

# Sharpe Academy Terms and Conditions

## Part Time Classes

### 1. General Terms & Conditions

- 1.1 These Terms & Conditions apply to classes provided to 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 & Conditions by such student and, as applicable, by such student's parent or guardian.
- 1.2 Students under the age of 16 must be brought to and from lessons by a supervising adult. Students under the age of 16 must remain with their parent or guardian until the student has been signed in for their class by a member of the Academy team. Whenever possible the same adult should collect them after class. Parents or guardians must advise the Academy, in writing and before the start of the class, if somebody else will be collecting the student.
- 1.3 A licenced chaperone and/or DBS-checked member of staff will supervise the students at all times whilst they are in classes. The Academy holds no responsibility for the students before their class commences or once their class has ended.
- 1.4 The Academy will not permit students under 16 years of age to leave the premises unaccompanied at lunch or at the end of the day without written consent from their parent or guardian. Students over the age of 16 will be permitted to leave the premises during lunch and at the end of the day unless the student's parent or guardian has informed the Academy in writing that no such permission should be given.
- 1.5 All students must follow the Academy's Code of Conduct (*see Section 9*) whilst attending classes and whilst present in any Academy venue.
- 1.6 The Academy accepts no responsibility for any accidents or injuries which arise from students misbehaving and/or not following these Terms & Conditions or the Academy's Code of Conduct. It is understood that in an emergency basic First Aid may be administered by a trained member of the Academy team.
- 1.7 Due to the nature of performing arts, Academy staff may need to make physical contact with students to correct stance and/or movement in classes.
- 1.8 The Academy reserves the right at any time to suspend or permanently remove a student from the Academy for any reason and at its sole discretion.
- 1.9 The duration of each term shall be no less than 10 weeks/sessions. There will be breaks and holidays to coincide with school holidays. Term dates will be determined no later than the beginning of each academic year but may be subject to change at the discretion of the Academy. If a class within a term is timetabled with less than 10 sessions, the class will be charged at a pro rata rate.
- 1.10 If the Academy cancels any classes for any reason which results in the term falling below 10 sessions, a refund will be paid in the form of a credit voucher for the next term's fees.
- 1.11 The Academy reserves the right to terminate this contract with immediate effect and cease classes at any time with no notice being given. In this instance a full refund will be given for any classes/sessions paid for but not yet taken.
- 1.12 If a class cannot take place in its usual location and/or at its usual time due to any reason 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 includes the right to incorporate any such classes into a scheduled show week rehearsal or to operate the class via an online platform such as Zoom. No refund or credit will be given if the student is unable to attend any such rescheduled or relocated classes.
- 1.13 You hereby grant permission for the Academy to use any photographs, videos and audio recordings taken or filmed by or on behalf of the Academy, in or around auditions, classes and productions in perpetuity for the purposes of publicity in all media now known and hereinafter devised throughout the world. Copyright for all such photographs, videos and audio recordings will remain the property of the Academy and may not be used without prior written permission from the Academy management.
- 1.14 You agree not to make copies or reproductions of any materials or scripts loaned or given to the students by the Academy. All such materials remain the property of the Academy.
- 1.15 Except in respect of injury or death of any person (for which no limit applies) the liability of the Academy in contract, tort, negligence, pre-contract or other representations or otherwise arising out of or in connection with these Terms & Conditions or the performance or observance of its obligations under these Terms & Conditions shall be limited to a refund of the Fee or relevant portion thereof.
- 1.16 The Academy shall not be liable for any failure or delay in fulfilling its obligations under these Terms & Conditions which is beyond its reasonable control.
- 1.17 The Academy reserves the right to use your contact information to send you details of current or future Sharpe Academy events. The Academy will never share your information with any third parties for any reason unless required to do so by law or in any situation detailed in Section 10.4. All contact information is treated in the strictest confidence and in strict compliance with the General Data Protection Regulations (GDPR).
- 1.18 These Terms & Conditions may be updated at any time. The most up-to-date Terms & Conditions, along with all Academy policies, can be found on the Website at [SharpeAcademy.co.uk/terms-conditions](http://SharpeAcademy.co.uk/terms-conditions).

