

# West Oxfordshire Academy of Performing Arts

## Terms & Conditions



### Academy Dates

- WOAPA usually runs for three, 12 week terms per year, within usual school term dates. The sessions, where possible, are six weeks prior and six weeks after school half-terms (WOAPA does not usually operate on the second Saturday of half-term).

**Please ask for current dates/times of WOAPA classes.**

**Alternatively, please visit the website at [www.WOAPA.co.uk](http://www.WOAPA.co.uk) where dates & times are available**

### Trial Sessions

- Fees for a two-week trial session are £50 (for ages 7-16yrs) and £20 (for ages 4-6yrs)
- The trial sessions must be taken over two consecutive weeks.
- When allocated a place, parents/carers wishing to book a trial sessions must complete the relevant online form and make a bank transfer payment within 24 hours.
- If the form and/or payment have not been received by the deadline, the place in class may be re-allocated to another child on the waiting list.  
In the event that a student is unable to attend the trial sessions, due to sickness, holiday or a decision by the parent/carer not to attend, WOAPA regrets that it is unable to refund any payment.
- If a child is unable to come onto site independently, no refund will be offered as WOAPA will be unable to re-sell that place.
- Following the trial sessions, WOAPA will assume the parent/carer wishes to enrol their child and WOAPA will process the enrolment, sending an invoice for the remainder of the term.
- Following the trial sessions, if a parent chooses NOT to take up the place in class, the parent/carer has the responsibility to inform WOAPA by the Wednesday following the second planned trial date.

### Enrolment

- Our online Enrolment Form must be completed, according to the instructions thereon, before your child attends a WOAPA class.
- Student's places at The Academy are booked for a whole term containing typically 12 sessions at any one time.
- Anyone joining mid-term will be charged pro-rata for the remaining weeks left of term.
- Where required, the relevant deposit must accompany the completed enrolment form and is non-refundable.
- Following confirmation you would like to enrol in our classes, an email will be issued confirming a secured place at WOAPA. Students should not assume they have been allocated a place until the acceptance email has been received.
- Written confirmation from WOAPA confirming a student has been allocated a place will establish a contract for the provision of teaching services. When you book or purchase any product or service from us, you are signifying your agreement to these.
- At the end of term, you will receive notification that your child has been automatically re-enrolled for another term at the current rate. The notification will inform you when this amount will be due. This will usually be before, or on, the first date of the next term. (exception to this rule is when YOUNG PERFORMERS reach age 7 – see note below)
- **It is your responsibility to familiarise yourself with our Terms and Conditions before you book or purchase any product or service from us.**

### Young Performers' Graduation to Main School – Act One (for ages 7 – 9 yrs)

- Young Performers have the option of moving up into our main school at the start of the next term *after* they have reached 7yrs.
- Due to the longer session time (3 hours) and higher fees, parents/carers of Young Performers are asked to formally re-enrol their children should they wish to enrol into the WOAPA main school.
- A taster session will be provided (on request) in the first half of the final Young Performers term (**only if permitted by the latest Covid-19 Government guidelines**), to assist parents/carers in making their decision.
- Applications to enrol into the main school by half term, will receive priority over places allocated to external applicants.
- Please ask for the information leaflet "YPs- Next Steps".

### Uniform

- Each child should wear a WOAPA T Shirt (any long-sleeved shirts worn under the T-Shirt must also be black)
- 'Bottoms' (leggings/joggers/dance pants) should be full-legged and ALL BLACK - no patterns, stripes or logos please (jeans are NOT suitable for dance and students should also not be wearing shorts, skirts or loose dresses).
- In dance sessions, hair should be tied or clipped back, off the face.
- Shoes should be tight-fitting, ALL BLACK (i.e. – no markings, logos or coloured laces/soles), and in all cases suitable for dance (not sandals or boots). Soles should be non-marking.
- Students not wearing the correct footwear will not be allowed to take part in the dance session.
- Children should NOT be wearing jewellery in WOAPA classes.
- On performance day, please make sure your child does not have any temporary tattoos showing.

