

ENROLMENT FORM FOR  
HIGHGATE BALLET SCHOOL  
AND WOOD STREET SCHOOL OF DANCING

Director: Julie Cronshaw RBS Dip. TTC (LISTD)

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Pupil Name:..... Date of Birth.....

Parent's Name:..... Who will bring/collect from class?.....

Address:.....

Postcode..... Email:.....

Phone No:..... Mobile No:.....

Emergency Contact Number.....

Any medical condition/medication we may need to be aware of?

.....

Starting Term:..... Location: Highgate / Wood Street / Hendon

Class:..... Time: .....

Previous dance experience?.....

How did you hear about us?.....(e.g, word of mouth, internet)

Please return this form together with a £10.00 enrolment fee (cheques made payable to Highgate Ballet School) **together with a signed copy of the school's terms and conditions overleaf.**

The enrolment fee will not be processed until a place has been offered and accepted.

**Upon acceptance of a place in the class, the full term fee becomes due.**

## Highgate Ballet School and Wood Street School of Dancing Terms and Conditions

1. Fees are payable termly in advance by the first class of each new term. If your child turns up to class while fee is outstanding, and unless you have prior written agreement with HBS as regards fee payment, they will not be allowed to participate. A written reminder for fees not paid by second class of term will incur £10 administration charge.
2. Fees are based on a 10-12 week term as indicated on the timetable and remittance notice.
3. Invoice and remittance notices will be provided at the end of each term for the following term. Submitted fees must be accompanied by a completed remittance advice notice. Receipt of payment cannot be confirmed without a completed remittance advice notice. Receipts will only be provided upon request
4. Fees are subject to change and HBS will notify you in advance of any increase in fees.
5. All new students are required to pay a £10.00 registration fee (one fee per family). The fees becomes payable in full after the new student has attended the first class.
6. Siblings and/or children enrolled in 2 or more classes will receive a 10% discount if fees are paid on time for a full term's attendance. N.B. The second additional class attended at the level below is charged at 25% of the full fee.
7. Your child's class attendance must be confirmed by the deadline stated on the invoice in order to secure their place for the following term. Half a term's (i.e. 6 weeks) written notice to the Principal is required for any pupil wishing to discontinue any class or leave the school.
8. Should a pupil discontinue classes and leave the School, refunds for unused classes will not be given. However, a credit note valid for two years from the date stated will be issued.
9. Prior permission must be sought by any pupil wishing to participate in any external vocational classes, amateur or professional productions and festivals and competitions.
10. Private lessons and exam coaching lessons must be paid for in advance when they are booked. Bookings will be made in writing as agreed by pupil, parents and HBS. Refunds will not be given in the event a pupil does not attend their pre-booked private lessons.
11. Pupils are required to attend class wearing correct uniform. Hair must be tied back and no jewellery is permitted. Uniform lists are available on request.
12. Please ensure that your child goes to the toilet before class and brings a bottle of water if desired into the studio.
13. HBS do not accept any responsibility for any loss or damage to property left on the premises.
14. HBS will work towards ISTD exams. Pupils will only be entered when they have reached required standard decided by the teacher. Pupils taking Grade exams will be required to attend a compulsory second weekly class in the term before exam takes place. Parents will be notified at the appropriate time. Students wishing to take exams in Grades 4 and above and pointe work, must attend two ballet technique classes weekly. This does not apply to children taking Standard exams. HBS has the right to withdraw any pupil from an examination at any stage.
15. Fees for ballet exams must be returned by the deadline on the form. Late fees will incur a £5.00 charge, assuming the ISTD will accept a late entry.
16. HBS endeavour to ensure that your children are dancing in a safe and comfortable environment. We ask you to bring and collect your child promptly and provide us with written details of changes in drop off/pick up arrangements, special medical needs etc.
17. Pupils will not be allowed to leave the dance areas until they are collected. Written permission is required should you wish your child to be allowed to leave unsupervised.
18. All students must be registered for the classes they attend. Unregistered children will not be allowed to participate.
19. Please ensure that HBS receives any changes to pupil's contact details in writing. All details will be held in strict confidentiality (Data Protection Act 1998) and will not be passed on to outside parties except to the ISTD for exams.
20. Parents/guardians are invited to watch classes during watch week, generally held at the end of each term. HBS reserves the right to cancel watch week. Filming and photography are not allowed except by permission and with the discretion of the teacher during watch week.
21. Pupils will be asked to leave without notice for any serious breach of the school's terms and conditions or for any other serious misconduct.
22. The school does not discriminate on background, race or religion, regularly monitors staff to maintain school teaching policies and adheres to Health and Safety procedures to ensure that each child dances in a class appropriate to their level of development..
23. It may be necessary for teachers to use physical contact when helping to improve pupils' posture or assist in movements.
24. By enrolling my son/daughter at Highgate Ballet School, I confirm that I accept the above terms and conditions.

Signed: ..... (Parent/Carer)                      Date: .....

Child's Name .....