

Important Information for Parents and Guardians

Key points about your child's enrolment at Sharpe Academy

This page provides a summary of some of the most important points contained in the Sharpe Academy Enrolment Agreement and Terms and Conditions. It is intended to help parents and guardians understand the key commitments involved in enrolling a student at Sharpe Academy. It does not replace or override the full Terms and Conditions, which remain the legally binding agreement.

Please read this summary and the full Terms and Conditions carefully.

By signing the Enrolment Agreement, you confirm that you have read, understood and agreed to the full Terms and Conditions, which remain the legally binding agreement between you and Sharpe Academy. You acknowledge that these Terms and Conditions may be updated from time to time, and any updates will automatically apply to all students who are currently enrolled with Sharpe Academy. The latest version will be available on our website and will be provided to the parent or guardian of enrolled students. The full Enrolment Agreement and Terms and Conditions contain additional provisions covering these and other matters. Please ensure you read the full document carefully before signing.

ENROLMENT AND CANCELLATION

- **Enrolment is ongoing.** Students remain enrolled automatically and do not need to re-enrol each term or academic year. Enrolment continues until the end of School Year 13 unless written notice is given to cancel the enrolment.
- **Your chosen enrolment plan is a commitment.** The Yearly Discount Plan is a commitment for the full academic year. The Termly Plan is a commitment for the full term.
- **You must give written notice to cancel your enrolment.** Ceasing attendance or not returning to classes does not cancel a student's enrolment or remove the obligation to pay outstanding fees. Cancellation must be given in writing and completed using the Academy's Enrolment Cancellation Form.
- **An Enrolment Cancellation Fee may be charged** when a student's enrolment is terminated. The amount of this fee and the circumstances in which it may be reduced or waived are set out in the Enrolment Cancellation Policy.

FEES AND PAYMENT

- **Fees must be paid in accordance with your chosen payment plan.** The Agreement sets out three payment options:
 - Monthly Direct Debit under the Yearly Discount Plan;
 - Annual payment under the Yearly Discount Plan (available in September only); or
 - Termly payments under the Termly Plan.
- **The Yearly Discount Plan is based on a full-year commitment.** If a student's enrolment is cancelled during the academic year, the full balance of fees for the year remains payable.
- **The Termly Plan is based on a full-term commitment.** Fees for the term must be paid in full by the required deadline.
- **Discounts depend on the payment plan and enrolment date.** Students on the Yearly Discount Plan may receive a discount on class fees. The Termly Plan does not qualify for a discount, except where a sibling discount applies.
- **Sibling discounts are separate from Yearly Plan discounts.** A 25% sibling discount is available for eligible enrolled students.
- **Missed classes are not refundable.** No refund will normally be given for classes a student is unable to attend, except where a refund is required by law or expressly provided for in the Terms and Conditions.
- **Failed payments may incur additional charges.** If a payment collected through GoCardless fails, the outstanding amount and applicable failed-payment charge must be paid within the required timeframe.

ATTENDANCE AND PARTICIPATION

- **Regular attendance is expected.** Sharpe Academy is a performance-based institution, and students should maintain a high level of attendance.
- **It is the responsibility of the student's parent or guardian** to notify the Academy in advance of any absences.
- **Extended or repeated absence may affect a student's place.** If a student is persistently absent from scheduled classes or rehearsals in a term, the Academy reserves the right to withdraw their place and offer it to another student.
- **Production participation is compulsory for relevant Musical Theatre students.** Students enrolled in Act 2 Musical Theatre, Act 3 Musical Theatre and London Musical Theatre Company are expected to participate in the Academy's productions and attend required rehearsals and performances.
- **Students should not be absent from classes or rehearsals during the six weeks leading up to a Musical or Gala production,** unless the absence is due to a medical reason as outlined in clause 5.4.
- **Production costs may apply.** A £50 Show Fee is charged for each Musical and Gala production in which a student is scheduled to participate. Show Fees are non-refundable, subject to the provisions of the Terms and Conditions.
- **Older students may have additional production commitments.** Students cast in Principal or Featured roles may be required to arrange the purchase of a minimum of 10 production tickets and must attend all scheduled rehearsals.

Sharpe Academy Terms and Conditions

Part-Time Classes (Version 2026-1, updated 22 July 2026)