<p><b>1. General Terms &amp; Conditions</b> <i>Continued</i></p>	<p>1.19 Any waiver of any provision of these Terms &amp; Conditions will be effective only if in writing and signed by the Academy management. If any clause in these Terms &amp; Conditions is found to be unenforceable, wherever possible this will not affect any other clause and each will remain in full force and effect.</p> <p>1.20 A person who is not a party to these Terms &amp; Conditions has no right under the Contracts (Rights of Third Parties) Act 1999 to rely upon or enforce any term of these Terms &amp; Conditions.</p> <p>1.21 These Terms &amp; Conditions shall be governed by the laws of England and Wales and in the event of any dispute you agree to submit to the exclusive jurisdiction of the English courts.</p>
<p><b>2. Enrolment</b></p>	<p>2.1 When a student joins the Academy they remain on the Academy's registers until the end of school year 13, or until their parent or guardian gives notice of their intention to cancel the student's enrolment. Details of this are set out in the Enrolment Cancellation Policy (<i>see Section 4</i>). Students are not required to re-enrol each year; their continuation is automatic.</p> <p>2.2 The Academy may require an updated Enrolment Agreement to be signed before the commencement of each academic year. This allows the Academy to update these Terms &amp; Conditions and gives parents and guardians the opportunity to change their payment options for the next academic year. If a student is already enrolled at the Academy, their current Enrolment Agreement remains in effect until a new agreement is signed. Should any such updated agreement not be signed by a student's parent or guardian, any updated Terms &amp; Conditions is automatically applied to the student's enrolment (<i>see Section 1.18</i>).</p> <p>2.3 When a student enrolls in classes at the Academy the parent or guardian of the student enters into a Full Year Agreement for the student to remain at the Academy for a minimum period of the full current or upcoming academic year. A discount of up to 20% off the student's class fees is given as an incentive to remain on the standard full year agreement (<i>see Sections 3.3, 3.4, 3.5 and 3.6</i>).</p> <p>2.4 A Full Year Agreement includes all classes in which the student is enrolled, including Musical Theatre, Ballet, Modern, Tap, Acrobatics and/or Jazz classes.</p> <p>2.5 An alternative Rolling Termly Agreement is available and may be requested by selecting this option on the student's Enrolment Agreement. Students on a Rolling Termly Agreement are not entitled to any class discounts.</p>
<p><b>3. Fees</b></p>	<p>3.1 All fees for students on a Full Year Agreement must be paid via a monthly direct debit payment plan from September to June inclusive unless alternative arrangements have been made for fees to be paid under the terms shown in section 3.3 or 3.7 below.</p> <p>3.2 Payments will be collected on or shortly after the FIRST day of each month. Fees paid by monthly direct debit will receive a discount of up to 20% off the student's full class fees (<i>see Section 3.4</i>). If the student leaves the Academy for any reason during the academic year, the balance of fees for the full academic year will still be due. This includes the repayment of all discounts given during the academic year in return for the full year commitment.</p> <p>3.3 A student's fees can be paid in advance for the full academic year. This option is available at the beginning of the academic year only. Fees paid using this option will receive a discount of 20% off the student's full class fees (<i>see Section 3.4</i>). This payment must be received by the Academy before the commencement of the autumn term. No refund will be given if the student leaves the Academy during the academic year for any reason and the student's parent or guardian agrees to repay any discounts given during the academic year in return for the full year commitment.</p> <p>3.4 If a student joins the Academy in the autumn term and chooses the full year enrolment option, they will receive a discount of 20% off their full class fees. If a student joins the Academy in January at the start of the spring term and chooses the full year enrolment option, they will receive a discount of 10% off their full class fees.</p> <p>3.5 Students who join in February after the half term break will not be entitled to any discounts but will have the option to split their fees for the remainder of the academic year into 4 instalments from March to June inclusive.</p> <p>3.6 Students who join in the summer term will not be eligible for a discount or split payments until the new academic year commences.