



Trinity Stage School Terms & Conditions (T&Cs)

Updated Sept 2026

1. The acceptance of the following terms and conditions is conclusive on attending classes at Trinity Stage School and on completion of this form acts as a contract between the parent/guardian of the child/children stated in the registration/renewal form and states that on completion of registration a term's fees are due to Trinity Stage School. Should a child/children no longer wish to attend classes, notice in writing must be given to leave the school or stop any classes, with full fees payable for the term with which they have signed up to.
2. Throughout these Rules and Terms and Conditions, "You" or "I" refers to the parent/legal guardian signing up a student for classes at Trinity Stage School, and will be the person responsible for following the agreed Terms, Conditions and Rules as outlined below. "Child" or "student" refers to the individual who will be participating in classes at Trinity Stage School. "We" refers to the teachers/principal/owner of Trinity Stage School".
3. Registration needs to be completed for children to attend classes. Registration will need to be completed before the start of each term to reserve a child's spot in classes and for them to be able to participate in each new term. Trinity Stage School reserves the right to refuse entry to classes if registration has not been completed and/or the terms and conditions are not complied with.

PAYMENT OF FEES/NOTICE/HOLIDAYS

4. All fees are payable in advance of the first lesson of each term, a charge of £5 per week will be added to any fees outstanding after the deadline. Fees are non-refundable and will not be returned due to absence.
5. When signing up to each new term, I agree to the following:



6. There will be 2 payments due each term to cover the cost of my fees for the term in which you have signed your child up for, and you will be responsible for ensuring that both payments are made on time.
7. You understand that on signing up to a new term, you are agreeing to complete both payments and fully cover the cost of the classes you have signed your child up for.
8. You understand and acknowledge that will not be able to make one payment and not the second payment for any term you have signed your child up to.
9. You understand that payments for each Term invoices must be paid in full by the stated deadline prior to the term commencing. Late registrations (accepted at the discretion of Trinity Stage School where space permits) remain subject to full term fee.
10. Every year the fee for the hire of the hall has increased, when this happens, unfortunately we may have to review our own prices and increase fees to accommodate this. The parent/guardian on completing registration acknowledges and agrees that there is a possibility that fees may change from term to term.
11. Students are not entitled to holiday as our classes fall within academic school term times. However, when the school is closed by the Teacher, no fees are due to be paid for those days the school is closed (except in severe circumstances beyond the school's control that effect the safety of students to keep classes open i.e. severe weather rendering exercise unsafe for students, or criminal activity in the area) – should this happen at short notice, any fees owing will be held over to the next term. All other absences/student absences will require fees to be paid for those days. All dates of events and holidays can be found on the private Trinity Stage School Parents Facebook and will be highlighted in our Termly newsletter, so please frequently refer to these for any changes, updates or events.
12. The Terms & Conditions, dates of events and further information can be found on the on our private Trinity Stage School Facebook Parents Page(please ask to become a member), are on our website www.trinitystageschool.com in the Parent Portal (please ask for the password as this changes annually) or made available on request. You understand that it is your responsibility to check these regularly to keep up with any information you need to know.



13. Mid Term Enrolments & Exceptions – Pro-rata fee adjustments for a partial term are strictly reserved for brand-new students joining our School for the very first time midway through an active term. Current, historic, or returning students are not permitted to join a term late on a pro-rata basis, nor may they drop classes midway through a term for a partial refund or credit.

DIRECT DEBIT PAYMENTS

14. You agree to sign up to a Direct Debit payment in order to pay your/your child's termly fees for classes at Trinity Stage School, and any additional fees that come with attending Trinity Stage School (this includes, but is not exclusive to costume fees, exam fees and competition fees).

15. You understand that you will be invoiced for any termly fees or additional fees due, and that you are responsible for double checking that these fees are correct. Should you be overcharged, Trinity Stage School is happy to refund you the difference, or put the overpayment towards another/future invoice (please let us know your preference). Alternatively, if you are undercharged, you understand that you will subsequently be sent an additional invoice with the missing fees due. These missing fees will be retrieved within 7 days of the invoice being sent out to you. No late fee will be given if these missing fees are retrieved within the 7 days of the invoice.

16. You understand that no alternative payments will be accepted for making payments for classes you have signed yourself/your child up to at Trinity Stage School. It is at Trinity Stage School's discretion if we choose to accept any other alternative payment method.

