

POLICIES PACK

Fees, safeguarding and privacy

Dance, nurture and inspire!

A parent-facing pack for The Village School of Dance in Wimbledon Village. Please read these documents when you join, and keep them somewhere easy to find. Booking terms are also agreed when you register on ClassForKids.

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Fees and membership

Monthly class fees, joining fee, annual family membership, billing and notice.

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Child protection policy

Safeguarding beliefs, drop-off and collection, and how we respond to concerns.

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Privacy statement

How we collect, store and use personal data under UK GDPR, including cookies.

Fees and membership

Our fees are based on 35 teaching weeks and spread equally over 12 monthly payments, including school holidays.

In order for a place to be kept open, payment is by monthly subscription through ClassForKids. We are not able to accept cash, cheques, monthly BACS or Fast Track payments for fees. Fees are reviewed annually. If amounts or the collection date change, you will be given notice by email beforehand.

Class fees 2025/2026

Class length	Monthly fee
45-minute class	£36 a month
60-minute class	£40 a month

Private dance classes can be arranged on request. Combined class bookings appear as a single monthly total on ClassForKids.

Annual Family Membership

£40

One membership per family, payable each 1 September. This helps support the ongoing running of the school through the year.

Joining fee

£40 / £25 / £0

A one-off fee when you first join, covering administration and set-up. It is paid once. Annual Family Membership is still payable each September, whatever month you join.

When you join	Joining fee
September to December	£40
January to April	£25
May to July	£0

Why both fees? The joining fee is a one-off for new students and covers the initial administration and set-up of your membership. The Annual Family Membership is then payable each September and helps support the ongoing running of the school throughout the year.

How billing works

1. Registrations and payments are set up through thevillageschoolofdance.com and ClassForKids.
2. Payment is taken from the account you specify on the 1st of every month. Failure to pay on time may result in losing your place. If you are having trouble paying, please speak to us and we will do our best to help.
3. Fees are pro-rated: the total cost of classes is split over 12 payments, so you have a predictable monthly amount rather than a different bill each term.
4. Fees are non-refundable.
5. A late payment fee of £10 will be added to any fee payments that are not paid on the 1st of the month. This goes through as a covering payment on the next month's fees.
6. All unattended lessons are still payable. Substitute lessons can be arranged where applicable.
7. If a session is cancelled due to conditions outside our control, fees remain non-refundable.
8. Any class that falls under five students in total may be cancelled.

Notice to cancel or change classes

If you wish to cancel a class we need one month's written notice by email, together with one final full fee payment. Even when cancelling, that final payment contributes to the balance due for the year's classes, not only one month's worth.

Write to katherine@thevillageschoolofdance.com. To add a class, book via the website or email the same address.

Questions about fees? Email info@thevillageschoolofdance.com or call 07802 431843. Current prices are also listed on the Visit page at thevillageschoolofdance.com/visit.

Child protection policy

Last updated January 2026. Reviewed at least annually.

Introduction

The Village School of Dance is fully committed to the safeguarding and welfare of all children and young people. This policy sets out our beliefs and principles as a dance school and our commitment to protecting children from harm, preventing injury or impairment to health or development, and ensuring that children are provided with an environment to support the safe and effective delivery of care.

All staff, freelancers, volunteers and helpers are committed to working together to respect the rights of children and young people in accordance with the duty of care requirements as provided for in the Children Act 1989 and 2004, the Children and Young Persons Act 1963, the Children (Performances and Activities) (England) Regulations 2014, the Criminal Justice and Court Services Act 2000, Working Together to Safeguard Children 2013 and Working Together 2018.

Our beliefs

The Village School of Dance believes that:

1. The welfare of every child is paramount.
2. All children, regardless of gender, age, race, religion, religious belief and/or sexual orientation have the right to protection from abuse.
3. The Village School of Dance has a responsibility to protect the welfare of all children and ensure that the correct measures are put in place to provide for a safe teaching environment.
4. Any and all suspicions and allegations of abuse should be treated seriously and investigated.
5. Support should be provided to all of those at The Village School of Dance to respond appropriately.

Types of abuse

- **Emotional abuse:** repeatedly rejecting a child, threatening them and making them feel worthless
- **Physical abuse:** hitting, punching, burning, poisoning, smothering
- **Sexual abuse:** forcing or persuading a child or young person to take part in any kind of sexual activity
- **Neglect:** persistent lack of essential care including safety, food, clothing, education, shelter, medical care and love

Signs of abuse

Unexplained changes in behaviour or personality; becoming withdrawn; seeming anxious; uncharacteristically aggressive; lack of social skills; poor bond or relationship with parent or carer; knowledge of adult issues inappropriate for their age.

