

PROGRESS

YOUTH

Progress Youth Theatre Workshops Terms and Conditions

By enrolling your child at Progress Youth Theatre, you accept the Terms and Conditions of the signed enrollment form or online digital signature as a rolling agreement.

The rolling agreement is made between the parent/guardian of each student and Progress Theatre and is valid at all times whilst the student is enrolled at our classes and until such time as written notice is given.

1. Confirmation of your child's attendance on the course and the termly fees must be paid in full no later than one week before the start of the term. If fees are not paid, the student may be denied tuition at Progress. A term is usually 10 weeks in length. Occasionally Progress may have to cancel a class; if this should happen then the missed class will be added to the end of the current term. Should a class fall on a bank holiday then a replacement class will also be added onto the end of the current term.
2. If you are having difficulty with payment of fees due to financial hardship, unemployment or low income please get in touch with youthgroup@progresstheatre.co.uk.
3. Progress Theatre aims to provide the services advertised on all classes falling within the advertised term dates. We retain the right to change the advertised programme of classes/productions in the event of illness or other circumstances beyond our control.
4. If a class falls on an evening where Progress Theatre has its own in-house production, tickets may be made available free of charge for Students to attend, subject to availability and play suitability.

COURSE TRIAL PERIODS

5. Where a new Student is attending a Course for the first time, subject to availability, Progress allows a one (1) session trial period ("Trial Period") so that the Student may try the first session of the Course. The Trial Period only applies to Courses for new Students.
6. If the student wishes to continue with the term then the remaining term fees including the session attended will be payable to Progress Theatre. If they do not wish to continue they will not be liable for any fees and the single session will be free of charge to the participant.
7. You may cancel the Course within five (5) calendar days after the Trial Period and if any additional fees were paid then Progress will refund the Balance to you within fourteen (14) calendar days of your cancellation.
8. Once you have notified Progress that you wish to cancel, the Student may no longer attend the Course.

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HEALTH AND SAFETY

9. Students participate at their own risk and are obliged to inform Progress and its staff of any existing injuries or medical condition. All application forms must have any known medical conditions stated and any changes to such information must be notified to Progress immediately in writing.
10. If you are unsure whether a Student should participate in any activity please consult the Student's GP before enrolling the Student on a Progress Activity.
11. Any medication required must be labelled and brought to the session by the Student. No medication can be left on the theatre premises. Unless Progress has agreed in writing otherwise, the Student must be able to administer it themselves.
12. Students must wear suitable footwear and clothing at all times for all Courses.
13. If a Student is unwell or has an accident requiring emergency treatment, the Parent will be contacted via the emergency contact details provided below or on the enrolment form. This number must always be contactable whilst the Student is attending the Progress Activity.
14. Parents and/or Legal guardians are solely responsible for ensuring that the emergency contact details on Progress's records are up to date.
15. Parents and/or Legal guardians are responsible for prompt collection of students at the end of each class.
16. For details of procedures and good practice in online activities please refer to our Safeguarding Policy for Children and Young People [www.progresstheatre.co.uk/policies]

PERSONAL PROPERTY

17. Students are obliged to take care of their own belongings. Progress can accept no liability for lost or damaged belonging.
18. You acknowledge that the maximum aggregate liability of Progress to a Student or Parent under these Terms & Conditions shall not exceed the Progress Activity fee to which a claim relates.
19. The liability of Progress and that of its staff is restricted to class time only and then only to gross negligence.

NOTICE

20. Notice, in writing, of half a term (5 sessions) must be given if leaving the classes in order to terminate this agreement. Even if the student is unable to attend Progress Theatre until the completion of the notice period, the fees remain due. Failure to provide written notice will mean that your fees for that term will remain due even though your child may not be attending class. This is to secure our classes and provide the budgets for our projects with young people.
21. No refunds are given for times when the student does not attend classes or for dates that are cancelled due to events or circumstances beyond our control.

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22. The parent/guardian gives permission for Progress Youth Theatre to use images of the student in publicity materials in print or online solely for the purpose of promoting the Progress Youth Theatre. Should the parent/guardian wish the student to be excluded from publicity materials then this must be put in writing to Progress Theatre youthgroup@progresstheatre.co.uk.
23. We recommend staying a minimum of three terms to see the benefits of our workshops.
24. No refunds are possible for classes missed or not attended.
25. Please see our separate policies for safeguarding children and young people, and our [privacy and cookies policy](#).
26. The Agreement shall be governed by, and construed in accordance with, the laws of England and Wales and any dispute, proceedings or claim shall fall within the jurisdiction of the English courts.

Created: February 2021

Approved: May 2021 by Chair Steph Dewar

In effect from September 2021

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Appendix 1

Progress Youth Theatre Parent/Guardian Collection Procedure

It is the parent/carer's responsibility that the child be collected on time by a responsible person(s).

If late collection becomes a frequent occurrence, we will arrange a meeting with you (the parent/carer) and the Workshop Leader and Designated Safeguarding Lead.

Birdies and Parcans

Advanced written permission is required to allow any PYT members to walk home unaccompanied.

There is not a legal age for walking home alone – it is up to the parent to assess the risk and the child's capability. Parents should assess the distance to walk, road safety and the child's maturity.

Students are released from the building once they have checked that the person collecting them has arrived, unless previously agreed that they walk home.

If a parent or responsible person is longer than 20 minutes late and has made no contact regarding estimated time of arrival then we will call the emergency number to check.

After half an hour, youth leader will lock up and wait with student outside the building until picked up.

Floodlights and Blinders

Advanced written permission is required to allow any PYT members to walk home unaccompanied.

Students are released from the building once they have checked that the person collecting them has arrived, unless previously agreed that they walk home.

If a parent or responsible person is longer than 20 minutes late and has made no contact regarding estimated time of arrival then we will call the emergency number to check.

After half an hour, youth leader will lock up and wait with student outside the building until picked up.

Created June 2021

Reviewed and approved by Progress Theatre trustees 8 June 2021