



**Please read before signing the application form.**

- Students of all abilities are welcome to attend the workshops. We operate an equal opportunities policy.
- Two age groups will be taught: juniors from 7-11 and seniors from 11-17. Students usually move to the senior class on the first term after their 11th birthday. Students must be the minimum age at the commencement of the first workshop of each term.
- Classes will run on Saturdays from 9.15am to 10.45am for the juniors and from 11.15am to 12.45pm for the seniors. There will be 3 terms of up to 11 weeks per year; there are no breaks for half term.
- Fees for the whole term must be paid in advance, before the first class of each term, in cash or by cheque or bank transfer. Cheques should be made payable to ROS StageWorks. Refunds will not be given for missed weeks. For existing students the fee should be paid before the end of the previous term to secure a place. If you have any difficulty with payments, please speak to a member of staff who will treat the matter in confidence. If a student does not intend to renew membership for the next term, a minimum of one month's notice before the start of that next term MUST be given.
- The classes are intended to be fun and rewarding, therefore any unacceptable or disruptive behaviour will not be tolerated. Students acting in such a manner may be excluded from future classes. Mobile phones and other such devices must be switched off for the duration of the classes.
- Students will be required to wear clothing which allows ease of movement, e.g. stretch leggings or tracksuit bottoms and the wearing of the ROS StageWorks T-Shirt is compulsory. All students must wear flat-soled soft shoes, e.g. jazz shoes, ballet shoes or plimsolls. Uniform t-shirts and jazz shoes can be purchased directly from the school.
- Students should arrive in time to be ready to start at the beginning of the class. If a student has to miss a class, the Registrar should be informed in advance or, in the case of illness, on the day by phoning or texting 07910 311348.
- Parents/guardians must ensure students attending the junior class are collected promptly at 10.45am. ROS StageWorks cannot accept responsibility for the safety of students not collected promptly. For students older than 11 years, their parent/guardian is required to sign an authorisation form confirming that they may leave the class unaccompanied.
- A tuck shop is available for students to purchase refreshments. It is recommended that students do not bring cash to the workshop other than that necessary to purchase such items. ROS StageWorks will not be held responsible for loss of, or damage to, personal items brought to the workshops by students.
- Please give details of any known allergies or health conditions and advise of any medications likely to be needed during the class. Please also advise if we should be aware of any reading or learning difficulty. Information regarding necessary action to be taken in case of any related emergency must also be supplied.
- Parents/guardians will be required to sign the application form before their child is enrolled. Workshops are not open for spectators. However, parents/guardians, family and friends are encouraged to attend the showcase performances, usually given on the last day of term. Prospective new students and one parent/responsible adult may sit in during one class if necessary. New students wishing to join will be allowed to do so up to, but not beyond, 4 weeks after the start of term, assuming places are available. If no places exist, prospective students may join the waiting list.

**Any questions or comments about the school should be addressed to  
Malcolm Unwin, 9 Rochester Drive, Pinner, Middlesex, HA5 1DA. Telephone: 020 8866 3110**