1. General Terms and Conditions

- 1.1 These Terms and Conditions apply to classes provided to enrolled students by Sharpe Academy of Theatre Arts Limited ("the Academy", "Sharpe Academy", "Sharpe"). Registration of a student for such classes constitutes acceptance of these Terms and Conditions by the student and, where applicable, by the student's parent or guardian.
- 1.2 Students under the age of 16 must be brought to and collected from lessons by a supervising adult. They must remain with their parent or guardian until signed in for their class by a member of the Academy team. Their parent or guardian should collect them after class. If a different person will collect the student, the Academy must be notified in writing prior to the start of the class.
- 1.3 If a student is to be collected by anyone other than their parent or guardian, the collecting individual must provide a member of the Academy team with the student's security password upon collection.
- 1.4 A licensed chaperone and/or DBS-checked member of staff will supervise students at all times whilst they are in class. The Academy accepts no responsibility for students before their class begins or after it has ended.
- 1.5 Students under the age of 16 will not be permitted to leave the premises unaccompanied at lunch or at the end of the day without prior written consent from their parent or guardian.
- 1.6 Students aged 16 and over will be permitted to leave the premises unless their parent or guardian has instructed the Academy in writing otherwise.
- 1.7 All students, parents and guardians must adhere to the Academy's Code of Conduct (see clause 9).
- 1.8 The Academy will not be responsible for accidents or injuries caused by a student's deliberate or negligent misconduct or by their failure to comply with these Terms and Conditions or the Academy's Code of Conduct, except where such liability cannot lawfully be excluded or limited. In the event of an emergency, it is understood that basic First Aid may be administered by a trained member of the Academy team.
- 1.9 The safety, welfare and safeguarding of students are the Academy's highest priorities. Academy policies, staffing arrangements, supervision procedures and operational decisions are designed primarily to promote the wellbeing and protection of students, staff and visitors. While the Academy takes reasonable steps to assist with the security of personal property, parents, guardians and students acknowledge that the Academy's primary responsibility is the supervision, safety and welfare of those attending its activities and not the safekeeping of personal belongings.
- 1.10 Sharpe Academy delivers classes, rehearsals, examinations and productions at a variety of third-party venues. While the Academy takes reasonable steps to promote the safety and security of students and visitors, the Academy does not control the physical design, security systems, access arrangements or facilities provided by those venues. Parents, guardians and students acknowledge that changing rooms, waiting areas, corridors and other communal spaces within such venues are shared environments and should not be regarded as secure storage areas for personal property.
- 1.11 Due to the nature of performing arts, Academy staff may need to make appropriate physical contact with students to correct stance and/or movement during classes.
- 1.12 The Academy reserves the right to suspend or permanently remove a student where it reasonably considers that this is necessary for the safety, welfare or best interests of the Academy, its students, staff or activities, or where there has been a breach of these Terms and Conditions or the Academy's policies.
- 1.13 Each term shall comprise no fewer than 10 weeks/sessions. Breaks and holidays will typically coincide with school holidays. If a class within a term is scheduled with fewer than 10 sessions, fees for that class will be adjusted on a pro rata basis.
- 1.14 Term dates will be published no later than the start of each academic year, and usually during the summer term of the previous academic year. Term dates may be changed where reasonably necessary by the Academy.
- 1.15 If the Academy cancels any classes and the number of sessions in a term falls below 10 (unless the class was originally scheduled to have fewer than 10 sessions), a credit for the missed sessions will be applied to the next term's fees.
- 1.16 The Academy reserves the right to terminate this Agreement and cease providing classes where reasonably necessary, including where circumstances prevent the Academy from continuing to provide the classes. In such instances, a full refund will be issued for any sessions paid for but not yet taken.
- 1.17 If a class cannot be held at its usual time and/or location due to circumstances beyond the Academy's control (including, but not limited to, government-imposed restrictions), the Academy reserves the right to reschedule or relocate the class. This may include incorporating the class into a scheduled show week rehearsal or delivering it via an online platform such as Zoom. No refunds or credits will be provided if a student is unable to attend the rescheduled or relocated class.
- 1.18 You grant the Academy permission to use photographs, video and audio recordings taken or made by or on behalf of the Academy during auditions, classes, rehearsals, productions and Academy events for promotional purposes.
- 1.19 You agree not to copy or reproduce any scripts or materials loaned or provided to students by the Academy. All such materials remain the property of the Academy. If the Academy is provided with rehearsal materials by the rights holders of a show, the Academy does not hold copyright to these materials, but they remain the property of the rights holder.

1. General Terms and Conditions <i>Continued</i>	1.20 Except in respect of personal injury or death of any person (for which no limitation of liability applies) the liability of the Academy – whether in contract, tort, negligence, pre-contract or other representations or otherwise arising out of or in connection with these Terms and Conditions or the performance or observance of its obligations under these Terms and Conditions – shall be limited to a refund of the Fee or relevant portion thereof. 1.21 The Academy shall not be liable for any failure or delay in fulfilling its obligations under these Terms and Conditions due to causes beyond its reasonable control. 1.22 The Academy may use your contact details to send information regarding current or future Academy events. Your information will never be shared with third parties unless required by law or in circumstances outlined in clause 10.5. All personal data is handled in accordance with applicable UK data protection legislation. 1.23 Any waiver of any provision of these Terms and Conditions shall only be valid if made in writing and signed by the Academy management. If any clause is found to be unenforceable, the remaining clauses shall remain in full force and effect. 1.24 A person who is not a party to these Terms and Conditions has no right under the Contracts (Rights of Third Parties) Act 1999 to rely upon or enforce any of its provisions. 1.25 These Terms and Conditions are governed by the laws of England and Wales. In the event of a dispute, you agree to submit to the jurisdiction of the courts of England and Wales.
2. Enrolment	Sharpe Academy offers TWO enrolment plans and THREE payment options. Enrolment Plans 1) Ongoing Enrolment: Yearly Discount Plan This is a continuous commitment made on a year-by-year basis. This is not a limited enrolment for only one year. Students will continue on this Yearly Discount Plan until written notice is given to either terminate the student's enrolment, or to change to the Termly Plan. The student may add classes to their timetable during the year, but classes cannot be removed until the end of the academic year. 2) Ongoing Enrolment: Termly Plan This is a continuous commitment made on a term-by-term basis. This is not a limited enrolment for only one term. Students will continue on this Termly Plan until written notice is given to either terminate the student's enrolment, or to change to the Yearly Discount Plan. 2.1 When a student joins the Academy, they remain enrolled until the end of School Year 13, or until written notice is received from the student's parent or guardian confirming their intention to cancel the student's enrolment. (See clause 4 for the Enrolment Cancellation Policy.) Students are not required to re-enrol each term or academic year; their enrolment continues automatically. 2.2 Attendance at the first timetabled class of the academic year (for students enrolled on a yearly agreement), the first timetabled class of any given term (for students enrolled on a termly basis), or the first class following a trial class, constitutes confirmation of the student's enrolment for the relevant academic year or term, as applicable. By attending this class, the parent or guardian accepts liability for all fees due under the chosen enrolment type. Withdrawal after this point does not release the parent or guardian from the obligation to pay any outstanding fees for that term or the full academic year, as applicable. 2.3 The Sharpe Academy Terms and Conditions may be updated from time to time. Any updates will automatically apply to all students who are currently enrolled with Sharpe Academy. The most current version of the Terms and Conditions will always be available on the Academy website: SharpeAcademy.co.uk/terms-conditions. The Academy may require an updated Enrolment Agreement to be completed and/or signed before the start of each academic year, including to confirm any changes to enrolment or payment options for the coming year. Where an updated Enrolment Agreement is not required or is not signed, the most recent version of the Terms and Conditions will nevertheless automatically apply to the student's enrolment. 2.4 Upon joining, the student's parent or guardian enters into the Ongoing Enrolment – Yearly Discount Plan for a minimum commitment covering the current or upcoming academic year. The enrolment will continue automatically each year unless written notice is given in accordance with clause 4. 2.5 The Yearly Discount Plan includes all classes in which the student is enrolled, including, but not limited to, Musical Theatre, Ballet, Modern, Tap, Acrobatics, and/or Jazz. 2.6 An alternative Termly Plan may be requested by selecting Option 3 on this Enrolment Agreement. Students on this Agreement do not qualify for any discounts, except where a sibling discount applies. 2.7 The selected enrolment and payment option cannot normally be changed during an academic year. Class Progression 2.8 Students enrolled in the Act 1 Musical Theatre class will automatically progress into the Act 2 Musical Theatre class upon entering School Year 2. If a parent or guardian does not wish their child to progress into the Act 2 class, they must provide written notice to terminate the student's enrolment, as outlined in the Enrolment Cancellation Policy (see clause 4). The Academy does not provide a trial period when moving from Act 1 to Act 2. 2.9 Students enrolled in the Act 3 Musical Theatre class will automatically progress into the London Musical Theatre Company class upon entering School Year 7. If a parent or guardian does not wish their child to progress into the London Company class, they must provide written notice to terminate the student's enrolment, as outlined in the Enrolment Cancellation Policy (see clause 4). A student may, at the Academy's discretion, be permitted to remain in their Act 3 Musical Theatre class until the end of School Year 7.