</p> <p>3.7 If a student is on a Rolling Termly Agreement their fees must be paid in advance and received by the Academy before the first day of each term (or immediately after a student's trial class). The Academy will send an invoice by email to the student's parent or guardian. Payment can be made either by Bank Transfer or online via the payment link on the invoice.</p> <p>3.8 If a student's direct debit payments are cancelled by the person responsible for paying these fees before the final instalment is received by the Academy, any discounts awarded to that student during the academic year will become void and any such discounts must be repaid to the Academy, in addition to any unpaid instalments. This applies even if the student has completed the full academic year of classes.</p> <p>3.9 The Academy does not accept cash or cheque payments for class fees.</p> <p>3.10 A 25% sibling discount is applied to all enrolled students. The oldest sibling, or the sibling with the highest combined class fees, will pay the full fees, subject to any discounts detailed in Sections 3.2, 3.3 or 3.4 above. All other siblings will receive the 25% sibling discount. This sibling discount does not apply to extended family, for example cousins.</p> <p>3.11 A £15.00 administration charge may be charged, at the Academy's sole discretion, in any of the following circumstances:</p> <ol style="list-style-type: none"> <li>a) A direct debit payment fails for any reason. It is the responsibility of the person paying the fees to ensure they have sufficient funds in their account to make each payment. A direct debit mandate must not be cancelled before payment of the academic year's final instalment.</li> <li>b) An annual fee payment is not received by the Academy before the first day of the academic year.</li> <li>c) A termly fee payment is not received by the Academy before the first day of the term.</li> </ol>

<p><b>3. Fees</b> <i>Continued</i></p>	<p>3.12 Fees and discounts are subject to annual reviews. In the event of fees being raised and/or discounts being changed, notification will be given in writing before the commencement of the academic year. Current fees and available discounts can be found on the Website at <a href="http://SharpeAcademy.co.uk/part-time">SharpeAcademy.co.uk/part-time</a>.</p> <p>3.13 Non-payment of any fees due as a result of a breach of these Terms &amp; Conditions and/or the Academy's Notice Policy may result in legal action being taken against you. In the event of any such legal action, you will incur legal costs in addition to any fees owed to the Academy.</p> <p>3.14 No refunds will be given for any classes missed by students for any reason. This includes if the student has been suspended or expelled.</p> <p>3.15 Payment of fees confirms a student's commitment to the full academic year (see Sections 2.3 and 2.4) or to the full term (see Section 2.5) and no refund will be given once payment has been received.</p> <p>3.16 Sharpe Academy uses the GoCardless payment system. In the event of the failure of any payment made using this method, whether a direct debit payment or a standalone payment made via an invoice payment link, a failed payment charge will be made to the person making the payment (the payer). This will be equal to the amount charged by GoCardless to Sharpe Academy. At the current time (July 2024), this charge is calculated as 1% of the failed payment amount plus £0.20 plus VAT, capped at £4. This charge may be revised by GoCardless at any time. In the event of any such change, the charge made by Sharpe Academy will be updated accordingly. The most up to date charge will be shown in the Terms &amp; Conditions on the Academy website.</p> <p>3.17 In the event of a failed GoCardless payment, the failed payment amount plus the failed payment charge must be paid into the Academy bank account by way of instant bank transfer within 7 days. The payer will be contacted by the Academy with details of how to make this payment.</p>
