



Terms and Conditions 2026

Date of Policy: **27th March 2026**
Policy Responsibility: **Sam Gibbs (Principal)**
Updated or reviewed: **Annually**

PERFORMERS THEATRE COMPANY

By enrolling your child at Performers Theatre Company, you accept these terms and conditions ("Terms & Conditions") and sign your agreement to them as an ongoing agreement between you and Performers Theatre Company ("Agreement").

The Agreement is made between the parent/carer ("Parent", "you" or "your") of each enrolled student ("Student") by a Parent and Performers Theatre Company ("Performers", "we", "our", "us") (trading as Performers Theatre Company Limited) and is valid at all times whilst the Student is enrolled on any Performers activity and until such time as written notice is given in accordance with these Terms & Conditions. Performers Theatre Company highly recommend any parent/carer to read our organisation policies before commencing enrolment. All students have an obligation to read the Code of Conduct before enrolling at Performers Theatre Company.

1. INTRODUCTION

Welcome to Performers Theatre Company.

We are committed to providing a **caring, family-orientated and positive environment** where every student is encouraged to develop confidence, creativity, resilience and 'Be Their Best'.

These Terms & Conditions apply to all students participating in:

- Weekly classes
- Workshops and masterclasses
- Holiday workshops and summer schools
- Productions and events

By enrolling a student, you agree to these Terms & Conditions, which form an ongoing agreement between you and Performers Theatre Company.

2. ENROLLING A NEW STUDENT

- All students must be registered via ClassManager.
- Places are allocated on a **first come, first served basis**.
- If a class is full, students may be placed on a waiting list.

Enrolment confirms acceptance of:

- These Terms & Conditions
- Our Code of Conduct
- Relevant policies on our website

3. FEES & PAYMENTS

3.1 Payment Structure

All fees are calculated based on the **annual programme of 39 sessions**, which is divided into **12 equal monthly payments** to ensure consistency and affordability throughout the year

Monthly payments remain the same each month (September–August), regardless of how many sessions fall within a particular month.

All fees are inclusive of VAT.

3.2 Academic Year

- Our academic year runs from **September to August**
- All payment plans run across a full 12-month cycle

3.3 Monthly Payments

- Fees are paid monthly in advance via ClassManager invoices
- Invoices are issued on or around the **1st of each month**
- Payment methods include:
 - Bank transfer
 - Standing order
 - Card (in person or over the phone)
 - Cash

3.4 Late Payments

- Payments are due **within 14 days of the invoice date**
- A £5 late fee will automatically be applied after this period
- Continued non-payment may result in **attendance being paused** until the balance is cleared

3.5 Joining Mid-Year

If a student joins after September:

- The **standard monthly fee still applies**
- No additional charges are applied for missed months
- Missed sessions are **absorbed into the following academic cycle**, ensuring the student still receives the correct number of sessions over time

3.6 Workshops, Masterclasses & Additional Fees

- Workshops, masterclasses and holiday programmes must be paid in advance
- Productions and rehearsals incur additional fees
- Discounts may apply to enrolled students

3.7 Discounts

- Sibling discount:
 - 15% off the second child
 - 10% off additional siblings
- Additional discounts may apply to workshops, productions or package deals as outlined in current fee guides

3.8 Package Deals

Package deals operate under the same 12-month structure and include monthly and annual savings

3.9 Refunds & Credits

If Performers cancels a class:

- **A credit (not a cash refund)** will be applied to your ClassManager account
- Credits are:
 - VAT-inclusive
 - Non-transferable
 - Automatically applied to future invoices

Package Deals:

- Credits may be applied on a **pro-rata basis**, taking discounts into account

No refunds or credits are given for:

- Student absence
- Illness
- Holidays
- Personal circumstances

3.10 Communication

We are committed to:

- Clear invoicing and transparency
- Supporting families with flexible payment options
- Providing notice of any annual fee changes

4. FREE TRIALS

We offer a no-obligation free trial for new students, subject to availability.

5. WITHDRAWAL FROM CLASSES

- A minimum of **4 weeks' written notice** is required.
- Fees remain payable during the notice period.

6. CLASSES AND LOCATIONS

Classes primarily take place at:

- Park Community School (Havant)
- Deverell Hall (Waterlooville)

Performers reserves the right to:

- Adjust timetables
- Change teaching staff
- Move sessions online, if necessary

7. PRODUCTIONS

Productions are **optional** and not included in core class fees.

Participation may require:

- Auditions
- Additional rehearsals
- Additional fees

A separate Production Code of Conduct must be agreed to.

8. HEALTH AND SAFETY

Parents/carers must provide accurate and up-to-date:

- Medical information
- Emergency contact details

Students participate at their own risk.

Any injuries or conditions must be disclosed prior to participation.

A contact must be reachable at all times during sessions.

9. SAFEGUARDING

- All staff are DBS checked.
- We follow strict safeguarding procedures to ensure a safe environment.
- Online sessions may be recorded for safeguarding and quality purposes.

10. UNIFORM

- Uniform is compulsory unless attending a trial session.

Students must wear:

- Performers branded top
- Appropriate navy/black clothing
- Suitable footwear

11. BEHAVIOUR

- All students must follow the Code of Conduct.
- Performers reserves the right to refuse participation if behaviour is deemed unacceptable.

12. CHILD COLLECTION

- Students must be collected promptly.
- Persistent late collection may result in additional charges.

13. PERSONAL PROPERTY & LIABILITY

- Students are responsible for their belongings.
- Performers accepts no liability for loss or damage.
- Liability is limited to the value of fees paid for the relevant service.

14. CHANGES TO TERMS

We may update these Terms & Conditions from time to time. Continued enrolment constitutes acceptance of any updates.

15. GOVERNING LAW

These Terms are governed by the laws of England and Wales.