17. You understand that, although you are able to cancel the Direct Debit at any time, you are still responsible for payment of any fees for any term you have signed up for and/or any additional invoices (e.g. competition/costume/exams etc), and you will not cancel any Direct Debit until you have fulfilled your commitment to pay any outstanding invoices.

18. You understand that any cancellation of a Direct Debit before your invoices have been fully paid or any avoidance to pay fees will result in further action (including legal action) to retrieve fees owed, and reasonable additional charges added to your invoice (including but not limited to administration, legal fees etc).

19. You understand that any issues with collection of fees via Direct Debit (e.g. cancellation/bounce back) will result in further charges being added to your invoice (to cover extra administration due to late fees).



TRINITY STAGE SCHOOL UNIFORM

20. Hair should be in French plaits or a bun for all classes, and in cases of very short hair a headband should be worn. For those students with hair past their shoulders, a bun is preferred, particularly if they participate in Acrobatic classes. Any hair scrunchies or bows worn should be the appropriate school colours. A ponytail is not a sufficient hair style as this gets in the way, especially in Acrobatic and Modern Jazz classes. You understand that Trinity Stage School may be refused students entry to class if hair is not correctly tied up as this is a health and safety issue.

21. After one month of dancing, you understand and agree that the official Trinity Stage School uniform will be purchased. No outside clothing should be worn during class after their official uniform has been purchased and has arrived. Students may be refused entry to class if correct uniform is not worn. You understand that it is at Trinity Stage Schools discretion if we allow alternative options for uniform to be worn i.e. plain black short instead of Trinity uniform shorts in severe hot weather.

22. You understand and agree that no jewellery is to be worn in class; this includes watches and earrings. You understand that Trinity Stage School can refuse entry to students who are wearing jewellery to class as this is a health and safety issue.

23. It is recommended that valuables (i.e. jewellery, electronic devices etc) are not brought to the venue; you understand and agree that Trinity Stage School will not be responsible for any lost or damaged property brought onto the premises.

24. You understand that Parents/Guardians are responsible for putting the student's names in their uniform and to check when leaving class that students have all of their belongings with them. Trinity Stage School takes no responsibility for anything lost on the premises, although please let the teacher know if anything has been lost or left behind and we will do our best to help you locate it.

25. No chewing gum or any other food is allowed to be consumed in class. However, students may bring in with them into class a non-fizzy soft drink. You understand that a student can be refused entry to class if they are eating as this is a health and safety issue.



HEALTH AND SAFETY

26. Please inform us if your child is suffering from any injuries, health concerns or allergies etc. It would be appreciated if we were informed of any learning difficulties (e.g. hearing/speech/sight) so we can help your child to enjoy the lessons as much as possible.

27. You understand and accept that some physical contact may be necessary during class by the teacher to demonstrate exercises or techniques, to prevent injury during the class, or to administer first aid if required.

28. No responsibility is taken for any injury occurred, during or after the student's class. You understand that dance, acrobatics and aerial arts are a sport/physical activity, and as such there is a possibility that injuries can occur, although great care is taken to avoid such an occurrence whilst students are in their classes under supervision.

29. You understand that there is a requirement for you to come to the door of the hall/studio to collect your child at the end of their classes. Please provide us written notice via email/WhatsApp message if your child will be walking home. You also understand that students are under instructions not to open the hall/studio door to parents unless given permission by Trinity Stage School staff, and you will not encourage them to open the door to you even if they know you. You understand that this rule is in place for the student's safety and to ensure good practice and behaviour to secure our facilities.

THE VENUE & QUERIES

30. You agree that at no point should parents or students enter the studio when classes are in progress. There are opportunities in between some classes to provide parents the opportunity to speak with the teacher. Parents are also welcome to text, message via the Facebook page, or email Trinity Stage School staff with any private concerns – Trinity Stage School will be responsive to messages Monday-Friday between 0900-1830, and it will be discretionary if they respond outside of these hours.

31. You understand and agree that any emails, letters, documents, WhatsApp or text messages sent from Trinity Stage School or Trinity Stage



School staff are intended only for the named recipient and are prohibited to copy, forward or distribute (verbally or otherwise).