<p><b>4. Enrolment Cancellation Policy</b></p>	<p>4.1 If a student chooses to leave the Academy for any reason, the student's parent or guardian must notify the Academy by email. An Enrolment Cancellation Form will be sent by the Academy to the student's parent or guardian by email. This form must be digitally completed and signed by the student's parent or guardian and received by the Academy in order for the student's place to be released.</p> <p>4.2 An Enrolment Cancellation Fee will be charged. This fee is equal to 50% of a student's full class fees for one term, including any additional dance or acrobatics classes in which the student is enrolled. This fee will be waived or discounted only if the following conditions are met:</p> <p>4.3 <b>For students on a Full Year Agreement:</b></p> <p>4.3.1 The Enrolment Cancellation Fee will be <b>waived completely</b> if the Enrolment Cancellation Form is completed by the student's parent or guardian and received by the Academy no later than the first day of the summer term.</p> <p>4.3.2 The Enrolment Cancellation Fee will be <b>discounted by 50%</b> if the Enrolment Cancellation Form is completed by the student's parent or guardian and received by the Academy on or after the first day of the summer term, but before week 5 of the summer term.</p> <p>4.3.3 <b>No discount will be given</b> if the if the Enrolment Cancellation Form is completed by the student's parent or guardian and received by the Academy after week 5 of the summer term, or if the Enrolment Cancellation Form is not received by the Academy.</p> <p>4.4 <b>For students on a Rolling Termly Agreement:</b></p> <p>4.4.1 The Enrolment Cancellation Fee will be <b>waived completely</b> if the Enrolment Cancellation Form is completed by the student's parent or guardian and received by the Academy no later than week 5 of the student's final term.</p> <p>4.4.2 The Enrolment Cancellation Fee will be <b>discounted by 50%</b> if the Enrolment Cancellation Form is completed by the student's parent or guardian and received by the Academy after week 5 but before the end of the student's final term.</p> <p>4.4.3 <b>No discount will be given</b> if the if the Enrolment Cancellation Form is completed by the student's parent or guardian and received by the Academy after the student's final term has ended, or if the Enrolment Cancellation Form is not received by the Academy.</p> <p>4.5 If an Enrolment Cancellation Fee is charged, this will be in addition to the full balance of any outstanding fees which may be due.</p> <p>4.6 Payment of the Enrolment Cancellation Fee does not permit a student to take part in a further half term of classes.</p>
<p><b>5. Attendance</b></p>	<p>5.1 Sharpe Academy is a performance academy and students are continuously working towards a public or private performance. A high attendance rate is therefore expected of all students in order for the Academy to produce the required standard of performance.</p> <p>5.2 While the Academy understands that some absences are unavoidable, a student should not be absent for more than three weeks in a term. This should not be viewed as three permitted absences and students should aim for 100% attendance.</p> <p>5.3 If a student misses more than three classes or rehearsals in a term, the Academy reserves the right to offer their place to the next person on the waiting list. In this instance, no refund of fees will be given.</p> <p>5.4 If a student is absent for more than three weeks in a term due to a medical condition, a doctor's letter will be required in order to excuse the student from classes. Any information given in this instance will be treated in the strictest confidence.</p> <p>5.5 It is the responsibility of a student's parent or guardian to notify the Academy in advance if the student will be absent from any classes.</p> <p>5.6 A student should not be absent from classes or rehearsals in the 6 weeks leading up to a Musical or Gala production unless their absence is for a medical reason (see Section 5.4).</p>

<p><b>6. Examinations</b></p>	<p>6.1 Sharpe Academy runs several examination sessions during the academic year in association with the LAMDA, ISTD, Acrobatic Arts and APC examining boards. These exam sessions usually take place within 10 days after the end of each term, but may take place within a term.</p> <p>6.2 Students who are entered for an examination may be required to attend a booster class and/or a mock exam. An additional fee will be charged for these sessions.</p> <p>6.3 Parents and guardians are notified of any booster class, mock exam and examination fees at the time a student passes an assessment. If a student's parent or guardian wishes to proceed with the exam, all fees must be paid in full before a student is entered for the exam session. If the payment deadline passes and no payment has been received, the Academy reserves the right to delay the student's exam until the next scheduled session.</p> <p>6.4 <b>LAMDA Introductory Examinations</b> (<i>Act 1 students in Nursery, Reception and School Year 1</i>) Students in our Act 1 class learn the LAMDA Introductory syllabus as part of their weekly classes. Assessments take place each week during the first FOUR weeks of each term in order to determine which students will be ready to take an exam in the session following the end of that term. Students must be present for, and must pass, at least THREE of these four assessments in order to be considered for the next exam session.