### Attendance and Safety.

- WOAPA policies relating to Child Protection, Health & Safety, Codes of Conduct and Covid-19 risk assessments etc, are available on request. **Please read the following codes of behaviour which we ask all students and parents/carers to adhere to:**
- Students should arrive on time to ensure classes can start as quickly as possible.
- We would advise all students to not bring valuables with them to WOAPA sessions (mobile phones, electronic items, jewellery, money etc.) as WOAPA cannot be held responsible for lost or damaged items or personal belongings.
- If a student does bring a mobile phone, it should be switched off and kept secure during class sessions.
- To avoid losing items, we would advise that you label all clothing with the student's name.
- Please ensure students bring a drink – preferably water (especially on hot days).
- Please do not send the student to WOAPA if they are ill (rule of thumb: if they are not well enough to attend regular school, they are not well enough to attend WOAPA).

- Our responsibility for the student ends when the session ends.
- For those children usually collected, if for any reason you cannot collect on time, please contact us immediately.
- Our **Young Performers** students are signed in and out each time. Please inform us if your child is to be collected by anyone other than yourselves.

#### **Behaviour**

- Whilst we aim to make our sessions a fun way to learn Performing Arts skills, we expect students to show good manners and respect for other students and staff. We have a 'zero tolerance' policy regarding unacceptable behaviour.
- In fairness to other students and/or WOAPA staff, bullying or disruptive behaviour of any kind will not be tolerated.

#### **WOAPA Fees**

**Please ask for details of current fees of WOAPA classes.**

**Alternatively, please visit the website at [www.WOAPA.co.uk](http://www.WOAPA.co.uk) where details of fees are available**

- **Fees are payable for a FULL TERM, in advance, at the start of each term** (please see below for payment options).
- A discount of 50% off term fees is available to second sibling (applies to youngest child) \*
- For families enrolling 3 children, pay full fees for two - the third (youngest) child attends for FREE! \*  
\* *Only one discount may be applied at any one time (sibling / scholarship / summer school discount etc.).*
- WOAPA reserves the right to change or end discount offers at any time.
- For enrolment in advance, a non-refundable deposit is required to secure a place at WOAPA (YP and Woapa Too: £30, Act 1, 2 & 3: £50).
- The remainder of the term fees are due on or before the first date of the term.
- If a student leaves before the end of term, or, if a student misses sessions for their own reasons, no refund is given.
- If WOAPA has to cancel a session, a free replacement session will be arranged for a later date.
- WOAPA may switch to online 'Zoom' classes to replace in-person classes.
- Fees are reviewed annually each September.
- Should there be an increase of fees, a half term's notice will be given to parents.
- All fees quoted are inclusive of VAT.

#### **Payment Options - We currently have two payment options.**

1. **Full Payment:** - by BACS (bank transfer),
2. **Three Instalments** - by BACS (bank transfer) You will be informed of the three dates for payment, on your invoice,

**\*\* At this current time, due to Covid-19 restrictions, we are unable to receive cash or cheque payments**

**\*\* Late payment of fees will incur an additional 10% surcharge \*\***

#### **Cancellation**

- A half term's notice is required, **at the half-term holiday point**, to cancel your place at the Academy **at the end of that current term.**
- If notice of a half term is not given, and the student doesn't retain their allocated place in the academy in the next term, you are liable to pay fees, in lieu of notice, for the first half term of that term (this does NOT mean students are allowed to attend up to half term).
- Cancellation of your place at The Academy must be received in writing, which will be acknowledged.

