must be in writing and sent to the contact details provided in Clause 2.2. Notices sent by email are deemed received on the day of sending (if sent before 5:00 PM on a business day) or the next business day.

### 19.7 Governing Law

These Terms and Conditions are governed by the laws of England and Wales.

### 19.8 Jurisdiction

The courts of England and Wales have exclusive jurisdiction to settle any dispute arising out of or in connection with these Terms and Conditions.

---

## 20. CHANGES TO TERMS AND CONDITIONS

### 20.1 Right to Amend

The Sussex Dance Company reserves the right to update and amend these Terms and Conditions from time to time.

### 20.2 Notification of Changes

SDC will inform you of any changes through regular channels of communication, including email and notices posted on our website and at the studio premises.

### 20.3 Acceptance Period

You have 14 days from the date of notification to opt out of accepting changes in writing. If you wish to object to the changes, please contact us at the address provided in Clause 2.2.

### 20.4 Deemed Acceptance

If you do not contact us within the 14-day period, the changes will be deemed accepted, and your continued use of our services will constitute acceptance of the amended Terms and Conditions.

### 20.5 Material Changes

In the event of material changes that significantly affect your rights or obligations, we will provide reasonable notice and may require explicit consent to continue.

---

## 21. ACKNOWLEDGEMENT AND ACCEPTANCE

By enrolling my son/daughter/ward into The Sussex Dance Company, I confirm that I:

- a) Have read and understood these Terms and Conditions in full
- b) Accept and agree to be bound by these Terms and Conditions
- c) Have provided accurate and complete information
- d) Will comply with all policies and procedures outlined herein
- e) Authorise SDC to take appropriate action in emergency situations
- f) Understand that failure to comply may result in termination of enrolment

## CONTACT INFORMATION

If you have any questions about these Terms and Conditions, please contact us:

The Sussex Dance Company  
Email: [info.sussexdancecompany@gmail.com](mailto:info.sussexdancecompany@gmail.com)  
Telephone: 07594 516848  
Website: [www.sussexdancecompany.co.uk](http://www.sussexdancecompany.co.uk)