

COURSE TERMS AND CONDITIONS: PLEASE READ BEFORE BOOKING

By booking your child onto our classes, you agree to the following Terms and Conditions.

1. Fees & Payments

- **Full Term:** £240 per child (exam fees not included).
- **Half Term:** £120 per child (exam fees not included).
- Fees must be paid by the agreed payment date to secure your child's place in the class.
- **Late payments:** Where a class payment is not received by the agreed payment date, the amount outstanding will increase by **10% for each week that payment remains overdue**. This increase will apply cumulatively each week until the outstanding balance has been paid in full.
- Continued non-payment may result in your child's place being withdrawn from the class.
- Class fees are payable regardless of individual attendance. Missed classes cannot be refunded or deducted from the term fee.

2. Refunds & Cancellations

- We operate a **strict no-refund policy**.
- Once a place has been booked and payment has been made, fees are non-refundable, including where a child subsequently decides not to attend or is unable to attend.
- If your child is absent from a class, no refund or credit will be given for the missed session.

3. Attendance & Absence

- If your child is going to miss a class due to illness or is going to be late, please contact **Outreach or the Box Office on 01753 853888** at least **2 hours before their class** wherever possible.
- Regular attendance is encouraged as classes are progressive and may involve preparation for performances and/or examinations.

4. Collection & Safeguarding

- If your child is going to be collected by a different parent/guardian or authorised adult from the person who normally collects them, the teacher must be made aware by you, the parent/guardian, **in advance**.
- Children will only be released to a parent/guardian or adult who has been authorised by the parent/guardian.

5. What to Bring & Wear

- We advise children to wear **comfortable clothing suitable for movement and performance**. School uniform should not be worn.

- Children should bring a **bottle of water** and, where possible, a **small notebook and pen/pencil**.
- Food and drinks other than water are not permitted during classes, unless required for medical reasons.

6. Examinations

- Where your child is entered for an examination, you, as the parent/guardian, are responsible for taking your child to the examination venue in London.
- Examinations have previously been held at:

London Academy of Music and Dramatic Arts (LAMDA)

155 Talgarth Road
Hammersmith
London
W14 9DA

- **Exam fees are not included** in the course fees and will be payable separately where applicable.
- Parents/guardians are responsible for ensuring their child arrives at the examination venue on time and is collected afterwards.

7. Class Times

Monday – Developing Performers

- 4:00pm – 5:00pm
- 5:00pm – 6:00pm

Wednesday – Experienced Performers

- 4:00pm – 5:00pm
- 5:00pm – 6:00pm

8. Term Dates – 2026/27

Our term dates broadly follow the **Royal Borough of Windsor & Maidenhead state school holiday calendar**. Please note that our autumn term will begin on **Monday 7 September 2026**.

TERM 1

Monday 7 September 2026 – Friday 23 October 2026

Half-term: Monday 26 October – Friday 30 October 2026

Monday 2 November 2026 – Friday 18 December 2026

Christmas break: Monday 21 December 2026 – Friday 1 January 2027

TERM 2

Monday 4 January 2027 – Friday 12 February 2027

Half-term: Monday 15 February – Friday 19 February 2027

Monday 22 February 2027 – Thursday 25 March 2027

Easter break: Friday 26 March – Friday 9 April 2027

TERM 3

Monday 12 April 2027 – Friday 28 May 2027

Half-term: Monday 31 May – Friday 4 June 2027

Monday 7 June 2027 – Wednesday 21 July 2027

Summer Break

***Please note** that our class dates may occasionally differ from individual schools, as schools and academies can set their own term dates. Our published class term dates above will apply to these classes.

9. General

- Places are subject to availability and are only confirmed once the required booking/payment arrangements have been completed.
- We reserve the right to make reasonable changes to class arrangements, teachers, times or venues where necessary. Parents/guardians will be notified of any significant changes wherever possible.
- By booking a place, you confirm that you have read, understood and agreed to these Terms and Conditions.