3. Fees

Payment Option 1 – Ongoing Enrolment: Yearly Discount Plan (Monthly Direct Debit)

- 3.1 Fees for **enrolled students** on the Yearly Discount Plan are paid via a monthly Direct Debit payment plan from August through to July inclusive. Payments will be collected on, or shortly after, the first day of each month. A discount of up to 20% will be applied to the student's full class fees (see clause 3.7).
- If the student's enrolment at the Academy is cancelled for any reason during the academic year, the full balance of fees for the year remains payable.
- 3.2 Fees for **new students** on the Yearly Discount Plan are paid via a monthly Direct Debit payment plan from the month of joining through to July inclusive. The first instalment is payable immediately upon joining. Subsequent instalments will be collected on, or shortly after, the first day of each month. A discount of up to 20% will be applied to the student's full class fees (see clause 3.7).
- If the student's enrolment at the Academy is cancelled for any reason during the academic year, the full balance of fees for the year remains payable.

Payment Option 2 – Ongoing Enrolment: Yearly Discount Plan (Annual Payment – Available in September only)

- 3.3 Fees for **enrolled students** on the Yearly Discount Plan may be paid in full for the academic year at the beginning of the year. This option is available only in September. A discount of 20% will be applied to the student's full class fees. Full payment must be received before the commencement of the autumn term. No refund will be given if the student's enrolment is cancelled for any reason during the academic year.
- 3.4 **New students joining in September** on the Yearly Discount Plan may also pay in full for the academic year. Full payment must be received before the student's first class following their trial class. A discount of 20% will be applied to the student's full class fees. No refund will be given if the student's enrolment is cancelled for any reason during the academic year.

Payment Option 3 – Ongoing Enrolment: Termly Plan

- 3.5 Fees for **enrolled students** on the Termly Plan must be received before the first day of each term. The Academy will issue an invoice by email to the student's parent or guardian, and payment must be made by Bank Transfer into the Academy's account.
- 3.6 Fees for **new students** on the Termly Plan must be received before the student's first class following their trial class. The Academy will issue an invoice by email to the student's parent or guardian, and payment must be made by Bank Transfer into the Academy's account.

Discounts

- 3.7 The following discounts on class fees are available:

Enrolled Students

Option 1: Yearly Plan	Option 2: Yearly Plan	Option 3: Termly Plan
20% discount	20% discount	No discount

New Students

Enrolment Date	Option 1: Yearly Plan	Option 2: Yearly Plan	Option 3: Termly Plan
September	20% discount	20% discount	No discount
1st October to 31st January	10% discount	Not available	No discount
1st February onwards	No discount	Not available	No discount

- 3.8 New students who join from 1st February onwards will not be eligible for any discounts (except where a sibling discount applies) until the next academic year commences, but their fees may be split into monthly instalments from the month of joining through to July inclusive.
- 3.9 New students who join in the summer term will not be eligible for any discounts (except where a sibling discount applies) or instalment payments until the next academic year commences.

Direct Debit Conditions

- 3.10 If a student's fees are paid by monthly Direct Debit, the person responsible for making the payments must not cancel the Direct Debit mandate without first notifying the Academy in writing.
- 3.11 If a parent or guardian needs to change the bank account from which Direct Debit payments are collected, the Academy must be notified in writing. A new payment subscription link will then be provided by the Academy, and the existing payment plan will be cancelled.
- 3.12 The Academy may, at its discretion, make alternative arrangements for the payment of outstanding fees. Any such arrangement does not alter the student's enrolment commitment under the Yearly Discount Plan or release the student's parent or guardian from liability for the full balance of fees due for the academic year.

