



**BRIGHT SPARKS PERFORMERS  
& THEATRICAL AGENCY**

**APPLICATION FOR  
PART TIME CLASSES**

Please complete form in **BLOCK CAPITALS**  
Form will not be accepted without a photo

PLEASE AFFIX A  
PASSPORT SIZE  
PHOTO HERE

|   |  |                   |  |
|---|--|-------------------|--|
| FULL NAME   |  |                   |  |
| ADDRESS   |  | TELEPHONE NUMBERS |  |
|   |  | HOME              |  |
|   |  | WORK              |  |
|   |  | MOBILE            |  |
| POST CODE   |  | EMERGENCY         |  |
| DATE OF BIRTH   |  |                   |  |
| EMAIL ADDRESS   |  |                   |  |
| HAS THE APPLICANT HAD ANY DANCING, ACTING OR SINGING TRAINING?<br>(if yes please state school, teacher & any exams taken) |  |                   |  |
| IS THE APPLICANT TAKING THIS CLASS PURELY FOR FUN OR WOULD THEY LIKE TO<br>TAKE EXAMS & TAKE PART IN PERFORMANCES?        |  |                   |  |
| ARE YOU INTERESTED IN YOUR CHILD JOINING OUR TALLENT AGENCY?  |  |                   |  |
| ANY HEALTH PROBLEMS, MEDICAL HISTORY OR MEDICATION TAKE THAT WE<br>SHOULD BE AWARE OF?                                    |  |                   |  |
| HOW DID YOU HEAR ABOUT THE SCHOOL?  |  |                   |  |

I ..... the parent/ guardian of .....

Agree to the term and conditions of the part time class information given to me. Should my child/  
children be absent from a class, for ANY reason, I agree to pay the usual class fee in their absence.  
And should my child/ children wish to stop coming to classes I agree to give 1 months paid notice.

Signature.....

Print name.....Date.....

# TERMS & CONDITIONS

1. Bright Sparks Performers will herein be referred to as "the school".
2. "The Premises" refers to the particular venue at which each class is held.

## Notice

3. "Notice" means the period of notice required to be given to the school for termination of this contract.
4. 1 months paid notice of termination is required for all classes.

## Fees

5. "Fees" means the amount payable to the school by students for classes taken.
6. Monthly fees are due on the 1<sup>st</sup> of each month in advance for all monthly priced classes, and at the start of each lesson for weekly priced classes.
7. Fees must be given in an envelope with the child/children's name written on it, payments received not in an envelope will incur a £1 penalty.
8. Fees are payable **in full in cash** at all venues, or by cheque at **some venues** (please ask for details at time of booking) payable to "Bright Sparks Performers"
9. Any weekly classes that are missed will have to be paid for upon return before the lesson starts or entry will be denied. This includes Absence caused by attending auditions or production rehearsals (Panto etc).
10. Late payment of fees will incur a £25.00 penalty.
11. Refunds will not be given.

## Uniform

12. "Uniform" means the attire that must be worn by all students of the school.
13. Correct uniform must be worn at all classes, please ensure that each garment is labelled appropriately.
14. Girl's hair must be worn in a bun for all classes or if very short worn completely off the face with a headband. Boys with long hair must tie it back.
15. No jewellery is to be worn by the students.
16. The school is not responsible for the loss or damage of personal belongings whilst on the premises.

## Examinations

17. Examination entries will be invoiced separately at the time of entry.
18. Extra classes may be scheduled in preparation for an exam day.
19. Candidates are entered under teacher's discretion, and may be withdrawn from examinations if deemed necessary.

## Photography/Videos

20. Occasionally the students may be photographed or videoed within the class, prior to an exam or performance; the school may wish to use these images in a suitable publication, or on the school website. To comply with The Data Protection Act 1998, we must have permission by a parent or legal guardian before we can photograph or make a recording of a young person.

### **Health & Safety**

21. On arrival at the premises always ensure that a teacher is present. Whilst every care will be taken of students within a class, teachers cannot be responsible for any student outside of the class.

22. Minor injuries may be treated by the teacher using a first aid kit which is provided by the school unless written advice to the contrary is received from the parent/guardian.

23. Students are responsible for providing the school with written notification of any pre-existing or new medical conditions, and of any medication needed.

24. Physical contact may be required between the teacher and the student during class in an appropriate manner for the teaching of the respected class.

25. Students agree to notify the school of any change of address or telephone number.

26. Parents/guardians must ensure that all students are collected promptly after class. The school must be notified if an arrangement has been made for a third party to collect the student after class. Any child picked up late will result in a £1 per minute penalty fee.

27. The school reserves the right to make any changes to the schedule as is necessary. Any changes will be minor, and full notice of any change will be given in advance.

28. Smoking is forbidden on the premises.

**By enrolling at the school, all parents and students show their consent to the above.**

**Signed:**

**Date:**