



## TERMS AND CONDITIONS

**OBSERVANCE OF THE FOLLOWING TERMS AND CONDITIONS RELATING TO FEES, ENTRY AND CONDUCT IS IMPLICIT IN THE ACCEPTANCE OF A PLACE IN THE SCHOOL. THE SCHOOL RESERVES THE RIGHT TO REFUSE ENTRY TO CLASSES IF THESE RULES ARE NOT COMPLIED WITH.**

### Services

- The Ellendel School of Speech and Drama will provide group and individual Speech and Drama classes.
- We have minimum numbers which must be reached in order for us to be able to run classes.
- If you wish to discuss your child's progress with the teacher you will be able to do this by telephone or email.

### Fees

- Fees are based on a **minimum half-termly block** of lessons. Payment is due before or on the first week of each half-term block.
- As a parent/guardian you will be held responsible for payment, even if your child does not attend a class
- Late fees will be subject to a £10 administration fee.
- If your cheque is returned from the bank unpaid, a [£10] administration charge may be applied.
- Fees are non-returnable and will not be remitted for absence.
- Fees may be reviewed annually.

### Notice

- Half a terms notice must be given in writing to Laura McHale or Laura McLoughlin if your child will not be continuing with any of his/her classes. Ellendel reserves the right to charge half a terms fees in lieu of notice. Notice shall not be deemed to have been received unless you have received a written confirmation of our receipt.

### To pay

- By BACS:** Please transfer the half termly fees by online bank transfer [03845842 20-25-95](https://www.bankofscotland.co.uk/branch/03845842-20-25-95) Laura McHale and bring a completed application form on arrival to the first session. Please always use the pupils name as the reference .Payment must be received on or by the beginning of each half term block. You will receive confirmation of a place and receipt of payment by email.
- **At the trial or at the first session:** Please bring cash or a cheque payable to 'Laura McHale' to the taster session/first session and bring a completed application form on arrival.
- A sibling **discount of 10%** will be offered to families enrolling a second or subsequent student into any of Ellendel's classes.



The Ellendel  
School of Speech and Drama

### **Unforeseen circumstances**

-For class cancellations, teachers will give as much notice as possible. In the event of a last minute class cancellation, you will be notified by text message or call, so please ensure you provide your teacher with up to date contact details.

Ellendel is under no obligation to refund sessions that may be missed in the event of adverse weather conditions local to you which prevent you from attending a class.

Ellendel reserves the right to replace any teacher of a class without notice to you at any time prior to that class without any liability arising from such a change except in accordance with these terms.

### **Health and Safety**

- All teachers at Ellendel are fully qualified professionals, who are covered with public liability insurance and teachers conduct lessons with health and safety as a priority at all times.

-You should ensure that we have full details on any medical conditions which your child might have and ensure that we receive notification of any changes in circumstances.

-It is essential that any illness or unlikely injury in class be reported to the school immediately.

- In the unlikely event of an accident or emergency, Ellendel will call for assistance from a medical professional and you will be notified immediately.

- Ellendel excludes liability for any accident or injury sustained to your child in or outside the class. This does not exclude or limit Ellendel's liability for death or personal injury caused by our negligence or for any matter for which it would be illegal for Ellendel to exclude, or attempt to exclude liability.

-Pupils may on occasions be photographed or filmed during class. By taking part in our school activities you are agreeing to this happening, unless you have otherwise informed the school by writing explicitly stating: 'opt out'.

*Laura McHale, Co- Principal, The Ellendel School of Speech and Drama*

*Laura McLoughlin Co- Principal, The Ellendel School of Speech and Drama*