



## Terms and Conditions

### Fees

1. Enrolment for Wac Arts Summer School are for the specified weeks only. Multiple weeks can be enrolled for, the relevant weeks must be selected on the application form (third-party provider).
2. A fee is charged per week of the holiday programme. Fees are charged in full at point of booking through the third-party provider unless a bursary application has been made.
3. Bursary applications will be reviewed on an ongoing basis. Applicants must apply for a bursary first, if successful, a discount code will be sent via email to be applied to the Summer School application form (third-party provider).
4. Wac Arts does not offer taster sessions or pro-rata fees, and the whole weeks' fees are payable in advance of Summer School
5. Breakfast Club and Cinema Club is charged in addition to the daily fee.

### Arrival and Pick Up

6. Students enrolled in breakfast club may arrive from 8:30, for all other participants registration begins at 9:45 each morning.
7. Students attending Cinema Club must be collected by 17:30, all other participants must be collected by 16:00

### Refunds

8. Refunds will not be given for non-attendance, other than for the reason set out in Clause 9, 10 & 11.
9. Where Wac Arts cancels a holiday project, a full or pro-rata refund will be given.
10. Refunds for Summer School will be provided where the participant withdraws formally in writing to [admin@wacarts.co.uk](mailto:admin@wacarts.co.uk) at least 30 calendar days prior to the commencement date of the activity. Cancellations made within 30 days of the commencement date of the activity, may be eligible for a discretionary refund and where Wac Arts is able to fill the space with another participant. All refunds will be minus the third-party administration fee.

11. If a student has paid for a weekly place on Summer School and is absent for three or more consecutive days due to a medical condition, a pro rata credit of the fees paid for the classes not attended will be given upon receipt and subsequent review of evidence, minus the third-party provider fee. Evidence that will be considered can include a GP note, a letter from a school or employer verifying absence for the same time period, medical appointment cards covering the period of absence, prescriptions from the period of absence, hospital admission or discharge letters or any other relevant evidence to support the request. Evidence may be redacted to ensure sensitive information is not shared.

### **Payment**

12. The holiday programme fee must be paid in advance via the third-party provider.
13. Fees are currently exempt from VAT.
14. Wac Arts no longer accepts cash, cheque, or direct debit for fees. Wac Arts will not be held responsible for payment left at reception or with tutors. All payments must be made in accordance with Clause 2.
15. Wac Arts reserves the right to refuse entry for students from the Summer School if fees have not been paid in advance.

### **Register, attendance, and absence**

16. A register for each class is maintained by the tutor. Student attendance is recorded for the purposes of safety, security, and quality assurance monitoring.
17. If a student is absent from class for two or more consecutive days, with no written communication to [admin@wacarts.co.uk](mailto:admin@wacarts.co.uk) explain their absence, Wac Arts reserves the right to remove the student from the class and no refund will be due.
18. Where a student misses a class, it is not possible for a different class to be attended as a 'make up' class. Students may only attend classes for which they are enrolled.
19. Where a student chooses to watch a class rather than participate, this still counts as attendance. No refunds or credits may be given for classes where a student merely watches.
20. Student may be refused entry to a class for being more than 15 minutes late where this could pose risk of injury or disruption to the group, no refunds for the session will be due.

### **Permissions (Medical & Photographic consent)**

21. Medical: Students over the age of 18 and parents/guardians for those under 18 are required to give permission for an authorised Wac Arts first aider to give any immediate and/or necessary first aid treatment. This includes any emergency medical treatment

recommended by competent authorities including emergency medical staff. By signing these terms and conditions you acknowledge that consent is provided.

22. Wac Arts uses photographs, video recordings and testimonials of our students for the purposes of publicising and promoting Wac Arts services. By consenting via your online application you give us permission to use photographs and / or video footage in which you, your child/ ward appears for such purposes.

23. If you give us your consent, you can change your mind at any time. If you decide to withdraw your consent, please let us know by emailing us at [admin@wacarts.co.uk](mailto:admin@wacarts.co.uk).

24. We are responsible for any personal information that is in any photographs and / or video footage that we take of you, and we will always make sure that we use it in accordance with data protection law. For more detail about how we will use your personal information, and what your rights are in relation to your personal information, please visit our [Data Privacy Policy](#).

### **Physical Contact**

25. Physical contact with students may be necessary by members of the tutor pool for sessions such as dance and aerials. Wac Arts considers that such appropriate physical contact is beneficial for a student development. If you have any concerns regarding this matter, please contact a Designated Safeguarding Lead. If a member of staff witnesses any physical contact or action that they deem to be inappropriate they must report this to a Designated Safeguarding Lead immediately.

### **Safeguarding, Supervision and Loco Parentis**

26. Wac Arts requires that all children under 8 do not travel independently and are accompanied throughout their time at Wac Arts by a suitable adult. It is also strongly recommended that any young person under the age of 11, or whose special educational needs require it, is accompanied throughout their time at Wac Arts by a suitable adult.

27. During Summer School, Wac Arts is responsible for the welfare and safety of students during sessions/ class time **only**, by protecting them from all forms of abuse including physical, emotional, and sexual harm. Parents/ Guardians remain responsible for their own child's welfare and supervision outside of and between their timetabled sessions/classes.

28. During Summer School, Wac Arts does not act in *loco parentis*, for those students under 18 years old, outside of or in between session/ class times or when a student has a break between sessions/ classes.

29. Parents, guardians, carers, and students who travel to Wac Arts independently must sign in and out of the building. The sign in location is at reception. It is all visitors' responsibility to sign in upon arrival and when leaving the building for any reason and for any duration. Parents, guardians, and carers who are waiting with/for their child must also wear an identifying lanyard for the duration of their visit. A lanyard will be provided by reception staff.
30. Wac Arts does not provide a pickup and drop off service for students. Wac Arts staff will not pick up or drop off students from home, local transport hubs or any other location.
31. Wac Arts will take reasonable steps to ensure that young children who are not old enough to look after themselves do not leave the premises unattended and are escorted to and from the atrium space at the start and end of sessions. Parents/ Guardians and Carers are responsible for their child/ ward's welfare and supervision outside of and between session/ class times.
32. Where there is a safeguarding concern about a child, young person or vulnerable adult or someone's behaviour, it is everyone's responsibility to report this to one of the Designated Safeguarding Leads listed in the [Safeguarding Policy](#). You must write down what you have seen or heard, report it to one of the DSLs and they will then take any required further action. In an emergency, duty manager, first aider, building staff and reception staff will be able to assist with responding to emergencies. All safeguarding incidents involving staff, volunteers, children, or visitors must all be recorded and, depending on the seriousness of the incident, may need to be reported to the relevant agencies (such as the police or the Local Authority). In the event of an incident or accident involving a child or young person under the age of 18 a written record will be completed by the DSL as soon after the incident as possible. A copy will be given to the parent or guardian.
33. All students will be expected to comply with the Student Code of Conduct at all times. Wac Arts staff will address any unacceptable behaviour in session/ classes, breaks and outside of sessions/ class times, irrespective of whether the student is or has been supervised by a parent/guardian or carer, in accordance with the Student Code of Conduct.

### **Codes of Conduct**

34. Parents, guardians, carers, and students agree to abide by the [Parent Guardian Code of Conduct](#) and the, [Student Code of Conduct](#) respectively.