



THE PHOENIX ACADEMY

of film and theatre arts

PHOENIX School - Course Bookings & Agreement 2022

Please complete and return to: info@phoenixacademyarts.com

Required term:

- Spring 22
- Summer 22
- Autumn 22

Class specification

- Performing Arts (Singing, acting, dancing)
- Dance
- Group singing/choir
- Drama

A bespoke curriculum package is available on request.

Student level

- KS1
- KS2
- KS3
- HE

Length of Class

- 30 minutes
- 60 minutes
- 90 minutes

TRINITY College London Exams quotation

- Yes
- No

Required Day:

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

Required Time:

- Am
- Pm

Name of Institution:

.....
.....

Dates required:

First half of term:/...../2022 until/...../2022

Half term break:...../...../.....

Second half of term:...../...../2022 until/...../2022

Address:

.....
.....
.....
.....

POSTCODE: TEL:

Email Address:

Main point of contact information:

Name:

Safeguarding officer of the institution:

Name:

.....

TEL:

.....

Email Address:

Please reference our safeguarding policy for any information surrounding our practices and procedures at academy with regards to child safeguarding.

SOCIAL MEDIA & WEBSITE ACKNOWLEDGEMENT:

We like to shout about what we do and we have a very active social media following. We like to ask whether we can advertise our affiliation with institutions by means of our website and social media.

Please tick the desired outcome:

- It is ok to acknowledge us on social media
- It is NOT ok to acknowledge us on social media
- It is ok to acknowledge us on the Phoenix Academy Website
- It is NOT ok to acknowledge us on the Phoenix Academy website

If you would like The Phoenix Academy of Film and Theatre Arts Shrewsbury to provide release forms to your facility so that pictures and videos can be shared on our social media & website we are happy to do so.

****We understand and acknowledge that the above statement does NOT give The Phoenix Academy of Film and Theatre Arts LTD the permission to share names, pictures or personal details of staff or students of the institutions it works in partnership with.**

Fees and Invoicing:

Standard tuition is charged at £35 per hour for in-school sessions made payable by the trust/institution/school.

If parents/carers are liable for invoicing we suggest our standard academy tuition of £5 per hour with a minimum student booking of 15 per session.

Within tuition fees we include any preparation time, liability insurance, equipment provisions and materials.

We politely request that lyric sheets for students; provided in advance by the session leader via email, are printed by the school prior to the commencement of the class.

Bespoke curriculum tuition is quoted on a project basis and should be arranged and agreed on prior to the proposed start date.

Terms & Conditions:

PAYMENT - Termly invoices will be provided to institutions receiving services from our PHOENIX SCHOOLS programme. Sessions must be paid for in full prior to commencement of the course as we work on a monthly payroll.

REFUNDS - Student refunds will not be given should they miss a session. Cancellations mid term will be considered for refund of remaining sessions in exceptional circumstances.

COURSE CANCELLATIONS - Courses/Clubs cancellations will be considered up to four weeks prior to the commencement of the proposed course/club. Courses/Clubs booked by a school/trust/academy/institution/organisation have a termly commitment to the Phoenix Academy of Film and Theatre Arts as per this agreement and will accept financial liability for the proposed course should they deviate from the stipulated conditions. Failure to do so will result in legal action.

PROVISIONS - A space suitable for the specified activity should be provided for each session. Failure to do so will result in deviation from the curriculum. Refunds will not be issued should an inadequate space be provided. An example of a suitable space would be a dance studio, drama studio or hall.

COVER STAFF - Replacement/Cover staff will be provided should a session leader be unable to attend a session. All staff comply to our company policies and hold a full, enhanced DBS certificate which has been sighted and checked by our safeguarding officer HOLLY WILLIAMS. Please relate back to our safeguarding policy for more details.

STUDENT CONDUCT - Students must comply to our code of conduct - RESPECTFUL, SAFE, READY & GRATEFUL. Failure to do so will result in potential exclusion.

EXTRA SUPPORT - Subject leaders must be made aware of any behavioural or medical issues that may affect their ability to lead a session effectively and a support member of staff should be provided by the institution if required for extra support should a student ordinarily require further assistance.

Acknowledgement:

By signing you are acknowledging the above information and entering into a contract of obligation for the specified services provided by The Phoenix Academy of Film and Theatre Arts Shrewsbury. Both parties will henceforth be responsible for overseeing the agreed terms and conditions of the services stated in the above for the duration listed - Failure to do so will result in termination of the agreement.

Name Printed: Date:

Name Signed: Date:

Position held:

The Phoenix Academy of Film and Theatre Arts Shrewsbury

Name Printed: Holly Jeanne Williams Date:

Name Signed: Date:

Position held: Creative Director, Head of Productions & Senior Practitioner.

info@phoenixacademyarts.com 07802670848 www.phoenixacademyarts.co.uk