

**SUSAN ROBINSON SCHOOL OF BALLET  
STUDENT REGISTRATION DETAILS**

**Please use block capitals to complete.**

**NAME**.....  
(AS FIRST AND SURNAME WILL APPEAR ON CERTIFICATES)

**DATE OF BIRTH**.....

**FULL ADDRESS**.....

.....

.....

**POST CODE** .....

**TELEPHONE** .....

**EMERGENCY CONTACT**.....

**E-mail address** .....

**Medical conditions which may affect your child's dancing: Yes/No**  
(If yes please advise detail separately or overleaf)

**I acknowledge receipt of a copy of the school terms and conditions. I have read them and agree to abide by them.**

**SIGNED**.....**Parent/Guardian** (Please also print surname if different from students).

**Class**

**Date**.....

Please complete this form and return it to:- Pelita Lucano (Administrator)  
1 The Orchard Bullbeggars Lane Horsell Woking GU21 4SH  
*Please remember additional postage if you use an A4 envelope.*

**SUSAN ROBINSON SCHOOL OF BALLET – PHOTO/FILMING CONSENT FORM**

We need your permission before we can photograph or make any recordings of your child. Please complete, then sign and date the form where shown and return the completed form to school.

I give permission for photos/video filming to be taken of my child for marketing/promotional purposes of the dance school and/or the dance school’s website. If you wish to withhold your consent, please email [sroballet.adm@gmail.com](mailto:sroballet.adm@gmail.com)

Name of Child .....

Parents Name .....

Signature .....

Date.....

Please return form to:

Mrs P Lucano  
Administrator  
Susan Robinson School of Ballet  
1 The Orchard  
Bullbeggars Lane  
Woking  
Surrey  
GU21 4SH

## SUSAN ROBINSON SCHOOL OF BALLET – TERMS AND CONDITIONS

Welcome to our school. The ethos of the school is to provide a happy, friendly, professional, disciplined and focused environment in which pupils will enjoy learning and be inspired to achieve results of the highest possible standards.

All members of staff hold an Enhanced Disclosure CRB Certificate and are committed to bringing every student to their full potential through excellence in teaching and training.

Royal Academy of Dance and Imperial Society of Teachers of Dance examinations are offered every term at the discretion of the Principal/Teachers when a student is ready not at the request of the child or parent.

Selected students are entered for festivals and all pupils are invited to appear in the bi-annual production.

Your information will be processed according to the General Data Protection Regulations 2018.

Please adhere to the following school rules:

- The correct uniform/footwear must be worn to all classes, exams and rehearsals.
- Hair must be worn in a bun for ballet and neatly tied back off the face for all other dance disciplines. Scrunchies or coloured hairnets are not allowed at any time.
- Pupils may be refused entry into class if hair and uniform are not correct.
- Students wishing to participate in any external dance classes or additional festivals must obtain the permission of the Principal.
- All fees must be paid in full by the start of term. An e mail reminder will be issued before the end of the preceding term and again before the start of term. . In cases of financial hardship post dated cheques may be accepted at the discretion of the Principal,
- A full terms notice is required in the event of a student withdrawing from the school.
- In the unlikely event of an accident or extreme illness if we are unable to contact parents/guardians we will act in loco parentis and take the appropriate action.
- The school will not accept any responsibility for any losses incurred on the premises.

The above rules will be strictly enforced and the Principal reserves the right to refuse admission or dismiss a student if these rules are not adhered to. Thank you for your co-operation.

Please retain this document for your information.

Please complete the registration form, photo consent form and advise us of any medical conditions which may affect your child's dancing. The completed forms should be sent to the School Administrator. May 2018