



Dear Parent/Guardian

Welcome to Spotlight School of Dance. We are a friendly, family run dance school established by myself in 1983. We pride ourselves in being an inclusive school and believe all pupils should be given the chance to shine and we encourage all levels and abilities. Our qualified teachers provide technical training whilst making classes fun and exciting; this is demonstrated by our outstanding exam results that our pupils consistently achieve.

We offer classes in Ballet, Tap, Modern & Jazz, Street & Musical Theatre for ages 18 months to Adult. We hold examinations twice a year, an annual show for all pupils, Medal tests, Awards, Competitions and so much more.

After your taster session, fees are due half termly in advance, and are non-refundable. Should a pupil wish to discontinue dancing with this school we require a full half terms notice in writing, or fees in lieu. In the unlikely event we need to cancel any classes you will be credited the following term.

All important information about our school and uniforms can be found on our website www.spotlightschoolofdancing.co.uk. We understand uniforms can become very costly for parents and only ask you to purchase the correct uniform after your child has completed their first half term.

We often use Facebook to share important information about classes and would request that you join our "Spotlight School of Dance Parents and Pupils" private page, once we confirm you are a Parent/Pupil your request to join will be accepted.

As recommended by the Council for Dance Education and Training's Code of Professional Conduct "The teacher's permission is required before classes are taken elsewhere and the teacher's permission is required before a student takes part in external dance performances."

As a school we reserve the right to ask for a member to be removed from the school for not following our code of conduct:

Please sign and return the attached form as your acceptance of our registration conditions.

I wish your child every success at our school and I look forward to working with them.

Yours faithfully

Mrs Hall

Principal

RAD Teaching Diploma, MBTDA Teaching Diploma, Registered Teacher with Royal Academy of Dance and British Theatre Dance Association.



BRITISH THEATRE
DANCE ASSOCIATION

Principal
Mrs Lorraine Hall
26 Claremont Ave, Bournemouth BH9 3EZ

Email: spotlightschoolofdancing@gmail.com
www.spotlightschoolofdancing.co.uk
Telephone 01202 530640



PUPIL REGISTRATION FORM

We **must** have one form completed for every pupil attending Spotlight School of Dance

Pupil Personal Details			
First name/s			
Surname			
Date of Birth			
Address			
Town		Postcode	
School Attending if applicable			
Name of Doctor & Surgery			

We will always use the Primary (1) Parent/Guardian for all communications from Spotlight School of Dance,

Please tick the box if Parent/Guardian (2) would like to be notified of all communications

Parent / Guardian Details 1												
Title		First name/s										
Surname												
Relationship to Child												
Address (If different to child's address)												
Postcode												
Telephone – Home												
Telephone – Mobile												
Email address												

Parent / Guardian Details 2												
Title		First name/s										
Surname												
Relationship to Child												
Address (If different to child's address)												
Postcode												
Telephone – Home												
Telephone – Mobile												
Email address												

1st Emergency contact:	First Name:	Surname:
	Relationship to child:	Contact Number:
2nd Emergency contact:	First Name:	Surname:
	Relationship to child:	Contact Number:
Family Doctor & Surgery		Contact Number:

Pupil medical information

Please provide details of all medical conditions and illnesses and any treatments required to maintain health.

Does the student have any of the following			If yes please provide details including any treatment or medication:
Asthma or Bronchitis	Yes	No	
Heart Condition	Yes	No	
Allergies	Yes	No	
skin condition	Yes	No	
Hearing impairment	Yes	No	
Visual impairment	Yes	No	
Any learning disability	Yes	No	
Any physical disability	Yes	No	
Take any regular medication	Yes	No	

Yes/No	I give consent to administer basic first aid if required	
Yes/No	I confirm that I have parental responsibility for the above named child and I will inform Spotlight School of Dance of any changes to the information provided above by email to spotlightschoolofdancing@gmail.com	
Yes/No	<p>Spotlight School of Dance may have the opportunity to be videoed or photographed at various events. With the permission of parents/guardians these photos may be used by Spotlight School of Dance for publications, social media or advertisements, including our website. To ensure privacy full names of children will not be used. No financial compensation shall be given for any use of photographs or videos. I acknowledge that Spotlight School of Dance may chose not to use my video or photograph at this time, but may do so at its discretion at a future date. Spotlight School of Dance, reserve the right to discontinue use of photos and videos without notice.</p> <p>I have read the above and I understand its contents. I consent to and authorise the use by Spotlight School of Dance, or anyone authorised by Spotlight School of Dance, of any and all photographs and videos, which have been taken of my child/children.</p>	
Yes/No	I confirm once my child has completed their first half term they will wear the correct uniform required for each class as shown on the website www.spotlightschoolofdancing.co.uk .	
Yes/No	I confirm to pay fees half termly in advance, and understand they are non-returnable. A half terms notice in writing/email, or fees in lieu, is required should a pupil wish to discontinue dancing with this Spotlight.	
Yes/No	I consent to my data being handled by Spotlight School of Dancing. At Spotlight School of Dance we take your privacy seriously and we will only use your personal information to provide the services you have requested from us. Where necessary for us to carry out teaching or performances it may be necessary for us to pass your name and contact details to a third party (Examination boards, Teachers, Theatres, Travel companies etc.). Our GDPR policy is available via our website.	
Yes/No	I have read and understood the Spotlight School of Dance Terms & Conditions and Code of Conduct	
Full Name (Print in Capitals)		
Signature		Date