</p> <p>6.5 <b>LAMDA Entry-level Poetry Examinations</b> (<i>Act 2 students in school years 2 and 3</i>) The LAMDA Entry-level poetry exam is worked on by students in class and at home. Students must book a private lesson with a member of the Sharpe team in order to be assessed for entry into the next scheduled exam session.</p> <p>6.6 <b>Sharpe Academy LAMDA Acting Programme</b> (<i>Students in school years 3–13</i>) The Sharpe Academy LAMDA Acting Programme is a combination of a work-at-home programme and private lessons with a member of the Academy team. This includes access to study materials, a course of private lessons and a mock exam. Full details can be found on the LAMDA pages of the Website.</p> <p>6.7 <b>Dance and Acrobatics Examinations</b> Students must attend their normal weekly dance and/or acrobatics classes in the 3 weeks before their scheduled examination date. If a student fails to attend these classes or any required booster classes or mock exams, the Academy reserves the right to withdraw the student from their scheduled exam. This is at the Academy's sole discretion. In this instance, all exam fees already paid will not be refunded, and any unpaid exam fees must still be paid.</p> <p>6.8 Students will be presented with their examination certificate when these have been supplied to the Academy by the examination board. If a student has left the Academy before their certificate is in the Academy's possession their certificate may be collected or posted. A postage fee will be charged in this instance.</p> <p>6.9 Examination certificates must be collected by or posted to the student or their parent or guardian. The Academy will not release a student's examination certificate to a third party.</p> <p>6.10 The Academy reserves the right to withhold a student's examination certificate if any class, exam or enrolment cancellation fees remain outstanding.</p>
<p><b>7. Performances and Productions</b></p>	<p>7.1 Sharpe Academy is a performance academy, therefore a student's participation in our Musical and Gala productions and performances is compulsory.</p> <p>7.2 Dates of all Sharpe Musical and Gala productions and performances are given to parents and guardians no later than the start of each academic year, and usually before the end of the previous academic year. It is the responsibility of a student's parent or guardian to make a note of all rehearsal and performance dates and to ensure that students are available for these dates.</p> <p>7.3 A Show Fee of £50 is charged to all students in school year 2 and above for each Musical and Gala production they are scheduled to take part in. This fee contributes towards show week costs including rehearsals, costumes, room and theatre hire, and chaperones. If a student does not take part in their scheduled production the show fee will still be payable. Show fees cannot be refunded or credited for a future production. If a student's non-participation is for a significant medical reason a show fee credit may be considered, at the Management's sole discretion, upon receipt of a doctor's letter. Sibling discounts do not apply to show fees.</p> <p>7.4 Students in our London Musical Theatre Company class have the opportunity to audition for Principal or Featured roles. If given one of these roles, the student must commit to selling a minimum of 10 tickets for the production, which can be split across different performances. If this minimum number is not sold, an additional show fee may be charged.</p> <p>7.5 If a student is unable to participate in any Musical and/or Gala Production, their parent or guardian must notify the Academy at least 3 months before the theatre rehearsal and performance dates. If this absence is for a medical reason, a doctor's letter must be provided. In this instance, and at the Management's sole discretion, the Show Fee may be waived. If this absence is for any other reason, the Show Fee will still be payable.</p> <p>7.6 Sharpe Academy Musical and Gala productions often include multiple performances. Students must participate in all performances in which they are scheduled to appear. If a student is unable to participate in any performance, they may be required to withdraw from the whole production. In this instance the Show Fee may still be payable (<i>see Section 7.3</i>).</p> <p>7.7 All students in school year 2 and above will participate in the Ensemble in our Musical and Gala productions. Students in school year 7 and above may have the opportunity to audition for Principal and/or Featured roles (<i>see Section 7.4</i>), however these roles cannot be guaranteed for any student. A student's attendance record will be taken into account, along with other factors, when casting these roles.</p>