3. Fees <i>Continued</i>	Sibling Discounts and Other Terms 3.13 A 25% sibling discount is available for all enrolled students. The oldest sibling – or the one with the highest combined class fees – will pay full fees (subject to any discounts detailed in clause 3.7). All other siblings will receive the 25% discount. The sibling discount does not apply to extended family, such as cousins. 3.14 The Academy does not accept cash or cheque payments for any fees. 3.15 A £15.00 administration charge may be applied, at the Academy's discretion, under the following circumstances: a) A Direct Debit payment fails due to insufficient funds or another reason attributable to the payer. It is the payer's responsibility to ensure sufficient funds are available. The Direct Debit mandate must not be cancelled before the final payment is made. b) A full annual fee payment is not received before the first day of the academic year. This date may be before the student's first timetabled class of the academic year. Fees remain due by this date, regardless of when the student's first timetabled class takes place. c) A termly fee payment is not received before the first day of term. This date may be before the student's first timetabled class of the term. Fees remain due by this date, regardless of when the student's first timetabled class takes place. 3.16 Fees and discounts are reviewed annually. If any changes are made, notification will be given in writing prior to the start of the academic year, and usually during the summer term of the previous academic year. Current fees and discounts are listed on the Academy website: SharpeAcademy.co.uk/part-time. 3.17 Non-payment of fees due to a breach of these Terms and Conditions or the Academy's Enrolment Cancellation Policy may result in legal action. In such cases, the Academy may seek recovery of any reasonable costs incurred in recovering outstanding fees, where permitted by law. 3.18 By selecting a payment plan and paying the applicable fees, the student's parent or guardian confirms the commitment to the full academic year (see clauses 2.2 and 2.4) or the full term (see clauses 2.2 and 2.6). No refund will be given for classes that the student is unable to attend for any reason, including suspension or expulsion, except where a refund is required by law or expressly provided for elsewhere in these Terms and Conditions. GoCardless Payment System 3.19 Sharpe Academy uses GoCardless to collect payments. In the event of a failed payment (including Direct Debits or standalone invoice payments), a failed payment charge will be passed on to the payer. This charge is equal to that made by GoCardless to Sharpe Academy. The current failed-payment charge is stated in the Terms and Conditions published on the Academy website and may be updated from time to time. 3.20 If a payment via GoCardless fails, the outstanding amount plus the failed payment charge must be paid by instant Bank Transfer within 7 days. The payer will be contacted with details of how to make this payment.
4. Enrolment Cancellation	4.1 If a student's parent or guardian chooses to cancel the student's enrolment for any reason, written notice must be sent via email to Info@SharpeAcademy.co.uk. Upon receipt of the written notice, the Academy will send an Enrolment Cancellation Form via email to the student's parent or guardian. The cancellation will be processed once the completed and signed Enrolment Cancellation Form has been received. 4.2 An Enrolment Cancellation Fee may be charged when a student's enrolment is terminated. This fee is equal to 50% of the student's full class fees for one term, including any additional dance or acrobatics classes in which the student is enrolled. The fee may be waived or reduced only under the following conditions: Ongoing Enrolment: Yearly Discount Plan 4.2.1 The Enrolment Cancellation Fee will be waived in full if the completed Enrolment Cancellation Form is received by the Academy on or before 17th May 2027. 4.2.2 The Enrolment Cancellation Fee will be reduced by 50% if the completed Enrolment Cancellation Form is received from 18th May 2027 to 3rd July 2027 inclusive. 4.2.3 No reduction will apply if the Enrolment Cancellation Form is received on or after 4th July 2027. Ongoing Enrolment: Termly Plan 4.2.4 The Enrolment Cancellation Fee will be waived in full if the completed Enrolment Cancellation Form is received by the Academy on or before the following dates: Autumn term: 16th October 2026. Spring term: 7th February 2027. Summer term: 17th May 2027. 4.2.5 The Enrolment Cancellation Fee will be reduced by 50% if the completed Enrolment Cancellation Form is received between the following dates: Autumn term: From 17th October 2026 to 2nd December 2026 inclusive. Spring term: From 8th February 2027 to 20th March 2027 inclusive. Summer term: From 18th May 2027 to 3rd July 2027 inclusive. 4.2.6 No reduction will apply if the Enrolment Cancellation Form is received on or after the following dates: Autumn term: 3rd December 2026. Spring term: 21st March 2027. Summer term: 4th July 2027.

