**

TERMS AND CONDITIONS**
**BRILL!ANT Theatre Academy of the Performing Arts**

This is part of your agreement when joining BRILL!ANT. Membership is open to all subject to the following conditions:

* BRILL!ANT accepts no responsibility for loss or damage of personal belongings while on the premises.
* BRILL!ANT accepts no liability for any injuries sustained whilst participating in performances, projects and classes or on the premises of performances, projects or classes. All activities are risk assessed on an ongoing basis.
* BRILL!ANT must be notified of any changes to the information provided on the Registration Form, including but not limited to student’s health and wellbeing, emergency numbers and personal details.

**Staff / Teachers / Chaperones**

All staff, including cover teachers (who may be brought in at short notice), are qualified, experienced and DBS checked. Volunteer class assistants, trainees on placements and chaperones are all DBS checked. There is always a first aider and mental health first aider on site. Your child’s health and wellbeing is our number one priority.

**Supervision while on site**

Students must ensure they always get full permission from staff prior to leaving class. Toilet breaks for those in school years 3 – 6 will be supervised by either a member of staff or class facilitator and students from school years 3 – 9 will always be supervised whilst on site.

Parents / carers are not permitted to sit in on classes or rehearsals, unless in extreme circumstances and at the discretion of BRILL!ANT staff.

**Behaviour**

Racist, sexist, homophobic, transphobic and other offensive language and behaviour is not tolerated, and we reserve the right to terminate membership without notice, the final decision being undertaken by the Company CEO. Behaviour of staff, parents and students must always follow our code-of-conduct.

**Shows**

BRILL!ANT provides costumes and props for shows where possible, but parents will be asked to provide basic accessories and costume if required. These are often things you will use for other shows in the future, or may already own. These are usually items such as, white school shirts, smart black shoes, plain black trousers etc. as well as modesty wear for under costumes. We always encourage borrowing, and sourcing from charity shops where possible.

We will also usually ask for these to be provided within a clear, labelled plastic box with a lid (at least 15L). This is to encourage tidiness and responsibility when backstage and prevents lost property.

In the event a student cannot attend a performance date/s for whatever reason, we will try to fully engage them in rehearsals regardless, and encourage them to continue their learning process. However, we cannot change dates or offer any refunds in this instance.

**Emergency contact number**

BRILL!ANT’s emergency mobile phone is kept with the Site Manager. The number will be given out upon registration and must only be used if there are problems on the day regarding absence, or the drop off or collection of children. Please only use email for contacting us in advance (see absence section below).

**Food and Water**

We are a nut-free academy, so absolutely no nuts, or nut-based sauces must be brought onto site. Chewing gum and fizzy / energy / coffee drinks are also strictly forbidden for students. We encourage healthy eating, so please think about providing healthy, light snacks.

Students should bring one or two nut-free snacks, unless on site for longer than three hours, when more food must be provided. Food must not be shared between students unless agreed by parents / carers and staff. Students must bring at least 500ml -1 ltr of water with them to every class / rehearsal.

**Uniform**

This is basic but essential and gives the students a sense of belonging, a sense of ritual and sense of dressing for something important – their class. Appropriate clothing as below is necessary for health and safety and child protection:

Wearing the correct BRILL!ANT clothing gives a sense of belonging, allowing all to feel equal, healthy and safe.

* All uniform, shoes, bags and water bottles must be clearly labelled – lost property is donated to charity if not claimed within one week.
* Jewellery is considered a hazard when taking part in class or rehearsals so should be removed or covered.
* Long hair should be tied back for classes.
* Hygiene is very important when working closely with others and students should ensure their personal hygiene is a priority. Students should ensure they have showered and are wearing antiperspirant / suitable deodorant if required.
* Nails must be kept neat and short. Long, pointed nails are a hazard.
* We ask students to be mindful of changing hair colour, getting nails done, new piercings etc, especially when we are nearing a show / showing of work. Please do not make any drastic changes to appearance right before a performance!

