

The Hildale Academy of Performing Arts

42 Southend Road Hockley, Essex. SS5 4QH – Tel 01702 205327

Principal – Miss Carol Bebbington FISTD Examiner

ENROLMENT FORM

Welcome to The Hildale Academy and in order that we may keep a record of your child, please complete the following information then

Hand to your class teacher on your first lesson

Child's Name.....D.O.B.....

Parents Names.....

Address.....

.....Post Code.....

Home Tel.No.....

Emergency Tel.No.....

Email Address.....

Medical condition (s) that we need to be aware of

.....

.....

I have read and agree to the Terms, Conditions and GDPR statement.

Available at <http://www.hildale.co.uk/policies.asp>

Parents Signature.....

In order to facilitate and enhance the dance tuition your child will receive at the Academy, sometimes during class, it may be necessary to have physical contact / hands on approach.

Parents Signature.....

I give permission for my child's photo/videos to be used for advertising/social media/website/and or show purposes. No personal information is ever used or linked to the photographs.

Parents Signature.....

For office use only.

Start Date.....

Grade	Day	Studio	Time

The Hildale Academy of Performing Arts

This rolling agreement is made between the student or the parent/guardian of each student (if under 18) and The Hildale Academy of Performing Arts. It is valid at all times whilst the child/student is enrolled at the School and until such time as notice is given in accordance with clause 3d below.

Terms and conditions

1. The Principal reserves the right to terminate any student's classes at any point throughout their training.
2. **UNIFORM** must be correct for the relevant class and hair tied back (bun for ballet).
3. **FEES** All class must be paid for whether attended or not the only exception being holidays of not less than one week for dance classes only.
 - a. Notification of holidays must be in advance on a holiday form which is obtainable from the class teacher.
 - b. Fees should be paid within the first two weeks of each half term.
 - c. Unpaid fees will incur interest on the next half term invoice.
 - d. Notice of six weeks must be given if leaving the school, in order to terminate this agreement. Fees will still be due even if the student is unable to attend class until the completion of the notice period. Fees will not be refunded if a student decides to leave during the course, unless a student has to leave for medical purposes (a Doctor's letter will be required in these circumstances).

4. **HTD classes** are payable whether attended or not – No holiday policy applies

Children in lessons are under the care and supervision of the teacher or any cover teacher

Children who have breaks between classes or wait for classes to start/ to be collected are NOT under the supervision or the responsibility of the teacher.

Hildale is NOT responsible for your child when they are not in a class.

5. It is the Parents/Guardians responsibility to notify Hildale of any change of contact details/medical condition.

The Hildale Academy of Performing Arts

It is essential for the purpose of this business to hold your Child's data.

1. Data held of your child
Full name, DOB, Address, Home telephone number, Mobile number, email
Parent/Guardian Name
Any Medical conditions
2. It will be held on a secure, password protected IT computer system in the company's office.
Only the Managing Director Carol Bebbington, Company secretary Alan Harding and Administrator have access to this information.
3. Hard copy of enrolment forms will be held at the office in a secure locked filing cabinet.
4. Hard copy of contact details will be held in a secure locked filing cabinet at studio 2 and Rochford Methodist church hall (for emergency use only).
5. It is necessary to share your child's data with the ISTD examination department in order for your child to be entered for examinations in any genre.
6. It may be necessary for me to share data with Essex County Council in order to obtain a performance license to participate in shows.
7. No data will be sold on to any third party.
8. Once your child has left the Hildale Academy data will be stored for six years for tax and accountancy requirements. Hard copy of any data will be destroyed (shredded)
9. CCTV is in operation in the forecourt of studios at;
30 Main Road
Hockley
SS5 4QS
This is for security purposes only and footage will automatically be deleted after 20 days.