Responding to safeguarding concerns

If a child or young person discloses information about abuse or harm (in person, on the phone, via email, third-party reporting, or through observation of signs or symptoms of abuse, neglect or unmet needs):

1. Always offer reassurance, listen to, and take seriously what they are saying. Never promise to keep secrets or be persuaded by the child or family not to take action if you are worried that a child is being harmed or is at risk of harm.
2. Ascertain relevant information (for example if a specific incident has taken place).
3. Explain the process to the child: that you will need to pass this information on, to whom, the reasons why and possible actions.
4. Consult with the safeguarding lead and manager of the school on the same day. The incident must be recorded in detail.
5. If the child is present and is at immediate risk of harm, take appropriate action to secure the child's immediate safety unless doing so would put you or others at risk. This could include calming angry or upset children or adults; contacting emergency services (999); contacting local child protection services directly; seeking vital medical assistance.

Allegations against adults

A safeguarding allegation is one where information comes to light from any source which suggests that an adult working for or on behalf of The Village School of Dance has or may have caused significant harm to a child or vulnerable adult; committed a criminal offence against a child or adult; or behaved in a way that indicates they may pose a risk of harm to children. This includes historical information about abuse an adult may have experienced as a child whilst at The Village School of Dance.

Action from any member of staff or volunteer who has a concern must be to inform the manager of The Village School of Dance and the safeguarding lead on the same day.

Supervision, drop-off, collection and leaving the premises

The Village School of Dance has a duty of care to ensure children are appropriately supervised at all times while attending classes.

Drop-off

- Parents and carers must personally hand their child directly to the class teacher at the scheduled start time of the class.
- Children must not be dropped off early and left unattended. Teachers may be teaching a previous class and cannot supervise children before their class officially begins.
- Children waiting unsupervised before class starts are considered a safeguarding risk.

Collection

- Parents and carers must wait for the teacher to open the doors and dismiss the class before entering the hall.
- Parents, carers and siblings must not enter the hall while a class is in progress, as this can be disruptive, distracting and unsafe.
- Children must be collected promptly at the end of their class unless written permission has been provided.

Children leaving the premises unaccompanied

- There is no legal age in the UK at which a child can travel home alone; however, parents must ensure that doing so does not place the child at risk.
- Safeguarding guidance advises that children under the age of 12 are rarely developmentally ready to manage independent travel without careful consideration.
- Any child leaving the premises without being collected must have written parental permission in place via the school's Unaccompanied Travel Home Permission Form.
- By providing permission, parents and carers accept full responsibility for the child's safety once they leave the teacher's supervision.
- Without written consent, children will not be permitted to leave alone.

In implementing this policy we will

1. Ensure all responsible adults have access to safeguarding information and training.
2. Provide an environment which is clean, safe and supportive.
3. Provide adults who can be trusted and relied upon.
4. Work together to prevent physical, emotional and sexual abuse and neglect.
5. Stop any inappropriate behaviour.
6. Encourage openness, honesty and transparency.
7. Stay up-to-date with safeguarding legislation and guidance.
8. Review this policy annually and issue it to all staff and volunteers at the start of each year.

Contacts

SAFEGUARDING LEAD

Katherine Richardson

07795 380528

katherine@thevillageschoolofdance.com

SAFEGUARDING DEPUTY

Rosanna Smith

07714 286644

rosannasmith@aol.com

EMERGENCY

Police

999, or 101 if not an emergency

Crimestoppers 0800 555 111

LOCAL AUTHORITY

Merton Children and Families Hub

020 8545 4266 or 020 8545 4227

candfhub@merton.gov.uk

Privacy statement

Updated August 2026. The school is registered with the Information Commissioner's Office (ICO).

GDPR stands for General Data Protection Regulation and replaced the previous Data Protection Directives that were in place. It was approved by the EU Parliament in 2016 and came into effect on 25 May 2018.

GDPR states that personal data should be processed fairly and lawfully and collected for specified, explicit and legitimate purposes, and that an individual's data is not processed without their knowledge and is only processed with their explicit consent. GDPR covers personal data relating to individuals. The Village School of Dance is committed to protecting the rights and freedoms of individuals with respect to the processing of children's, parents', visitors' and staff personal data.

The Data Protection Act gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly.