Your uniform consists of:

* Our BRILL!ANT Academy T-shirt which must be worn by all students without exception. BRILL!ANT zip ups may also be worn if wanted. This is available to purchase via our website.
* Other hoodies / jumpers / tops are not allowed, and students will be asked to remove these for rehearsal.
* Bottom: Plain black tracksuit bottoms or leggings (no logos or patterns). Shorts may be worn in the summer months but must not be ‘hotpants’ or denim and of an appropriate length. No jeans, skirts or dresses are allowed.
* Shoes: Trainers are permitted for classes (ideally black) but we encourage black soft plimsolls (like those worn for school gym lessons) or black jazz shoes in rehearsal / for shows. Please wear plain black socks.

All students will receive one free uniform t-shirt at the beginning of their membership. Arrival of t-shirts may be subject to delay for reasons beyond our control. Subsequent t-shirts and other items of uniform must be purchased via our website.

**Attendance**

Children must arrive and be collected promptly. It is very important that children arrive 10 minutes before the start time of rehearsals / classes. I.e. If class begins at 6PM, you should arrive at 5:50PM.

Children arriving after 15 minutes may be refused admission, as this may disrupt the professional attitude to classes and rehearsals we aim to foster. This is dependent on circumstances and will be assessed on a case-by-case basis. Persistent latecomers may be issued a warning, which could lead to permanent removal from BRILL!ANT.

Where possible, BRILL!ANT will aim to let people know of any changes in venue or class times at least one week ahead of schedule. If this is not possible and we have been moved for reasons beyond our control, please look out for messages via text and email, our social media, and members of staff who will endeavour to direct you.

Sometimes classes and rehearsals may run over depending on a variety of factors. We will endeavour to keep you as informed as possible and ask for your patience in these times.

**Absence**

Any child missing for more than three classes / rehearsals per term may not be able to take part in ongoing performances or projects, or join future classes. Class numbers are limited, and many have long waiting lists, so good attendance and commitment is essential. Missing lots of rehearsal can impact not only your child’s performance, but others too, so continued absences may result in them being removed from performances.

All absences must be requested by emailing absent@brillianttheeatrearts.co.uk in advance – preferably at the beginning of term.

When we are close to a performance date or have important rehearsals, absences are not guaranteed and absence requests may be refused.

If there has been illness or an emergency on the day of class / rehearsal please contact the Front Desk number only. **Please do not email re absence on the day itself.**

**Illness/Injury**You must complete a health declaration form before attending BRILL!ANT. This is located on your Registration Form and must be kept updated with any changes to medical details, emergency numbers and any information relating to SEN, at risk status or any other details pertaining to the health and wellbeing of your child. This may include anything happening at home or school that is affecting your child.

Parents are not to allow their child to attend BRILL!ANT if they are feeling unwell or have a known injury which would prevent a student from fully taking part.

This includes presenting any contagious illness including (but not limited to): Chicken Pox, Head Lice, Common Cold, Flu and symptoms of COVID-19.

COVID-19: Parents are expected to follow any relevant government advice in place at the time. We also kindly ask that you inform us of any positive test results in your household prior to your child arriving at BRILL!ANT – even if they are presenting with no symptoms and testing negative.

**Child drop off & collection**

Children in school years 3 – 6 should be dropped off and collected by a responsible adult or older child. At this age, children will not be permitted to leave site without an adult or older child (to be agreed in advance). Young people in school years 7 and up may arrive and leave unaccompanied unless we are informed otherwise.

Below is our BRILL!ANT teacher policy regarding late pick-ups below, for your information.