4. Enrolment Cancellation <i>Continued</i>	4.3 If an Enrolment Cancellation Fee is charged, this is in addition to any outstanding fees that remain unpaid on the student's account. 4.4 Class discounts will not be applied to the Enrolment Cancellation Fee, except where a sibling discount applies. 4.5 Payment of the Enrolment Cancellation Fee does not entitle the student to attend further classes. The student's enrolment is considered terminated once the form is processed, and any applicable cancellation fee has been paid and all other outstanding sums due under these Terms and Conditions have been settled.
5. Attendance	5.1 Sharpe Academy is a performance-based institution, and students are continually preparing for public or private performances. As such, a high level of attendance is expected from all students. 5.2 While the Academy recognises that some absences may be unavoidable, students should not miss more than three weeks of classes in any one term. This should not be interpreted as a "three-week allowance"; students should aim for 100% attendance each term. 5.3 If a student misses more than three scheduled classes or rehearsals in a single term, the Academy reserves the right to withdraw the student's place and offer it to someone on the waiting list. No refund of fees will be given in such cases. 5.4 If a student is absent for more than three weeks in a term due to a medical condition, appropriate medical evidence must be submitted to the Academy by the student's parent or guardian. All medical information received will be handled confidentially and in accordance with the Academy's Data Protection Policy. 5.5 It is the responsibility of the student's parent or guardian to notify the Academy in advance of any planned absences. 5.6 Students should not be absent from classes or rehearsals during the six weeks leading up to a Musical or Gala production, unless the absence is due to a medical reason as outlined in clause 5.4.
6. Examinations	6.1 Sharpe Academy conducts several examination sessions each academic year through LAMDA, ISTD, and Acrobatic Arts. These sessions typically take place within 10 days after the end of each term, though some may occur during the term itself. 6.2 Students who are entered for an examination may be required to attend a booster class and/or a mock exam. Such sessions will incur an additional fee. 6.3 Parents and guardians will be notified of any booster classes, mock exams, and examination fees once a student has been assessed as ready for examination entry. 6.4 If the student and/or their parent or guardian wishes to proceed with the examination, all fees must be paid in full before the student can be entered into the exam session. 6.5 If payment is not received by the specified deadline, the Academy reserves the right to postpone the student's exam until the next available session. 6.6 LAMDA Introductory Examinations (<i>Act 1 students in Nursery, Reception, and School Year 1</i>) Students in Act 1 follow the LAMDA Introductory syllabus as part of their regular weekly classes. Assessments take place during the first four weeks of each term to determine which students are ready for the following exam session. Students must be present for, and must successfully complete, at least three of the four assessments to be considered for entry into the next exam session. 6.7 LAMDA Entry-level Poetry Examinations (<i>Act 2 students in School Years 2 and 3</i>) The Entry-Level Poetry exam is prepared both in class and at home. A private lesson must be booked by the student's parent or guardian with a member of the Academy team for the student to be assessed for entry into the next exam session. This private lesson will incur an additional fee. 6.8 Sharpe Academy LAMDA Acting Course (<i>Students in School Years 3–13</i>) This course combines home study with private lessons from a member of the Academy team. It includes access to study materials, a series of private coaching sessions, and a mock exam. Full course details are available on the LAMDA section of the Academy website. 6.9 Dance and Acrobatics Examinations Students must attend all regular weekly dance and/or acrobatics classes in the three weeks leading up to their exam. If a student misses these classes – or fails to attend any required booster sessions or mock exams – the Academy reserves the right to withdraw the student from the exam at the Academy's discretion. In such cases, no refund will be given, and any unpaid exam fees will remain due. 6.10 Examination results will normally be communicated to the student and/or their parent or guardian, as appropriate, taking into account the student's age, maturity and understanding and any requirements of the relevant examining organisation. Where the Academy considers that a student is sufficiently mature and competent to exercise their own data protection rights, the Academy may require the student's authorisation before disclosing their examination result or other personal information to a parent or guardian. 6.11 Students will receive their examination certificates once they are issued to the Academy by the relevant examining organisation. If a student's enrolment ends before their certificate has been received, the certificate can be collected by the student or their parent or guardian, or posted to the student or their parent or guardian. A postage fee will apply for mailed certificates. 6.12 Examination certificates may only be collected by – or posted to – the student or their parent or guardian. The Academy may release a certificate to another person where the student or, where appropriate, their parent or guardian has provided appropriate authorisation. 6.13 The Academy reserves the right to withhold examination certificates if any class, exam, or enrolment cancellation fees remain outstanding.

7. Performances and Productions	This section applies to all students enrolled in the Academy's Act 2 Musical Theatre, Act 3 Musical Theatre, and London Musical Theatre Company classes. Participation 7.1 Sharpe Academy produces two main productions each year: i) A Musical Production, performed during February half-term. ii) A Gala Production, performed at the end of the academic year. 7.2 Participation in these productions is compulsory for all enrolled Musical Theatre students. 7.3 Production dates are provided to parents and guardians no later than the start of each academic year – usually during the summer term of the previous year. It is the responsibility of the student's parent or guardian to note these dates and ensure the student is available for all scheduled rehearsals and performances. 7.4 All Act 2 and Act 3 students (School Years 2–6) will have an ensemble role in both the Musical and Gala productions. 7.5 London Company students (School Years 7–13) may audition for Principal and/or Featured roles. These roles are not guaranteed and will be assigned based on multiple factors, which may include the student's attendance record. 7.6 Students cast in a Principal or Featured role, or their parent or guardian, must commit to purchasing or arranging the purchase of a minimum of 10 tickets for the production (subject to availability), which may be spread across different performances. If this requirement is not met, an additional show fee may be charged. 7.7 Students cast in a Principal or Featured role must attend all scheduled rehearsals. If a student is unable to attend, written notice must be provided in advance by their parent or guardian. If absences are deemed by the Academy to be avoidable or excessive, the Academy reserves the right to reassign the role to another student. 7.8 Productions may include multiple performances, and students are expected to participate in all their scheduled performances. If a student is unable to take part in any of their scheduled performances, they may be required to withdraw from the production entirely. In this case, the Show Fee will still be payable. 7.9 Theatre productions include important health and safety instructions, delivered during compulsory dress rehearsals in the theatre. If a student does not attend their dress rehearsal, the Academy reserves the right to withdraw them from the production. In this instance, no refund will be given for any Show Fee or purchased tickets, unless the absence is due to a significant medical condition, supported by appropriate medical evidence where reasonably requested by the Academy. Any medical information provided will be handled confidentially and in accordance with the Academy's Data Protection Policy. Show Fees 7.10 A Show Fee of £50 is charged to all students for each Musical and Gala production in which they are scheduled to participate. This fee contributes towards production costs including, but not limited to: venue hire, rehearsals, costumes, and chaperones. 7.10.1 Show Fees are non-refundable. 7.10.2 If a student does not participate in their scheduled production, the Show Fee remains payable, except where the Academy agrees otherwise, including where the student's absence is due to a significant medical condition. 7.10.3 If the student's absence is due to a medical reason, appropriate medical evidence may be requested by the Academy. In such cases, and at the Academy management's discretion, the Show Fee may be credited toward a future production. 7.10.4 Sibling discounts do not apply to Show Fees. 7.11 Show Fee payment schedules If class fees are paid monthly, the Show Fee will be collected with the January payment (for the February Musical Production) and the April payment (for the July Gala Production). If class fees are paid termly, the Show Fee will be added to the student's spring and summer term invoices. If class fees are paid annually, the Show Fees for the February Musical Production and the July Gala Production will be added to the student's autumn term invoice.
8. Contacting the Academy	8.1 The Sharpe Academy office at Harrow Arts Centre is open Monday to Friday, 9:00am–6:00pm during term time. Outside of term time, flexible office hours may apply. 8.2 You can contact us using the following methods: a) By telephone: 020 3859 6216. Please note that during busy times – such as performance weeks or class hours – we may not be able to answer. We recommend using email wherever possible. b) By email: General Enquiries — Info@SharpeAcademy.co.uk Principal — Daniel@SharpeAcademy.co.uk Managing Director — Nick@SharpeAcademy.co.uk Vice-Principal — Jodie@SharpeAcademy.co.uk c) By direct message via Instagram: Message the official @sharpeacademy or @sharpekids Instagram accounts. Messages are answered by a member of the Senior Management team and are visible to Daniel, Nick and Jodie. d) In person: You may speak to a member of staff before or after classes. Please refer to our Confidentiality Policy.

