



TERMS & CONDITIONS OF ATTENDING

Attendance and Payment to Classes

- Methods of payment - all class fees are paid in Class on the first Sunday in advance of the 4 week module (in cash or by cheque made payable to act4tv)
- Classes take place once weekly - All Class times and fees are outlined when a student joins Kids Act4tv - these are also shown on our website
- Contact to Kids Act4tv is via email only - Students can access tutor information via the student section of the website - text to mobile for any absences is preferred. Please do not misuse this information.
- Fees are payable in advance and are non-refundable - students need to commit to continued attendance - please note we do not encourage drop in and out paying for one month and missing the next - (if children are taking part in performance related work then the payment can carry forward) (any issues regarding missing classes please speak to tutor)
- A period of 1 weeks notice is required should a student decide to leave Act4tv - this should be emailed to info@kidsact4.tv
- Act4tv reserve the right to exclude Students from classes at its discretion
- Act4tv reserve the right to make changes to the timetable and to the teaching staff as required
- In the event that Kids Act4tv cancels a class - the payment for that class will carry forward
- It is your responsibility to ensure that your mobile, email and agent details are kept up-to-date with Act4tv
- Check and ensure that emails from Act4.tv are received and do not get sent to your “junk mail” on your computer or mobile phone

- It is also your responsibility to ensure that your details on Casting Networks UK are complete and up-to-date.
- Visits and sessions with Industry Professionals will be arranged to enable you to obtain or advance your representation and to increase your knowledge of the industry.
- Regular feedback will be given in ALL classes taking into account your attendance, punctuality, enthusiasm and ability in class - some Students may be moved accordingly following these sessions
- Your commitment to attend class is essential in helping to create the correct discipline to help with your success in your chosen career.

Responsibilities and Expectations

Aims - to establish a safe and encouraging learning environment and to ensure that the rights of ALL individuals are protected whilst at Act4tv.

- Tutors should be able to perform their duties in an atmosphere of order and co-operation
- Mobile phones should be switched off in class
- All Students should treat one another, tutors and property with respect
- All Students should act and behave in a way which does not endanger, intimidate or interfere with the participation of others and conduct themselves in a friendly manner towards other students and tutors.
- All Students should respect others rights to privacy

Unacceptable Behaviour

- Using language which is offensive, sexist or racist

- Fighting, bullying or any other forms of aggressive behaviour
- Behaving in a manner which is potentially dangerous to yourself or others and which damages or vandalises the property of others.

Your attendance to class means you accept our terms and conditions