



# Rules and Regulations

- Inappropriate behaviour will not be tolerated as disruption of classes will hinder other's learning
- Every pupil is entitled to his or her first class free of charge as a trial. Following the trial class, payment must be made in full for the remainder of that current term.
- New starters have a 28 day 'settling in period' where they have the right to cancel without notice and receive a refund for unattended classes.
- Fees must be paid in full via BACS or cash by the start of the term.
- When paying by BACS, please use your invoice number as the reference.
- When paying by cash, please bring it in a sealed envelope, labelled with the invoice number, pupil's name, and amount enclosed.
- Payments paid later than the above stated timescales will incur a £5 penalty fee per week overdue.
- As fees are paid a term in advance, therefore a full term's notice is required if you no longer wish to attend classes and fees are payable during this period.
- Once a pupil has completed their settling in period at the School, they are required to wear the Top Hat Theatre School uniform for all classes. This includes having hair styled in the correct manner. Please see the uniform list on the website for more details [www.tophattheatreschool.co.uk](http://www.tophattheatreschool.co.uk)
- Uniform must clearly have the pupil's name labelled inside so that the owner can easily be identified.
- Jewellery is not to be worn for classes, as this is a health and safety hazard. (Small studs may be worn in pierced ears.)
- There is to be no chewing gum on the premises.
- No food or drink is allowed to be taken into class with the exception of water.
- Top Hat Theatre School is not responsible for personal possessions that are damaged or lost whilst on the premises.
- Top Hat Theatre School endeavours to keep all customers up to date and does so via email and Social Media (mostly Facebook)
- Please ensure your contact details are up to date via your Parent Portal. It is your responsibility to keep an eye on these forms of contact to avoid missing important information.
- All policies and procedures are available to view on our website [www.tophattheatreschool.co.uk](http://www.tophattheatreschool.co.uk).

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