8. Contacting the Academy <i>Continued</i>	8.3 Outside of our office hours (see clause 8.1) and class times, contact should be made by email only, unless there is an emergency. 8.4 The Academy may occasionally contact parents or guardians via SMS text message. This is a one-way messaging system and does not accept incoming messages. As such, any text messages sent by the Academy cannot be replied to.
9. Code of Conduct	9.1 All students, parents, and guardians must adhere to our Code of Conduct. 9.2 The Academy will not be responsible for injury arising directly from a student's deliberate or negligent failure to comply with this Code of Conduct, except where such liability cannot lawfully be excluded or limited. 9.3 Courtesy and respect must be shown at all times to other students and all members of staff. 9.4 Students must always behave politely and respectfully in classes, rehearsals and in public, including on social media, in videos, and in any form of communication. 9.5 All Academy equipment and premises must be treated with care and respect. 9.6 Students must wear the official Sharpe Academy uniform to all classes. It is the responsibility of parents or guardians to ensure correct attire is worn. 9.7 All uniform items must be clearly labelled with the student's name. 9.8 Bullying of any kind, whether during or outside class time, will not be tolerated. Please refer to our Bullying Policy for more details. 9.9 Jewellery and watches, including smart watches and fitness trackers, must not be worn to classes. Parents, guardians and students are strongly advised not to bring valuables, large sums of money, expensive electronic devices or other items of significant value to classes, rehearsals or events unless absolutely necessary. Any such items are brought entirely at the owner's risk. 9.10 Earrings must not be worn to class, except for small stud earrings, as these may pose a significant health and safety risk. However, all earrings, including studs, must be removed for theatre rehearsals and performances. For this reason, students are advised not to get new piercings in the weeks leading up to a production. 9.11 Where possible, glasses should not be worn during dance or acrobatics classes, rehearsals or performances. Students who require glasses must ensure they are secured with a strap or clips. Glasses that are not securely fastened during dance or acrobatics classes, rehearsals or performances pose a significant health and safety risk. 9.12 Mobile phones must be switched off and must not be brought into class unless prior permission has been given by a member of the Academy team. This includes if a student is observing due to injury. 9.13 The use or possession of drugs (except those prescribed or over-the-counter) and alcohol is strictly prohibited. 9.14 Students must arrive on time for all classes and should aim to arrive 5 minutes early. Students arriving more than 10 minutes late may not be permitted to take part in that class. 9.15 If a student is absent for any reason, it is their parent or guardian's responsibility to notify the Academy before the student's first scheduled class of the day. 9.16 Students, parents, and guardians must promptly report any breaches of this Code of Conduct to a member of the Academy team. 9.17 Parents, guardians, family, and friends are not permitted to observe classes or rehearsals without prior written permission. Exceptions are limited to trial classes for new students. 9.18 No one, except for the Academy team, is permitted to take photographs or videos of students during auditions, classes, or productions. 9.19 The Academy does not provide written or verbal feedback for students attending part-time Musical Theatre, Dance, or Acrobatics classes. To discuss a student's progress or raise concerns, please contact a member of the Senior Management Team. 9.20 Students, parents, and guardians must not bring the Academy, its students, staff, venues, or industry partners into disrepute. Any malicious, abusive, threatening or defamatory comments or communications will be treated seriously and may result in removal from classes and/or, where appropriate, further action. 9.21 If you have a complaint or concern, please follow the Academy's Complaints Policy. The Academy will only respond to issues raised through the correct procedure.
10. Data Protection	10.1 Sharpe Academy is committed to ensuring students, parents, guardians, clients, and customers have a clear understanding of what personal data we collect and how it is used. Where possible, we store data digitally using secure, protected software. However, some information may be held in hard copy, such as sign-in/sign-out registers, medical details, agency client forms, shipping labels, and examination records. Where feasible, personal identifiers (such as names) are anonymised, particularly on attendance registers. Full details can be found in our Data Protection Policy, available on our website. 10.2 Where personal data is supplied to the Academy by a third party, the Academy will process that data in accordance with its own data protection obligations. The Academy is not responsible for the manner in which that third party originally collected or processed the data. Any data provided by a third party is assumed to have been collected and shared in accordance with applicable data protection laws, and the responsibility for ensuring such compliance lies with the third party.

