TERMS & CONDITIONS

1. GENERAL

1.1. Theatre Peckham aim to provide the very best in performing arts training. We strive to cultivate and instil in children a passion for the performing arts through self-exploration, teamwork, creativity and play.
1.2. All students must sign in at the registration desk and with their tutor in class. We must be informed if you wish your child to leave early.
1.3. Parents/guardians must drop off their child inside the venue.
1.4. Parents/guardians must pick up their child from inside the venue at the end of the class.
1.5. Parents/guardians must inform the Head of Academy/Academy Coordinator in writing if their child will be missing any class.
1.6. Each year has a specific theme where students explore topics and learn new things. We encourage and highly recommend students to complete a full academic year with us, as like this they will benefit from the full curriculum.
1.7. Parents/guardians are not allowed to take their child in class. Instead, parents/guardians must wait for an Academy staff member to acknowledge their presence and take the child in class.
1.8. Parents/guardians are not allowed on the upper level of the building, this is for safety reasons. Please ask a member of staff at reception if you need to go upstairs.

2. REGISTRATION, FEES AND REFUNDS

2.1. Annual membership fee is non-refundable.
2.2. Course fees are non-refundable.
2.3. Course fees are charged per term, irrespective of the number of weeks or classes in any term. Refunds cannot be made for weeks, or classes missed within a term.
2.4. Fees are to be paid in advance of all sessions. Where this does not occur Theatre Peckham reserve the right to refuse entry to the student.
2.5. Fees will be reviewed annually.
2.6. During a term some classes may be replaced with rehearsals, workshops, coaching, dress runs or performances.
2.7. If more than one class per term is cancelled for reasons beyond our control i.e. bad weather, health and safety, pandemic, or operational issues, bank holidays, we will endeavour to re-schedule the class, although this may not be possible. No refunds will be made.
2.8. Discount payers are to show proof of their status at the beginning of each term. The discounts are applied discretionary and may vary from time to time.
2.9. All parents/guardians are required to complete for their child the online Theatre Peckham's Registration/Consent Form at the beginning of each academic year or at the time of registration with the Academy. Failure to do so will result in cancellation of the membership.

2.10. Please notify the Academy team by email of any changes to your contact details; up-to-date details on Class4kids profile are needed in case of emergency and to inform you of last-minute class or event changes.

3. HEALTH & SAFETY AND SAFEGUARDING

3.1. Theatre Peckham will always ensure that the spaces are safe and fit for purpose.
3.2. Theatre Peckham have Public Liability Insurance and Health and Safety Policies.
3.3. Theatre Peckham have First Aiders on site.
3.4. Theatre Peckham have Safeguarding Policies in place, as well as Designated Safeguarding Lead officers.
3.5. If a young person is travelling on their own to the classes parents/guardians can contact Theatre Peckham to check if they have arrived.
3.6. Parents/guardians are solely responsible for the child safety to and from Theatre Peckham. Our responsibility ends when the class ends.
3.7. The parent/guardian must ensure the physical well-being of their child. It is the responsibility of the parent/guardian to inform Theatre Peckham of any additional needs the child may have.
3.8. Parents/guardians are responsible for their child whilst at Theatre Peckham and must pick them up at the end of each class, even if students are remaining at the venue for a later class. Theatre Peckham staff are not responsible for their supervision between classes.

4. TIME-KEEPING AND ATTENDANCE

4.1. All students must arrive punctually and be ready to go into class on time. Students who arrive 10 minutes after the start of class (or later) may not be allowed to join the class. They may be asked instead to watch the class at the tutor's discretion or to wait in the foyer until they are collected by a parent/guardian.
4.2. Students are expected to commit to and regularly attend their classes and any related rehearsals/events. If your child does not attend their class for three consecutive weeks, without notification, they will lose their place in the Academy.

5. ACADEMY CLASSES

5.1. All students must wear the required uniform and footwear for all classes (please see Uniform Guidelines for full details).
5.2. Once a class is booked this cannot be swapped. If this is requested by the parent/guardian, Theatre Peckham will notify the parent if this is possible or not. Theatre Peckham have the right to refuse the swap.
5.3. No food, sweets or gum are allowed in class. Students may bring a bottle of water into the class, but no other drinks are allowed. Any food brought in the class will be removed from the student to reclaim after the class.
5.4. Theatre Peckham can accept no responsibility for the loss or damage of personal belongings while on the premises.

5.5. No mobile phones, headphones or iPads are allowed in class (unless requested by the tutor for the purpose of the class). If a student uses their phone without the staff's permission, Theatre Peckham reserve the right to seize it until the end of the class.
5.6. Parents/guardians are not permitted to watch classes unless asked to by a staff member or tutor.
5.7. Theatre Peckham will on occasion film or photograph students participating in classes or productions. These images will be used for the promotion and publicity of Theatre Peckham's activities and Theatre Peckham's website. By agreeing to our terms and conditions you consent to the taking and use of these images, unless otherwise stated on your child Class4kids profile.
5.8. We ask parents/guardians of those children aged 3 – 5 years old to remain in the foyer at the Theatre, in case the child needs you to use the toilets and need assistance.
5.9. When booking a class if a child signs up for a class, they will have to stay in that class for the whole duration of the academic year. Students are not allowed to move classes between terms (unless instructed by a member of Academy staff).
5.10.Class placement and progression. Theatre Peckham aims to place every student in a class that appropriately supports their learning, development and wellbeing. From time to time, following tutor observation and review by the Academy team, Theatre Peckham may recommend that a student moves to a different class. Factors considered may include the student's age, experience, individual development, confidence, the pace and content of the class and the needs and dynamics of the wider group. Where a change of class is recommended, the Academy team will contact the parent/guardian to explain the reasons and discuss the appropriate next steps. **Final decisions regarding Academy class placement of a student are made by Theatre Peckham with the best interests of the young person and the wider learning environment in mind.**

6. BEHAVIOUR

6.1. Theatre Peckham have a Safeguarding policy which contains an anti-bullying section.
6.2. Students who regularly disrupt the class will be issued with a warning letter/email. The parents may then be called in to discuss the child's behaviour. If there is no improvement after the second warning has been issued the child will be asked to leave the Academy.
6.3. Parents are encouraged to discuss any concerns with the Academy Team.

The above terms and conditions are not exclusive or exhaustive and may be reviewed and or updated at any time.