

SPOTLIGHT PERFORMING ARTS

ADMINISTRATION POLICY

Waiting lists are active for the Performing Arts classes and work to a first come first serve basis. **IF YOU NO LONGER REQUIRE A PLACE THE MANGEMENT MUST BE INFORMED.** Upon joining you must complete a registration form; this form is completely confidential and is protected under the Data Protection Act.

The Spotlight Performing Arts payment system is paid on a monthly basis which must be paid for in advance, payable at the beginning of each month and must be paid by the date stated on the payment envelope. There will be a charge of £5.00 per month for fees that are paid seven or more days late. There are **NO** concessions or deductions for classes not attended. All cheques must be made payable to **Spotlight Performing Arts.**

Pupils are entered for examinations when they are confident and have acquired the necessary standard for each level, enabling each child to progress at their own pace. All examinations are held at the studio and are assessed by **external examiners** from the International Dance Teachers Association (IDTA); this is the body that provides the syllabus that we work to. Payment for examinations must be paid one week prior to the exam date, in the payment envelope provided. On notice of the examination day; we ask you to keep the specified day free. The timetable for the examinations **cannot be changed** after it has posted on the notice board.

Please note any examination **not attended** without good cause or notification will result in payment of the exam fee plus a £5.00 administration charge.

We take pride in all our pupils' achievements and so that family can also see how their child has developed every two years a show for the whole school is staged at the Montgomery Theatre, Sheffield and all pupils are encouraged to take part. A professional video is taken of the school show and photographs are sometimes used for our website and local news articles should you have any objections to your child taking part in either of these please could you notify the management of this in writing immediately.