10. Data Protection

Continued

- 10.3 Sharpe Academy of Theatre Arts Limited operates as one company encompassing several brands:
- a) **Sharpe Academy of Theatre Arts**, also known as Sharpe Academy — Classes, productions, events, holiday schools, and website: SharpeAcademy.co.uk;
 - b) **Agent Sharpe** — Agency representing adult performers aged 18+ for stage, cruises, television, and film;
 - c) **Sharpe Dancewear** — An online store used for various Sharpe Academy purposes, including but not limited to: dancewear, uniform, musical theatre books and scripts, course fees, exam fees, performance tickets, and private lesson bookings. The store can be accessed at SharpeDancewear.co.uk.

Personal Data Collected

- 10.4 In order to provide our services, Sharpe Academy collects the following personal data:
- a) **Parents and Guardians:** Name, address, telephone number, email address, and emergency contact details;
 - b) **Students:** Name, age, gender, date of birth, address, parent/guardian name, previous experience, and relevant medical or allergy information;
 - c) **Clients (Agent Sharpe):** Name, age, gender, ethnicity, date of birth (with birth certificate on file), address, school attended, parent/guardian name (if applicable), previous performance experience, medical and allergy details, height, weight, eye and hair colour, hair length, shoe size, performance and extracurricular skills, and languages spoken;
 - d) **Customers (Sharpe Dancewear):** Name, email address, telephone number, billing and shipping addresses, order summary, payment method, and order history.

Data Sharing

- 10.5 Sharpe Academy does not share personal data with third parties unless:
- a) We are required to share information by law.
 - b) You have opted for your child to take part in a public examination (data is shared with the relevant exam board);
 - c) Clients are represented by Agent Sharpe, in which case relevant personal data may be shared with Spotlight, casting directors, employers, and other industry professionals where necessary for representation and securing work.
 - d) Your child is involved in a production which requires a Body of Persons licence (data is shared with the relevant local authority, e.g., Harrow Council);

CCTV Data

- 10.6 CCTV is used at Academy premises for the health, safety, and security of students, staff, and visitors. It acts as a deterrent to crime and helps monitor unauthorised access or property damage.
- In the event of an incident, footage may be reviewed by Academy management and, if necessary, shared with the local authority or police for investigation purposes.
- For more information, please refer to our CCTV Data Protection Impact Assessment, available on our website.

Use of Photographs, Video, and Audio – Ongoing Rights and Limitations

- 10.7 The Academy may use photographs, video and audio recordings taken or made by or on behalf of the Academy – whether during auditions, classes, rehearsals, productions or other Academy activities – for promotional purposes, in perpetuity, in all media now known or hereafter devised, worldwide, where the Academy has an appropriate lawful basis for such processing under applicable data protection legislation. The Academy will process such content in accordance with its Data Protection Policy and the lawful basis applicable to the particular use.
- Copyright and other intellectual property rights in content created by or on behalf of the Academy will belong to the Academy or the relevant rights holder, as applicable.
- Depending on the circumstances, the lawful basis for processing this content may include:
- a) The student's, parent's or guardian's consent at the time of collection;
 - b) The Academy's legitimate interest in promoting its educational services and maintaining a historical record of its activities; and
 - c) Contractual necessity, where participation in productions forms part of the student's enrolment terms.
- 10.8 Where processing is based on consent, that consent may be withdrawn at any time by contacting the Academy in writing. Upon withdrawal of consent, the Academy will take reasonable steps to cease further use of the relevant materials in future promotional contexts. However, the following limitations apply:
- a) The Academy cannot guarantee that previously published or distributed materials, including content shared online or by third parties, can be recalled or removed retrospectively;
 - b) Materials may be retained and used for internal, archival, or educational purposes where the Academy has a legitimate interest in doing so; and
 - c) The withdrawal of consent does not affect the lawfulness of any processing carried out prior to its withdrawal.

