



Terms and Conditions

Payment and refunds

1. A one-off fee of £540.00 is to be paid by participating schools of the School Festival Programme.
2. An invoice will be issued once Schools Festival Programme Agreement is signed by Schools Lead contact and to be paid in full as per terms of invoice.
3. Invoices must be settled by the payment date stated on the invoice.
4. Wac Arts does not offer refunds for the Schools Festival Programme.
5. Payment can be made by bank transfer on receipt of invoice:

Bank Details as follows:

Account Name: WAC ARTS REG CHARITY NO.267043

Account Number: 70487776

Sort Code: 089033

For bank transfers please use the Invoice Number as a reference.

Application

6. Schools must provide contact details for the following staff members for the Schools Festival Programme.
 - a. Lead Contact
 - b. Secondary Contact
 - c. Safeguarding Lead
7. The Lead contact is responsible for correspondents relating to consultation meeting, coordination of creative workshops and Schools Festival Day.

8. In the absence of the Lead contact the secondary contact will be responsible for correspondents relating to consultation meeting, coordination of creative workshops and Schools Festival Day.
9. The Lead contact must confirm the date and time for the creative workshops for the following academic year.

Workshops

10. Participating schools are responsible to recruit 10-30 young people to comprise of the Creative Project group.
11. Participating schools are responsible for providing a suitable space for workshops to take place within the School building.
12. Workshop registers for each class is maintained by the Wac Arts Facilitator. Attendance is recorded for the purposes of safety, security and quality assurance monitoring and will be shared with Lead contact and Wac Arts Schools team.
13. If a young person/s is absent, it will be reported by the Wac Arts Facilitator to the Lead contact. It is the responsibility of the Lead contact to encourage participation of absentee for following workshops.
14. If a young person/s is absent from workshops for three or more consecutive weeks, with no written communication from Lead contact, Wac Arts reserves the right to remove the young person/s from the Schools Festival Programme.

Behaviour

15. Wac Arts Facilitators will endeavour to uphold participating schools' behaviour policies however they are not responsible for the behaviour management of young people/s within participating school.
16. Wac Arts Facilitator will report to the Lead contact and Wac Arts School team of disruptive or harmful behaviour. Lead contact of participating schools is responsible for the management of such behaviour.
17. Wac Arts Facilitator and Wac Arts School team reserves the right to withdraw young person/s from the programme should behaviour continue to disrupt the creative process of the programme and other young people.

Transport

18. Wac Arts will not provide transport to and from The Old Town Hall for participating schools for introductory workshop or Schools Festival Day.

Withdrawal

19. To withdraw from the Schools Festival Programme participating schools must notify the Wac Arts School team via email schools@wacarts.co.uk to notify withdrawal at least 30 calendar days prior to the commencement of the Introductory Workshop.
20. Wac Arts reserves the right to withdraw schools from the Schools Festival Programme if payment for the programme is not completed by the agreed upon date stated on individual participating Schools invoice.
21. Wac Arts reserves the right to withdraw schools from the Schools Festival Programme if failure to schedule and communicate all creative workshops dates at least 30 calendar days prior to the commencement of the Introductory Workshop.
 - a. Consultation Meeting (30 minutes)
 - b. Introductory Workshop
 - c. Four Creative Workshops
 - d. Schools Festival Day Workshop

Permissions Photographic consent

22. Wac Arts uses photographs, video recordings and testimonials of our young people for the purposes of publicising and promoting Wac Arts services. By signing these terms and conditions you are acknowledging permission to use photographs and / or video footage in which you, your young people appear for such purposes. Content will be captured on the School's Festival Day and may occur throughout the programme.
23. If Participating schools give consent on behalf of all members of their Creative Project Group, you can change your mind at any time. If you decide to withdraw consent for the whole group or an individual, please let us know by emailing us at schools@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 Protection Policy](#).

Safeguarding

25. Wac Arts Safeguarding Policy and Procedures
26. Participating schools must provide a Designated Safeguarding Lead contact for their school with the Schools Festival Team (email and telephone).
27. Participating schools must provide the correct ratio of young people to adults with enhanced DBS when traveling and partaking in workshops and Schools Festival Day at The Old Town Hall.
28. Should a Safeguarding concern arise in a Creative Workshop/s, Wac Arts Facilitators will report directly to Wac Arts Safeguarding Team, Creative Producer and participating schools DSL.
29. Should a Safeguarding concern arise concerning the Wac Arts Facilitator this should be reported directly to Wac Arts Safeguarding Team and Creative Producer. Participating schools should complete the following form [Safeguarding Form - Wac Arts](#) and/or email safeguardingteam@wacarts.co.uk.