



TERMS, CONDITIONS & POLICIES

JAM
THEATRE
COMPANY

By completing a class booking form, students and parents agree to the following:

REGISTRATION

- I understand that I am signing up for the chosen classes with Jam Theatre Company with the intent of completing the academic year. (3 terms)

FEES

- I understand that full payment for any class is due at the START of each term.
- I understand that there will be an added £10 Administration Fee per month if fees are late without prior arrangement with Jam.

NOTICE PERIOD (except Jam Saturday Theatre School)

- I understand that if, for any reason I need to pull out of a class in the middle of a term, there will be no refund for the unattended lessons in that term.
- I understand that NOTICE must be given to Jam Theatre Company IN WRITING BEFORE THE HALF TERM in the event of discontinuing any on-going termly tuition, in order not to incur a fee.
- I understand that if I pull out of a class I have registered for without this require written notice, I am liable for the remainder of the term PLUS a Half Term Cancellation Fee.

JAM SATURDAY THEATRE SCHOOL NOTICE PERIOD

- I understand that for 'Jam Saturday Theatre School' there is a 1 years commitment expected (from Sept - July), and that should I need to pull out during terms 1 and 2 the above half terms notice is not applicable, and I will be liable for half of the remainder of the years fees.

INDIVIDUAL SINGING LESSONS

- I understand that I am responsible for a full term's payments of singing lessons booked for my child, whether my child attends their scheduled lesson or not. I agree to give 4 weeks written notice should I need to discontinue lessons.

STUDENT BEHAVIOUR & EXPECTATION

- I understand that whilst on the premises of any Jam Theatre class at Christ Church URC Marlow, and Sir William Borlase's Grammar School, that students will be covered by Public Liability Insurance. The liability of Jam Theatre and that of its staff is restricted to class time only and then only to gross negligence. I hereby absolve Jam Theatre Staff connected with all class activities and performances from liability resulting from any irresponsible actions carried out by the student during their attendance.
- I also understand that any failure to abide by the Health and Safety and basic rules of behaviour relating to the group will result in exclusion and loss of fees.
- I understand that Jam Theatre reserves the right to exclude students from lessons at its discretion.
- I understand that students are expected to attend their lessons punctually and regularly.
- Students must arrive on time for the start of each session and children of primary school age must be collected no later than 5 minutes after the end of each session. I understand that it is

the Parents/Guardians responsibility to ensure their child is supervised outside the specific class times.

- I understand that students must attend class dressed and groomed appropriately, and JAM Uniform is required to be worn for all of Jam Classes and dance shoes only permitted on the dance floor.
- I understand that JAM does not accept responsibility for any items lost or damaged belonging to students whilst on the premises.

PERSONAL INFORMATION & PRIVACY

- I understand that should any of my circumstances or information change (eg medical, emergency contact details, address etc) that it is my responsibility to inform JAM so they have up to date information.
- I understand that Jam Theatre will remove my personal information as per GPDR guidelines after each academic year.

SAFEGUARDING

- I understand that all instructors/teachers at JAM Theatre are responsible for the safe and smooth running of classes including ensuring all safeguarding measures are in place and maintained.
- All instructors/teachers, and indeed anyone, who is likely to come into contact with children have an Enhanced Disclosure and Barring Service (DBS) in England.
- I understand that JAM staff are required to complete regular courses in child safeguarding, mental health and first aid, paid for by JAM Theatre, for the wellbeing of all students.
- I understand that Jo Carter, Director of Jam Theatre, is Level 3 Safeguarding trained, and can offer professional help and guidance to staff and parents. The JAM mobile number (07418 605 439) is available 24 hours a day, 365 days a year for any situations or concerns that may occur.

TEACHING STAFF

- I understand that all JAM Teachers have been DBS checked, and that JAM reserves the right to make changes to the timetable and to the teaching staff if necessary.
- I understand that there may be times when Tutors use physical intervention in respect of good teaching (adjusting arm lines for dance, for example). I understand that this is occasionally deemed necessary in the safe and effective teaching of dance, singing and acting technique. I understand that the Directors of JAM monitor the level of physical correction on a regular basis, and that if I am unhappy with this teaching technique, I must discuss this with the Directors immediately, who will record the request and ensure it is adhered to.

PHOTO/ FILMING

- I also hereby give permission for myself or my child to be photographed/filmed for purposes relating to the training they are taking part of and/or show DVDs and photos and/or Jam Theatre publicity purposes only; and that if I do not want my child photographed/filmed I will discuss this with the Directors immediately, who will record the request and ensure it is adhered to.

UPDATED JUNE 2025.