



JPTA Enrolment form

Section 1: Participant's details		
Give the participant's details here.		
Name		
Age		
DOB		
Address		
Postcode		
Section 2: Parent's/Carer's details		
Give your details here.		
Parent name		
Telephone	landline	
	mobile	
Emergency contact		
Email address		
Section 3: Further details		
School		
Doctor	name	
	telephone	
Medical information		
Important information		
Section 4: Declaration		
Signed		
Date		

By signing & returning our enrolment form, you are confirming acceptance of **all** our terms and conditions.

TERMS AND CONDITIONS

1. TERM DATES

We provide three 10 week terms a year. Autumn, Spring, Summer.

Enrolment to lessons is continuous from one term to the next, unless you give us notice to withdraw.

2. FEES AND PAYMENTS

Payment for lessons is required for each term in advance and must be made via cheque, cash or bank transfer on the first day of term.

If you would like to pay in instalments please contact us. Failure to pay fees will lead to the withdrawal of tuition and may also result in an additional sum being charged.

3. TERMINATION/CANCELLATION OF TUITION

In order to cease lessons at the end of term, please phone or email five weeks prior to the end of term. Students may continue to receive lessons until the end of the notice period.

4. FAILURE TO GIVE ADEQUATE NOTICE

If late notice is given, you will be invoiced for five weeks' fees, in lieu of notice. Payment of this sum entitles the student to attend five lessons of the term. Once lessons have commenced in any one term, a full term's fees are due.

5. MISSED LESSONS

If prolonged illness occurs, concessions can be made. Credits are not given for lessons missed by students or due to circumstances beyond our control, including weather conditions, school closures etc.

6. ADMISSION

JPTA reserves the right to refuse admission or dismiss pupils due to misbehaviour, breach of school rules, poor attendance or being unresponsive to training.

7. SUPERVISION

JPTA accepts responsibility for the supervision and safeguarding of a student only whilst in their designated lesson.

8. UNIFORM

JPTA uniform can be purchased from us at enrolment. No jewellery, mobile phones, chewing gum or products containing nuts are permitted.

9. PROPERTY

JPTA are not responsible for damage or loss to personal belongings.

10. VIDEOS/PHOTOGRAPHS

Parents are permitted to photograph/Video their own child ONLY. No images are to be used publicly without prior permission. Students may have photos or videos taken by JPTA for use on our website or social media page or other suitable publications.

To comply with Data Protection, we must have your permission and this document consents to this unless you have informed us in writing at the time of enrolment. All videos/photos are stored electronically and password protected by JPTA but no names are stored with images.

11. SAFEGUARDING/CHILD PROTECTION

At JPTA the safety and welfare of every child is paramount. We do our best to ensure children are in a safe environment. All children have the right to be protected from abuse. We work in partnership with the school, parents, guardians and other agencies to maintain their safety. All staff have full DBS checks and references and it is their duty to disclose all relevant information prior to work. Parents must drop off and collect children in person or written consent given for alternative arrangements.

12. INJURY/MEDICAL

All medical conditions or SEN needs must be disclosed by parents to JPTA prior to class or in the event of circumstances changing.

Parents and guardians give permission on enrolment for JPTA to provide basic medical aid for minor injuries or consult emergency services if necessary. Parents would be contacted immediately.

13. DATA PROTECTION

JPTA is required to collect and manage data including names, address, emails, phone numbers, DOB, school, doctor, medical/SEN needs of pupils & parents. This data is stored electronically and on paper. Paper storage is in a secure office and electronic data is password protected on computer. Information is available only to JPTA staff. You can request the deletion of your data after termination of classes in writing but this will automatically be done after 3 months. JPTA requires data to be transferred electronically to third parties for performance, festivals or examinations e.g. Woking Festival, LAMDA, ISTD, Local Authority/Council if applicable.

14. COVID-19

JPTA will take all the necessary precautions including providing sanitizer, social distancing, year bubbles, ventilation, no waiting area, no children or staff allowed entry displaying symptoms of COVID-19. Parents assume full responsibility for any risk attached by attending any classes.

15. ACCEPTANCE OF OUR TERMS

You accept our complete Terms and Conditions by completing the enrolment form and/or commencing classes. Students will not be permitted to start lessons until a signed copy of their enrolment form or class slip has been received.

Please get in touch with any queries immediately.