10. Data Protection <i>Continued</i>	Evolving Student Autonomy and Consent Rights 10.9 Sharpe Academy recognises that, as students grow older and develop greater understanding and maturity, they may become able to make informed decisions about the processing of their personal data and the use of their images, video and audio recordings. The Academy will take the student's age, maturity and ability to understand the nature and consequences of the relevant decision into account when determining whether consent should be obtained from the student, their parent or guardian, or both. Where consent has previously been provided by a parent or guardian on behalf of a child, the Academy will consider whether the student has subsequently acquired sufficient understanding and competence to make decisions about that consent themselves. Where appropriate, the Academy may seek to confirm the student's wishes directly as they become older and more independent. Where consent is relied upon as the lawful basis for processing personal data, any person whose consent is legally valid may withdraw that consent at any time, subject to the limitations set out in these Terms and Conditions and the Academy's Data Protection Policy. 10.10 Where consent is withdrawn, the Academy will stop processing the relevant personal data on the basis of consent. However, the Academy may continue to process personal data where it has another lawful basis for doing so, including where processing is necessary to provide its services or comply with a legal obligation. 10.11 Participation in Sharpe Academy productions may require the use of a student's name and, where relevant, image in materials directly connected with the production, including cast lists, programmes, rehearsal schedules, production records and internal documentation. Where such processing is necessary for the organisation and delivery of the production, the Academy may process this information on the basis of its legitimate interests and/or contractual necessity, as applicable. The use of a student's photograph, video or audio recording for promotional purposes, including on the Academy's website, social media channels, advertising or other marketing materials, will be handled in accordance with the lawful basis applicable to that processing and any consent requirements set out in these Terms and Conditions and the Academy's Data Protection Policy. Where the Academy relies on consent for promotional use, that consent may be withdrawn in accordance with clauses 10.8 and 10.12. Withdrawal of consent for promotional use will not, in itself, affect the student's ability to participate in Academy classes or productions. 10.12 Where the Academy is relying on consent for the use of images, video or audio recordings, that consent may be withdrawn at any time. The Academy will take reasonable steps to cease further use of the relevant materials in promotional contexts. However, materials already published or printed prior to the withdrawal of consent may not be recalled or destroyed.
11. Lost Property	11.1 Students bring personal property to Academy premises and events at their own risk. While the Academy may provide changing rooms or designated areas for bags, coats, costumes and other belongings, these facilities are provided for convenience only and do not constitute secure storage. The Academy accepts no responsibility for the loss, theft, damage or misplacement of personal property brought onto Academy premises or to Academy activities, except where liability cannot lawfully be excluded. 11.2 It is the responsibility of each student, or their parent/guardian, to clearly label all personal items, including uniform. Labeled items are much easier to return. 11.3 If a student accidentally takes home an item belonging to another student, they (or their parent/guardian) must return it to the Academy without delay. 11.4 Studios, rehearsal rooms, and theatres are checked for lost property daily. Items found will be brought to the Sharpe HQ studio. Any items unclaimed after one week will be moved to the Academy's Lost Property store. Items not collected by the end of the academic year will be disposed of. 11.5 If an item is lost, the student or their parent or guardian should email the Academy as soon as possible with a detailed description. If found, the item will be returned accordingly. 11.6 Any suspected theft, loss or damage to personal property should be reported to a member of the Academy team as soon as reasonably practicable. 11.7 The Academy may assist by reviewing available information, including CCTV footage where appropriate and lawful to do so, and by cooperating with the police or other authorities where necessary. However, the Academy accepts no responsibility for investigating, recovering, replacing or compensating for lost, stolen or damaged property.

12. Acrobatics, Dance and Injury Waiver	This waiver applies to all Sharpe Academy Dance and Acrobatics classes, as well as any Dance and/or Acrobatics sections of Sharpe Academy Musical or Gala performances. By accepting these Terms and Conditions of enrolment, you also acknowledge and accept the following waiver: 12.1 I understand that acrobatics carries a higher risk of injury than a standard dance class. I acknowledge that students will be taught using the Acrobatic Arts syllabus by a Certified Teacher. 12.2 I recognise that participation in dance, gymnastic activities, and acrobatic dance involves inherent risks and hazards. I freely accept and fully assume all such risks, dangers, and the possibility of personal injury, property damage, or loss resulting from these activities. 12.3 I voluntarily agree to release Acrobatic Arts and its representatives, Sharpe Academy, Daniel Sharpe (Certified Teacher), Jodie Smith (Certified Teacher), and any Certified Teacher, employee, volunteer, or contractor acting on behalf of the Academy, from any and all liability for any injury, loss, damage, or expense I or my child may incur as a result of participation in any Sharpe Academy class or event, regardless of cause. 12.4 As the parent or guardian of the student(s) enrolled under this Agreement, I authorise the Academy to seek medical attention in the event of serious injury or illness if I cannot be contacted. 12.5 I understand that Acrobatic Arts and their representatives, Sharpe Academy, Daniel Sharpe (Certified Teacher), Jodie Smith (Certified Teacher), and any Certified Teacher, employee, volunteer, or contractor acting on behalf of the Academy, do not accept responsibility for loss or theft of personal property, except where liability cannot lawfully be excluded or limited, or for injuries arising from the inherent risks of participation, except where caused by negligence or other liability that cannot lawfully be excluded or limited.
13. Changes to Classes	13.1 The Academy may, where reasonably necessary, temporarily suspend, cancel, reschedule, relocate or modify classes, rehearsals, examinations, productions or other Academy activities due to circumstances beyond its reasonable control or where necessary to protect the health, safety or welfare of students, staff or visitors. This may include, but is not limited to, public health emergencies, government restrictions, venue closures or unavailability, industrial action, severe weather, transport disruption, utility failure, or other unforeseen circumstances. 13.2 Where reasonably practicable, the Academy will provide parents, guardians and students with advance notice of any significant changes. The Academy may, where appropriate, provide alternative arrangements, including rescheduled sessions, alternative venues, changes to the timetable, combining or rearranging classes, or online provision. 13.3 The Academy will make reasonable efforts to minimise disruption and, where reasonably practicable, to provide an alternative arrangement. However, the Academy cannot guarantee that classes, rehearsals, examinations, productions or other activities will always take place at the originally scheduled time, at the usual venue, or in their usual format. 13.4 Where an activity is cancelled, postponed, relocated or delivered in an alternative format due to circumstances beyond the Academy's reasonable control, the Academy will determine, acting reasonably and having regard to the circumstances, whether an alternative session, credit or refund is appropriate, taking into account the extent to which the relevant activity has been provided. No refund or credit will be due where the Academy has provided a reasonable alternative arrangement or where the relevant activity has been substantially delivered. 13.5 Nothing in this clause limits or excludes any liability or obligation that cannot lawfully be limited or excluded.