<p><b>8. Contacting the Academy</b></p>	<p>8.1 The Sharpe Academy office at Harrow Arts Centre is open Monday–Friday, 9.00am–6.00pm during term times. Outside of term times, flexible office hours may be in operation.</p> <p>8.2 Available methods of communication are:</p> <ul style="list-style-type: none"> <li>a) By telephone on 020 3859 6216. Please be aware, however, that during busy periods such as performance weeks and during class times, we may not be able to answer calls. Therefore we recommend contacting us by email.</li> <li>b) By email to: <ul style="list-style-type: none"> <li>General Enquiries — Info@SharpeAcademy.co.uk</li> <li>Principal — Daniel@SharpeAcademy.co.uk</li> <li>Managing Director — Nick@SharpeAcademy.co.uk</li> <li>Vice-Principal — Jodie@SharpeAcademy.co.uk</li> </ul> </li> <li>c) Direct Message to the official @sharpeacademy Instagram or Facebook page. This will be answered by one of our Senior Management team and is seen by Daniel and Nick.</li> <li>d) Speaking to a member of staff before or after classes. Please see our Confidentiality Policy.</li> </ul> <p>8.3 Outside of office hours (see Section 8.1) and class times, contact should be limited to email except in an emergency.</p>
<p><b>9. Code of Conduct</b></p>	<p>9.1 All students, parents and guardians must follow our Code of Conduct.</p> <p>9.2 Good manners and respect must be shown towards all students and members of staff at all times.</p> <p>9.3 Students should always present themselves in a professional manner in all public arenas and on all social media, videos and communication.</p> <p>9.4 All Sharpe Academy equipment and premises must be treated with extreme care.</p> <p>9.5 Sharpe Academy uniform must be worn to all classes. It is the parent or guardian's responsibility to ensure that their child wears the correct uniform and appropriate clothing to all classes.</p> <p>9.6 It is the parent or guardian's responsibility to ensure that all uniform is clearly labeled with the student's name.</p> <p>9.7 Bullying will not be tolerated in or outside of class times. For more information please refer to our Bullying Policy.</p> <p>9.8 Jewellery and watches, including smart watches and fitness trackers, must not be worn to classes. Valuables must not be brought into classes.</p> <p>9.9 Earrings must not be worn to classes unless these are stud earrings. Earrings of any type, including stud earrings, must be removed for all theatre rehearsals and performances.</p> <p>9.10 Glasses should not be worn during dance classes or during theatre rehearsals or performances if at all possible. If a student has a strong optical prescription and needs to wear glasses during these times, their glasses must be secured with a strap or clips.</p> <p>9.11 Mobile phones must be switched off at all times and must not be brought into any class unless a member of staff has given permission. This includes if a student is injured and watching the class.</p> <p>9.12 Drugs (unless prescribed by a doctor or purchased over the counter) and alcohol are strictly prohibited.</p> <p>9.13 Students must arrive promptly for their classes and should aim to arrive approximately 5 minutes before their class time. Students who are more than 10 minutes late for their class may be excluded from that class.</p> <p>9.14 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 class of that day.</p> <p>9.15 It is the responsibility of all students, parents and guardians to inform a member of the Sharpe Academy team should they witness any other students, parents or guardians breaking this Code of Conduct.</p> <p>9.16 Parents, guardians, family and friends are not permitted to watch Sharpe Academy classes or rehearsals without prior written permission; this will only be granted in exceptional circumstances. For example, parents and guardians are permitted to watch a new student's first trial class.</p> <p>9.17 Parents, guardians, family and friends are not permitted to take any photographs or videos of any Sharpe Academy students in auditions, classes or productions.</p> <p>9.18 Sharpe Academy does not provide feedback for any classes. Should students, parents or guardians wish to discuss progress, Academy classes or any worries they may have, they should contact a member of the Academy Senior Management team.</p> <p>9.19 Students, parents and guardians should not bring Sharpe Academy, our students, staff, venues or industry contacts into disrepute. Negative and/or malicious comments, both written and verbal, will be taken extremely seriously and may result in a student's exclusion from classes and, in extreme cases, legal action being taken.</p> <p>9.20 Should you have a complaint or a concern please see the Academy's Complaints Policy. The Academy will not respond to any issues which have not followed our Complaints Procedure.</p>



