

## TERMS AND CONDITIONS

The continued success of the Theatre School is dependent to a large extent on our ability to achieve and preserve the high standards of co-operation and discipline which have so far contributed to the success of the School. We believe that most members accept this, and that we must have rules of conduct and behaviour if our activities are to be smooth and orderly and also fun.

We prefer that discipline should be voluntary and self-imposed, and in the majority of cases this is how it works. There are times however when it becomes necessary to speak to those members whose behaviour we consider unacceptable.

The following are the terms and conditions of membership of the Ayres Clark Theatre School. We will work within these boundaries, and hope that all members and their parents/carers will familiarise themselves with these conditions and accept them.

### FEES

1. Membership of the Ayres Clark Theatre School is dependent on prompt payment of fees. A full months fees are due irrespective of days lost due to holidays, illness etc. The option is given to pay these fees either directly through the bank, by cheque, or in exceptional circumstances by cash. All fees must be paid by the **FIRST WEEK AFTER THE DATE OF INVOICE**. A.C.T.S. reserves the right to add a three per cent (3%) surcharge to any fees not paid by the fourth week after date of invoice.
2. Should any cheques be returned to us by the bank as unpaid, we reserve the right to add a charge of £25 to cover bank and administration charges.
3. If at any time you find yourselves in difficulties and unable to pay the fees, you are requested to contact us to try to help sort-out the situation before attendance at the classes is stopped.
4. Termination of membership of A.C.T.S. should be in writing one month prior to the month of leaving. All fees and expenses must be paid up to the last day of the month in which the child leaves.

## **BEHAVIOUR**

5. The Ayres Clark Theatre School is responsible for your child only within the confines of the building of The Grange Park Methodist Church. Once he/she has left the building i.e. any area outside of the building apart from the car park at the front and rear, he/she is the sole responsibility of the parents/carers. Every care will be taken to ensure that your child is safe and well, but if they break the rules of the School and leave the building without our knowledge, we cannot accept responsibility.
6. We expect a good standard of behaviour from all members of A.C.T.S. **AT ALL TIMES**. Consistent disruption to the classes due to poor behaviour may result in a request to leave the School.
7. **FULL UNIFORM** must be worn to every class . We reserve the right to send the child home if the uniform does not conform to the set standard. In our opinion it is important for unity and discipline that uniform is worn. The items required have been kept to a minimum to avoid excessive expense on behalf of the parents/carers.
8. The Ayres Clark Theatre School is not responsible for any items brought to the hall by the child, and it would help if all such items including uniform and shoes are marked with the child's name.