

ACADEMY STUDENT TERMS & CONDITIONS

General

- All students under 18 must have the permission of a parent/guardian in order to attend the Academy.
- All enrolments onto weekly courses are for the full academic year.
- On confirmation of accepting an academy place, invoices for the entire year (in accordance with your preferred invoicing option) will be sent out.
- It is assumed that all students who sign up will be continuing with their course for the full academic year (all three terms). If any student wishes to leave the course part way through that year, they will not be refunded the course registration fee and must notify the Academy, in writing, one month before the end of the previous term. Failure to do so will result in the client having to pay the full course fees for the following term. Notice for term 2 cancellation must be received by 30th November, Term 3 cancellation by 28th February. After this, no refunds will be given.
- Letters sent as reminders for late payment of fees will incur a charge of 10 CHF per correspondence.
- We do not allow new students to observe or take part in trial classes. However, if after the Academy's first lesson a new student chooses not to continue with the course, it may be possible to cancel that place with a partial refund at Simply Theatre's discretion.

Attendance & Student Safety

- On joining the Academy, students and parents acknowledge that they are making a commitment. Regular weekly attendance is essential. Students who regularly miss Academy classes without good cause and prior notice may be asked to leave the course and will lose their place. In this instance, no refunds will be given.
- Students should arrive a few minutes before class to ensure they are ready for the course start time, and collected at the designated time at the end of the class.
- Late arrivals can be very disruptive for everyone involved and therefore should be avoided. Students are permitted to arrive up to a maximum of 20 minutes in advance of class start times.
- Simply Theatre Academy is responsible for students from the course start time until the time stipulated for the class to end.
- Parents should ensure that students, especially those aged 9 and under, wait inside the Academy venue until the person designated to collect them has arrived.
- In the event a student is going to be absent from their weekly class, please contact the Academy office in advance to let us know.
- If a student is sick, please respect the child, other students and teachers by keeping them at home and informing the Academy office.
- No refunds are available for missed sessions or illness. Unfortunately make up days on other courses at the Academy are not possible.

- Simply Theatre Academy reserves the right to refuse admission to a course or withdraw a student from a course if their behaviour is detrimental to the enjoyment or development of the other participants.
- It is important on joining the Academy that students and parents acknowledge they are making a commitment. Regular weekly attendance is **essential**. Students who regularly miss Academy classes without good cause and prior notice will lose their place.

Clothing, Uniforms & Equipment

- Due to the nature of the workshops it is advisable for students to bring along a bottle of water clearly marked with their name (no glass please). This way they can take a sip as and when needed. No juice or fizzy drinks will be allowed in the studios.
- Students may find it useful to create a folder in which to store all of their course hand-outs and notes. Over time this file will become a valuable resource to revisit.
- Hair should be away from the face. This is to ensure that it does not become a distraction, restrict visibility of the face when acting and to allow for free movement. Students with long hair should either come with their hair tied back away from the face, or else bring a hair bobble with them to every class.
- For safety reasons earrings should not be worn unless small studs. Please be sensible with other jewellery.
- Additional items of Academy clothing such as dance shoes, jazz pants, hoodies and accessories such as Academy water bottles etc. will be available to purchase from the Academy reception/bar.
- We strongly advise that student clothing and items be marked clearly with the student's name.
- All personal belongings brought to the Academy are the responsibility of the parent/participant. Simply Theatre Academy does not accept responsibility for any lost or damage to personal possessions.

Clothing - Drama Students

- All students will receive a complimentary Academy T-shirt at the beginning of the year. They are expected to wear this to every class and will be asked to wear it at some Academy events. All students should wear either trousers/shorts which do NOT inhibit movement and should be comfortable. No skirts or dresses are permitted to be worn for the aforementioned reasons. Denim jeans/shorts should also be avoided as they will restrict movement.
- Outdoor shoes are not permitted to be worn inside the studios. No socks or tights may be worn in classes for safety reasons. Students may go barefoot, but are encouraged to bring flat indoor 'gym', 'ballet' or jazz shoes. These should be comfortable and flexible enough to allow for active movement.