<p><b>10. Data Protection</b></p>	<p>10.1 Sharpe Academy is committed to providing students, parents, guardians, clients and customers with a clear understanding about what data we store and how we use their data. We try where possible to only hold data digitally using secure and protected software. We do however at times require hard copy information such as sign-in/sign-out registers, medical details, agency client details, customer shipping labels and examination information. Wherever possible, personal information such as names will be anonymised (e.g. sign-in/sign-out registers). Full policy details can always be found on our website downloads page.</p> <p>10.2 Sharpe Academy of Theatre Arts Limited is one company with several brands:</p> <ul style="list-style-type: none"> <li>a) <b>Sharpe Academy of Theatre Arts</b> – Classes, Productions, Summer School and Website (<a href="https://sharpeacademy.co.uk">https://sharpeacademy.co.uk</a>).</li> <li>b) <b>Agent Sharpe</b> – Agency representing graduate and adult performers aged 18+ in the stage, television and film industry.</li> <li>c) <b>Sharpe Dancewear</b> – Online Dancewear store for uniform, dancewear, musical books, Academy courses, examination fees &amp; private lesson bookings (<a href="https://sharpedancewear.co.uk">https://sharpedancewear.co.uk</a>).</li> </ul> <p>10.3 <b>Personal Data Collected</b></p> <p>At Sharpe Academy we collect the following data in order to provide parents, guardians, students, clients and customers with the service(s) they require:</p> <ul style="list-style-type: none"> <li>a) <b>Parents and Guardians:</b> Name, Address, Telephone, Email, Second Emergency Contact Name &amp; Number;</li> <li>b) <b>Students:</b> Name, Age, Gender, Date of Birth, Address, Parent or Guardian Name, Previous Experience, Medical &amp; Allergy Information;</li> <li>c) <b>Clients (Agent Sharpe):</b> Name, Age, Gender, Ethnicity, Date of Birth (Copy of Birth Certificate on file), Address, School Attended, Parent or Guardian Name, Previous Performance Experience, Medical &amp; Allergy Information, Height, Weight, Eye Colour, Hair Colour, Hair Length, Shoe Size, Skills (Sports, Music, Performing Arts, Extra Curricular) and Languages Spoken;</li> <li>d) <b>Customers (Sharpe Dancewear):</b> Name, Email, Telephone, Billing Address, Shipping Address, Order Summary, Payment Method, Order History.</li> </ul> <p>10.4 <b>Personal Data Sharing</b></p> <p>At Sharpe Academy we do not share any information with third parties unless we are required to do so by law or for any of the following reasons:</p> <ul style="list-style-type: none"> <li>a) You have opted for your child to take an examination (Data is shared with the relevant Examination Board);</li> <li>b) You have joined Agent Sharpe (Data is shared with the Spotlight Casting Directory &amp; Casting Directors for Spotlight Membership, and other Casting providers);</li> <li>c) Your child takes part in a Sharpe Academy production which requires a Body of Persons licence (Data is shared with the local authority for the area in which the production takes place, for example Harrow Council).</li> </ul> <p>10.5 <b>Photographic, Audio &amp; Video Recorded Data</b></p> <p>At Sharpe Academy we do take photographs, videos and audio recordings during classes, events and productions in order to promote the Academy. These images, videos and sound recordings also assist teachers with their lessons, students with their learning, and also allow us to document the academic year. All rights to any photographs, videos and audio recordings taken or filmed by or on behalf of the Academy remain the property and copyright of Sharpe Academy of Theatre Arts Limited. The Academy reserves the right to use any such images, videos and sound recordings in all media now known and hereinafter devised throughout the world.</p>