It is the parent / guardian’s responsibility to ensure the child is collected punctually at the end of the class or rehearsal. Should a parent / guardian not turn up to collect a child on time – this is the procedure to follow:

* Inform the Site Manager or Senior Staff Member who will contact the parent/guardian.
* If the parent / carer is not reachable, the emergency procedure is as follows:
* Use the secondary emergency contact number for the child, located on the Registration Form and register for the session.
* If no response here, ensure another member of staff stays with you and you keep trying both emergency contacts.
* In the event of an extreme wait time, David Jenkins or another member of Senior Staff will make the decision on how to proceed. In extremis, this may include taking the child to the police station.

**Joining BRILL!ANT**

BRILL!ANT does not provide drop-in classes for children and young people. To join BRILL!ANT you must sign up to our membership, complete a Registration Form and process a Standing Order (see Payments below).

Membership is subject to a walk-through of our sessions and a trial session. Older participants may be asked to have an informal interview with a member of Senior Staff to assess their passion for performing arts and how we can best support them.

The first two classes for new students are considered ‘trial’ classes. If for any reason we feel BRILL!ANT is not suitable for the student, BRILL!ANT reserve the right to terminate membership.

New students may join us during the term subject to availability and authorisation of the BRILL!ANT management team. If there are no spaces when enquiring, then BRILL!ANT will offer an alternative where possible, or move you to the waiting list.

**Waiting List**

Members on the waiting list will be contacted in order of the list. If members are unavailable, a message will be left. The next member will be contacted and the first to make contact will receive the place.

**Payments**

The first month’s full payment must be received to confirm your membership.

Payments are made by Standing Order at £117 p/m over a 12-month period. This means payments are easier to budget and run through out the school holidays. Spreading your payments over the year means you will always have secured your space for next term. If payments are stopped during the school holidays BRILL!ANT cannot guarantee your child’s membership will remain available, regardless of how long they may have been attending or any siblings also attending. Stopping payment will result in the cancelation of your child’s membership.

Fees are calculated based on the number of weeks we will run in an academic year (which varies) plus any extra rehearsals we envisage or time spent at performance venues. Extra rehearsals / performance times and dates will be communicated as soon as feasibly possible, but it is not always feasible to provide these in advance.

**Non-payment**

Cancellation or failure to make payment during the summer holidays may result in no place being available. If there are also no spaces available at our sister academy, your name will be added to a waiting list.

If payment is outstanding, BRILL!ANT reserves the right to withhold services. Every attempt will be made not to discuss monies owed with children, although in extreme circumstances (especially when children arrive without supervision) children may be turned away.

BRILL!ANT may share data with debt collection agencies in order to re-coup monies owed.

**Cancellation**

If membership is cancelled, a minimum of one month’s notice must be given. Customers must pay this last month’s fees.

Occasionally some sessions may be cancelled due to circumstances beyond BRILL!ANT’s control. BRILL!ANT will contact paid customers and will always endeavour to make up any ‘lost hours’ due to cancellation, where possible.

These hours might take the form of extra rehearsals, or additional time spent at performance venues / locations.

BRILL!ANT reserves the right to cancel sessions and rehearsals in extreme circumstances.

**Lockdowns, Pandemics and Force Majeure**

If BRILL!ANT cannot deliver classes or rehearsals due to force majeure or government directive, we shall implement online classes via video conferencing software as a replacement, where possible. No refunds will be offered.

**Refunds**

BRILL!ANT cannot offer a refund if you do not attend classes, rehearsals or performances.

Refunds may be offered in extreme circumstances, but BRILL!ANT reserve the right to a £10 charge to cover any administration costs that may occur.

**Images and Social Media**

Photographs and video recordings may take place during workshops, classes, auditions and projects for archival, publicity and production purposes. If you agree to their use, BRILL!ANT reserve the right to use any images or videos of your child on our social media and for various marketing initiatives. You have the option to decline the use of images / videos of your child on your Registration Forms.

By signing up to BRILL!ANT and ticking the Terms and Conditions box on your forms you acknowledge you have read this document and agree to our terms as described above. You also agree to us emailing you regarding BRILL!ANT’s activities from both the Academy and our sister companies.