32. You agree to respect the building and property where the classes are taking place, by keeping the noise level low and the rooms tidy and free of rubbish. You understand that any students or members of their family who damage any property belonging to Trinity Stage School, our staff or our venue, you, the parent/guardian of the student attending Trinity Stage School, will be liable to pay for repairs.

33. For security purposes, you understand that the main door of the Trinity Stage School premises must always remain closed. You agree to ensure you come into the building to collect your children; students must not leave the premise without a parent or guardian unless Trinity Stage School have been given written confirmation from a parent/guardian that students will be making their own way home. You agree not to encourage students to open the door to you, and you will not leave the premises with the door open.

34. You agree that parents/guardians are responsible for their children outside of their classes. Trinity Stage School staff cannot be held responsible for children in the waiting area, outside of classes as Trinity Stage School staff will be teaching within the studio/rooms. If parents leave their children, please ensure that they are adequately supervised by another adult outside of class time and ensure that your child has been registered in and out of the building. Additionally, please ensure that your child knows where the fire exits are, in the event of a fire we will meet in the car park at the front of the building.

TRINITY STAGE SCHOOL EQUIPMENT AND PROPERTY

35. Trinity Stage School invest a lot of finances into the equipment to ensure our classes are safe and educational. Trinity Stage School expect any of our equipment to be treated with respect and for any rules around the use of the equipment to be followed by our students. You understand and agree that parents/guardians of any student who is responsible for damage to Trinity Stage School equipment will be liable to pay for damages or replacement equipment.

36. The Trinity Stage School Bears (Trinity Bear and Tilly Bear) are given out as a reward and acknowledgement of achievement and excellent behaviour. On a student being given one of our bears to take home for one week, along with the corresponding bear's back packs and selection of



clothing for the bears, it will be the responsibility of the student's parent/guardian to ensure that the bear (along with the back pack and clothing) is returned to Trinity Stage School after one week. Should there be any items missing or there to be any damages to the bear and/or their accessories, you understand and agree that the parent/guardian will be liable to pay for replacements.

LESSONS/EXAMS/SHOWS/COMPETITIONS - COMMITMENT

37. This is a British Theatre Dance Association (BTDA) registered Dance and Performing Arts School. It is part of our belief to work at the highest possible standard and provide a high standard training. Therefore, you understand that examinations will be taken only when the Teacher at Trinity Stage School believes the pupil has reached the required standard.

38. An invoice will be emailed out to parents when their child is ready to take an exam, giving details. Parents should reply to this email if content for their child to take the exams and should provide the required fee by the due date provided on the invoice. You understand that if fees are not received by the due date, the pupil will not be entered for the examination, and to enter them after the deadline will result in additional fees of between 10-20% of the invoice total (as required by the BTDA exam board).

39. You understand and agree that students are expected to participate in at least 1 out of the 2 exam sessions Trinity Stage School organises each academic year in order to continue their dance progression.

40. You understand that regular attendance is very important as examination classes need to be perfected and technique secured before an examination; that Elite Team classes will also need commitment and solos will need to be rehearsed regularly, particularly when there are competitions coming up. All dates of events and holidays can be found on the private Trinity Stage School Parents Facebook and the Termly Newsletter, so please frequently refer to these for any changes, updates or events.

41. You understand and agree that failure to show up to sufficient classes could result in the student being refused entry for examinations, removed from the Elite Team, refused an invitation back to the Elite Team for the subsequent year, removed from Solo classes, and removed from competitions (without a refund in competition fees if these have been paid and submitted to the competition organisers).



42. You agree to please be punctual to classes, as children can often feel apprehensive when walking into a class already in progress, it can also be distracting for the other students.

43. You agree that if a pupil wishes to take other classes that are not currently offered at Trinity Stage School, as with most dance schools it is professional etiquette to speak with the Teacher as this could conflict with events and exams etc. and you agree to do so.

44. You understand that Trinity Stage School has the right to refuse future admission to classes with no obligation to disclose reasons; but these can include but are not exclusive to non-payment of fees, incorrect dress, rude/threatening behaviour, or bullying, and that in such circumstances no refund for classes will be given.

45. You understand and agree that parents/guardians must fill out the Registration Form. The Principal must be notified of any changes of address, contact numbers and email addresses.

46. Parents/Guardians understand and accept that information, including personal data (e.g. full name and date of birth), will be disclosed to 3rd Parties, including the British Theatre Dance Association (BTDA) for the purposes of examinations; relevant local councils for performance permissions when arranging our annual show; and, when relevant, to the companies running competitions and events that the children participate in for the purpose of ensuring children are entered into the correct age categories, as well as health and safety.