<p><b>11. Acrobatics and Injury Waiver</b></p>	<p>This Acrobatics and Injury Waiver applies to all Sharpe Academy Dance and Acrobatics classes, and any Dance and/or Acrobatics sections of Sharpe Academy Musical or Gala performances.</p> <p><b>Waiver</b></p> <p>My acceptance of these Terms &amp; Conditions of enrolment also signifies my acceptance of this waiver.</p> <p>11.1 I appreciate that acrobatics does carry a greater risk of injury than a standard dance class. I understand that students will learn the Acrobatic Arts syllabus from a Certified Teacher.</p> <p>11.2 I am aware that participating in dance, gymnastic activities and acrobatic dance involves inherent risks and hazards. I freely accept and fully assume all such risks, dangers, and hazards and the possibility of personal injury, property damage, or loss resulting from such risks and hazards.</p> <p>11.3 I voluntarily agree to release Acrobatic Arts, Sharpe Academy, Daniel Sharpe (Certified Teacher), Jodie Smith (Certified Teacher) and any Certified Teacher, Employee, Volunteer or Contractor acting for and on behalf of the Academy from any and all liability for any loss, damage, injury or expense that I or my next of kin, successors or dependents may suffer or incur as a result of participation in any Sharpe Academy class or event due to any cause whatsoever.</p> <p>11.4 As the parent or guardian of the student(s) named in this Enrolment Agreement, if I cannot be contacted, I authorise Sharpe Academy to seek medical services in case of serious injury or illness.</p> <p>11.5 I understand that Acrobatic Arts, Sharpe Academy, Daniel Sharpe (Certified Teacher), Jodie Smith (Certified Teacher) and any Certified Teacher, Employee, Volunteer or Contractor acting for and on behalf of the Academy will not assume responsibility for any lost or stolen property, or for any bodily or personal injury consisting of or arising out of any participation in any physical training or athletic activity.</p>

<p><b>12. COVID-19 / Lockdown Policy</b></p> <p><i>This policy was last updated on 12th July 2024.</i></p>	<p>Our aim is to provide a safe and workable environment for our students, staff and visitors. In the event that Covid-19 restrictions (or similar) are brought into effect, our safety measures will include but will not be limited to:</p> <p><b>12.1 Temperature Checks, Masks &amp; Gloves</b></p> <p>These additional precautions have now been removed from Sharpe Academy classes. We may ask that masks are worn by students aged 11+ and adults in building hallways and during performances.</p> <p><b>12.2 Social Distancing</b></p> <p>Social Distancing may be re-introduced if required. We will continue to monitor government guidelines.</p> <p><b>12.3 Washing Hands &amp; Hand Sanitiser</b></p> <p>Students will be asked to wash their hands thoroughly before leaving the house to attend class. On arrival they will be required to use a non-water based hand sanitiser.</p> <p><b>12.4 Toilets</b></p> <p>Toilets on-site will be cleaned thoroughly before and after each working day. When going to the toilet students should wash their hands with soap and water for 20 seconds.</p> <p><b>12.5 Bubble Rules</b></p> <p>These guidelines are no longer in effect and we operate classes to their full capacity. This will be reviewed should government guidance require us to do so.</p> <p><b>12.6 Refunds</b></p> <p>The Academy does not offer refunds or credits should a student be unable to participate in a class for any reason including COVID-19 related illness. This includes if the student or their household is in self isolation or their area is in lockdown. Our fees are charged termly.</p> <p><b>12.7 Venue Lockdown and Online Classes</b></p> <p>Should the Academy be forced to operate online due to a venue lockdown and/or government-imposed restrictions, we will run our timetable via an online platform such as Zoom. Any such online sessions will be classed as normal Sharpe classes and no discount, refund or credit will be given.</p>
<p><b>13. Lost Property</b></p>	<p>13.1 The Academy accepts no responsibility for any student's property or uniform.</p> <p>13.2 It is the responsibility of each student and/or their parent or guardian to clearly name any items brought to an Academy class, venue or event. It is much easier for us to return a named item to its correct owner.</p> <p>13.3 If a student accidentally takes home an item that does not belong to them, it is the responsibility of that student and/or their parent or guardian to return the item to the Academy as soon as possible.</p> <p>13.4 All class studios, rooms and theatres are checked for lost property at the end of each day. Any items found will be brought back to the Sharpe HQ studio. If the item(s) remain unclaimed after that week, they will be placed in the Academy's lost property store. Any item(s) that remain unclaimed at the end of the academic year will be disposed of.</p> <p>13.5 If a student has lost a specific item, they or their parent or guardian should email the Academy as soon as possible with a detailed description of the item. If it has been found by a member of the Academy team it will be returned to the student or their parent or guardian.</p>