Your rights under GDPR

1. The right to be informed

For invoicing, receipts, payment requests, class enrolment information and other critical matters regarding attendance, we need to collect: full name of parent or guardian, two contact phone numbers, and email address. We need to know children's full names, address, date of birth and any SEN requirements.

The Village School of Dance is required to hold data on its teachers: names, addresses, email addresses, telephone numbers, date of birth and DBS checks. Data is stored in a password-encrypted system.

As a registered school for RAD, ISTD and Acrobatic Arts examinations, we are required to collect children's full names, date of birth, ethnicity classification and any SEN requirements where needed for entry. These details are provided to the organisations only at the point of exam entry and transferred electronically. Data is then stored by them and their privacy policies can be viewed on their websites.

- royalacademyofdance.org/cookies-and-privacy
- istd.org/privacy

2. The right of access

At any point, an individual can make a Data Subject Request. The Village School of Dance will provide a response within one month. We can refuse a request if we have a lawful obligation to retain data, but we will inform the individual of the reasons for the rejection. The individual has the right to complain to the ICO if they are not happy with the decision.

3. The right to erasure

You have the right to request the deletion of your data where there is no compelling reason for its continued use. However, The Village School of Dance has a legal duty to keep children's and parents' details for a reasonable time.

- Records for 6 years after a student has left the school
- Children's accident and injury records for 19 years, or until the child reaches 21 years
- Child protection records for 22 years, or until the child reaches 24 years

4. The right to restrict processing

Parents, DDMIXers, visitors and staff can object to The Village School of Dance processing their data. This means that the records can be stored but must not be used in any way, for example exam reports or for communications (advertising and newsletters).

5. The right to data portability

The Village School of Dance requires data to be transferred from one IT system to another, such as from the school to dance associations for examinations. These recipients use secure file transfer systems and have their own policies and procedures in place in relation to GDPR.

6. The right to object

Parents, DDMIXers, visitors and staff can object to their data being used for certain activities like marketing or research.

7. The right not to be subject to automated decision-making including profiling

The Village School of Dance does not use personal data for automated decision-making or profiling for marketing purposes.

Storage and use of personal information

Class bookings, enrolments and related records are managed through ClassForKids, which is password protected. Information about individuals is confidential and records are deleted after the retention period. ClassForKids also hosts our booking terms and conditions.

Website enquiry forms are emailed to the school using Resend, and a confirmation is sent to the address you provide. The Village School of Dance collects personal data every year, including names and email addresses of those on the waiting list or people who have contacted us about our classes. These records are deleted if the child or adult does not attend the class, unless permission has been given for them to remain on a mailing list.

GDPR means that The Village School of Dance must:

- Manage and process personal data properly
- Protect the individual's right to privacy
- Provide an individual with access to all personal information held on them

Cookies

Our website may use cookies to distinguish you from other users and to improve the experience. By continuing to browse the site, you are agreeing to our use of cookies.

A cookie is a small file of letters and numbers that we store on your browser or the hard drive of your computer if you agree. Cookies contain information that is transferred to your computer's hard drive.

- **Strictly necessary cookies** are required for the operation of our website, for example secure areas, a shopping cart or e-billing.
- **Analytical and performance cookies** allow us to recognise and count visitors and see how visitors move around our website.
- **Functionality cookies** recognise you when you return so we can personalise content and remember preferences.
- **Targeting cookies** record your visit, pages visited and links followed to make advertising more relevant. We may also share this information with third parties for this purpose.

We may set a short-lived cookie so we do not keep showing a Family Day invitation after you close it or send your details. That cookie is only used to remember that choice.

Third parties (including advertising networks and web traffic analysis services) may also use cookies over which we have no control. You can manage website cookies in your browser settings. If you block all cookies, including essential cookies, you may not be able to access all or parts of our site. Useful resources: www.aboutcookies.org and www.allaboutcookies.org.

Other tracking technologies

Web server and application logs may collect IP address, browser type, device information, operating system, approximate location, pages visited, content viewed, text entered, links clicked, and referring or exit URLs.

Web beacons may be used to help deliver cookies, count users, deliver services and analyse promotional campaigns, including in marketing emails.

Flash cookies / local shared objects may be used for Flash-enabled content and must be deleted within Adobe Flash rather than via the browser alone.

Privacy questions can be sent to katherine@thevillageschoolofdance.com or info@thevillageschoolofdance.com. This pack is published at thevillageschoolofdance.com/policies and thevillageschoolofdance.com/privacy.