47. You understand that for children who continue to participate in Acrobatics beyond Grade 2/Level 2 it is recommended that they participate in the Classical Classes. This is to ensure that children can develop and strengthen their dance turn out and technique to ensure greater success in their Acro examinations.

48. You understand that for students above the age of 4 it is recommended that they participate in our Conditioning class. In order to promote safe exercise, it is Trinity Stage School's mission to ensure that children learn how to stretch and condition their bodies for participating in dance exercises. It is worth noting that every Cabaret examination class has a short warm up at the start of every grade as set by BTDA.

PHOTOGRAPHY AND VIDEOS



49. Parents/Guardians understand that by signing these Terms and Conditions they are entering a contract with Trinity Stage School for use of photographs and videos of their child/children. These images will be used for promotional purposes online and hard copy physical form, celebrating the progression of all our students (past and present), and for capturing events that the School can look back on to celebrate the life of the school in years to come.

50. By signing these Terms & Conditions you are entering an agreement that any images and videos (as highlighted in the previous paragraph) published by Trinity Stage School will be the property of Trinity Stage School. This includes images captured by during Trinity Stage School classes, captured at any Trinity Stage School events (inclusive of external workshops and competitions) or are images provided to the school by yourselves/the parents/guardians of the students.

51. You understand that examples of where these images will be used includes (but not exclusively) Social Media, Trinity Stage Schools official website, Show/Showcase/Competitions, Posters, Leaflets, and any published media.

52. Please be aware that parents are welcome (and encouraged) to contact Trinity Stage School directly if they do not wish to accept the above points within the Photography and Video portion of the Terms and Conditions, and Trinity Stage School will keep this request on file to accommodate the removal of these points from this contract and will accommodate this request.

- i) You will, however, understand that to fulfil this request Trinity Stage School will be required to take separate photos with and without your child, so that we do not discriminate against your child or make them feel excluded. Images of your child will not be published anywhere, but it will be your responsibility to help your child understand why they are not included/outwardly celebrated online whilst other members of the school would be.

SHOWCASE 2027 (Only relevant when signing up for Term 5 and Term 6)

53. This registration confirms my child's commitment and participation in the Trinity Showcase 2027, which will be taking place at the Brentwood Theatre on 17 July 2027, and the Dress Rehearsal on 10 July 2027.



54. Commitment to the showcase at this stage is vital as the children work very hard to put on the showcase and enjoy the opportunity to perform as a team thoroughly. Rehearsals for the show will take place throughout Terms 5 & 6, and dances will be choreographed in the knowledge that all children in classes for these terms will be participating in the show. If you are unable to commit to the showcase please do not sign up for Terms 5 & 6.

55. You understand that absences and not fulfilling commitments to the showcase and dress rehearsal affects all other students as they will have to re-learn/re-arrange/re-choreograph routines, causing unnecessary stress and pressure to other children.

56. Absences for classes during these terms will mean that your child may not be included in any choreography of the routines set during the week they were absent. Whilst we understand that absences happen and this is unavoidable at times, we have to be mindful that we are on a time frame to complete the routines for the show and ensure that the children feel confident and well-rehearsed. Therefore, we need to be able to continue and complete the routines in good time, and sparing other children from having to spend additional time repeating classes/choreography that they have done previously because we have to repeat it due to student absences. By signing up to Term 5 & 6, you understand that absences may mean that your child may not be able to participate in certain sections of the routine that were set during their absence.

57. By signing up for Terms 5 & 6 you acknowledge and understand that you will be required to hire some costumes for the show, and that you will be responsible for the safe return of any hired costumes and any damages to hired costumes that are caused by negligence.

58. By signing up for Terms 5 & 6 you understand that you will be charged for both terms (payments due at the start of each term).

59. By signing up to Terms 5 & 6 you understand that charges can and will be made to you should you choose to withdraw your child before the Showcase has taken place on 17 July 2027. Examples of chargeable costs are, but not limited to:

- i) Props purchased for your child's use in the Showcase
- ii) Costumes (hired or purchased outright)
- iii) Lesson & rehearsal fees
- iv) A reasonable participation fee (due to loss of ticket sales which contribute to the Theatre hire)