#### **Additional Information**

- When you book or purchase any product or service from us, you signify your agreement to these Terms and Conditions.
- It is your responsibility to familiarise yourself with our Terms and Conditions before you book or purchase any product or service from us.
- Balance of fees is due on, or before, the first date of each new WOAPA term.
- WOAPA reserves the right to suspend attendance at The Academy and pursue payment for the full amount agreed at the time of booking.
- We reserve the right to alter our Terms and Conditions, Policies and Procedures at any time.
- WOAPA reserves the right to exclude a student from any WOAPA activity.
- WOAPA reserves the right to make changes to its timetable, teaching staff or to revert to Zoom, online sessions.
- Students participate at their own risk. In enrolling your child with WOAPA you are confirming that they are in good health.
- It is your responsibility to inform us of any medical information relating to your child.
- Liability to WOAPA is limited to class time only.
- In the event of any change in any content as described above, we will have no liability to refund any part of any termly fee paid.
- Any personal information given to WOAPA will be "processed" (as defined in the Data Protection Act 2018) by WOAPA Ltd. for the purposes of administration, research, the provision of teaching services in singing, dance and drama, the organisation of performances and for the administration of WOAPA's statutory obligations under current children's legislation. WOAPA will not disclose this information to third parties. However, WOAPA may use this information for its own marketing. WOAPA customers may 'opt out' from receiving information at any time by contacting the WOAPA office.
- By enrolling with WOAPA, you are deemed to consent to the use of such personal data for the above purposes.
- Any student entering a local, national, or TV talent competition must inform WOAPA if they intend to use the WOAPA name.

#### Parental agreement

We, the parents/carers and/or guardians upon consenting to this agreement, do hereby acknowledge that the activities that I have requested my daughter/son participate in may be stressful on the body and carry with them the risk of physical injury. On behalf of my child and her/his parents/carers and/or legal guardians, I assume the risk and agree that in attending sessions held by West Oxfordshire Academy Of Performing Arts, its directors, assistants and any of the chaperones and agents shall not be liable in any way for any injuries sustained or loss of property during attendance at WOAPA classes, as a participant or an observer.

We understand that WOAPA, from time to time, produces promotional material about its activities and we understand that, unless I have refused permission, as a participant, the above mentioned minor may be included in video or photographs taken at the workshop session. We hereby grant to WOAPA, its successors, assignees, licensees, sponsors, and television networks and all other commercial exhibitors, the exclusive right to photograph and or video participant and further utilize participant's name, face, likeness, voice and appearance, as part of the program, and in advertising and promoting the program, without reservation or limitation. In granting this license, I understand that WOAPA is under no obligation to exercise any of its rights, licenses and privileges herein granted by participant.

I give permission for the participant to receive any necessary emergency medical care as needed.

### **ADDITIONAL COVID-19 specific Terms & Conditions**

#### **General:**

- We will endeavour to run our classes in-person, however the safety of our students and staff is our top priority and we will always follow government guidance. If the guidance changes and does not allow in-person classes, we may switch to online 'Zoom' classes.
- Failure to follow social-distancing and hygiene rules will result in students being excluded from the class with no refund.

#### **Specific:**

**To attend classes, you MUST be able to answer 'NO' to the following questions:**

1. **Has your child had a high temperature in the past 24 hours?**
2. **Has your child had a new, persistent cough within the past 24 hours?**
3. **Has your child reported a loss of, or change in, normal sense of taste or smell in the last 24 hours?**
4. **Has your child returned from any of the countries on the current Government list requiring quarantine in the past 14 days?**
5. **Has anyone in your child's household been tested positive for COVID-19 in the past 14 days?**

***If the answer to any of the above questions changes to 'Yes', your child should not attend WOAPA and you should inform us of any relevant information which may affect their 'Bubble'***

- WOAPA requests that students must arrive on time; you will be provided with a 10-minute arrival window. Failure to arrive during your window may mean that they will have to wait until a member of staff is able to collect them.
- We ask that parents/carers and students maintain social distancing at drop off/pick up.
- Parents or carers are not allowed to come onto the premises. Students will be collected from designated meeting places and chaperoned to their room.
- If a child is unable to come onto site independently, no refund will be offered as a place has been reserved for you and WOAPA will be unable to re-sell that place.
- Children are not allowed to come on to the site if they are experiencing symptoms of coronavirus/have been asked to self-isolate/have tested positive for COVID-19.
- Should a student present with COVID-19 symptoms while with us, they must be collected immediately.
- Parents/carers must agree to collect a student should their bubble need to close at short notice.
- If a student has been asked to self-isolate or they or a member of their household shows symptoms of COVID-19 when they are due to attend the course, they will not be able to attend.
- If a student or member of their household tests positive for COVID-19, you will need to notify us immediately.
- In the event of a student experiencing COVID-19 symptoms, their bubble will be able to continue but should two, or more, students show symptoms at the same time, all students in their bubble may be removed from on-site activities.