Clothing - Performing Arts Students

- As with the Drama courses, each PA student will receive a complimentary T-shirt at the beginning of the year. This will form part of their compulsory kit, which must be worn at **every** class.
- Due to the PA weekly course comprising one third dance and movement, we have a strict uniform as follows which must be worn at every class:

- Fitted Academy T-shirt
- Black jazz pants for boys and option of black leggings for girls (no piping, logos etc.)
- Split sole jazz shoes

*N.B. we do not allow any students to wear the split sole trainers in classes They look great on a professional dancer as they have strong enough feet, but they are not suitable for all students. They can cause problems short term and long term for a growing student.

Please note: After the first week, students failing to conform with the Academy's Performing Arts clothing regulations will not be permitted to take part in the class. If you have any problems or questions regarding the clothing regulations, please contact the office directly, thank you.

Clothing - Ballet Students

Boys

- Black shorts (mustn't fall below the knee)
- Slim fitting t-shirt
- Bare Feet/ Ballet Pumps

Girls

- Black leggings
- Fitted t-shirt/ leotard
- Bare Feet/ Ballet Pumps

N.B. No vests unless tight-fitting with lycra, and no baggy trousers.

- Hair must be tied back away from the face in a neat bun and shorter hair secured away from the face

Clothing - Jazz & Tap Students

Boys

- Black jazz pants (or shorts if also doing ballet & prefer)
- Fitted T-shirt
- Jazz shoes & / or tap shoes

Girls

- Black leggings / Jazz Pants
- Fitted t-shirt/ leotard
- Jazz Shoes &/ or tap shoes

- Hair should be tied back in a ponytail, and shorter hair secured away from the face.

*N.B. If you choose to purchase tap shoes elsewhere (not from the Academy), please ensure you buy them with the heel taps already fitted. The reason for this is that if bought separately the following can happen -

1. On purchasing the heel taps separately, you will then need to pay a cobbler to get them fitted which is not cost effective and will end up being more expensive.
2. Heel taps purchased and attached separately will potentially damage the dance flooring. The screws hardly ever sit flat into the tap and therefore 'score' the floor and damage it.

Simply Theatre Academy Venues

- We ask that students and clients please respect all Academy venues.
- Students are not permitted to enter the studios until invited by their teacher. During break times between classes/ rehearsals we ask that students vacate the teaching studios unless a member of staff gives permission in advance.
- Parents are responsible for bearing the cost of any property or facility damage caused by themselves or any children they book on to a course.

Simply Theatre Studios Venue, Versoix

- We take pride in our venue and invest a great deal of time and money making it a nice, inviting, functional and inviting place to be. We ask all those using the facility to respect this by caring for the environment. Vandalising in any form will not be tolerated.
- The Green Room is essentially a student room for those aged 10 and above, or for those partaking as a member of the cast in an Academy production only. The same rule applies for the dressing room facilities.
- Our Versoix Studios reception area is for the use of students, parents and their families, as well as theatre audiences etc. Everyone is very welcome. We do ask however that all students and clients respect that this area is a communal one and will be used in a variety of ways, by a variety of people at any one time. Therefore, please respect the following rules in order to ensure everyone may use the space in harmony –
 1. Please do not move the furniture around.
 2. No standing on sofas and other furniture
 3. The theatre bar area and reception bar are private and may be accessed by staff members only. Access by parents/ children is strictly forbidden.
 4. Students should take all extra clothing including coats, shoes, bags etc. upstairs when going to class and place them in the allocated area for the duration of their class time.
 5. At times when there is a performance on the theatre, we ask that clients please respectfully keep noise to a minimum.
 6. Families with young children are very welcome at the Academy. We do however respectfully ask that parents with young children please encourage their children to partake in calm activities whilst using the reception as a waiting area. Colouring pencils and paper, plus a small selection of suitable toys and games are at your disposal, upon request at the studios reception desk.
 7. Please put all rubbish in the bins provided and leave the space as you found it.