



Child's Name, Date of Birth, School, Address and Postcode

We use this information to complete performance licences each year, which are submitted to Surrey County Council for each performance GTS produces, as well as each time one of our students performs in an event coordinated by us. We are legally bound to do this, to ensure that we follow the law with regard to children in performance.

Children's names are printed in our programmes at our annual public performances at G Live and The Electric Theatre.

GTS Inters and Seniors Signing Out

GTS Inters and Seniors may sign out independently for the lunch break and at the end of each day, with parental consent.

Medical Information

We hold this information to allow us to take appropriate risk management on behalf of our students. We would only share this information with medical professionals, should the need arise when your child is in our care.

There will be at least one fully qualified emergency first aider with the children at all times.

Should you wish the School Manager to look after any medication, inhalers or epipens on behalf of the child, please ensure that it is labelled clearly with the child's name and required dosage and hand these into the school manager at the beginning of each day/term.

Parent/Guardian Contact Details

We use this as our primary means of communication with the parents of our students. Our newsletters, performance and examination information, summer workshop details (the Guildford Summer Youth Project), invoices and any other timely reminders are sent via email.

Occasionally, we will use wetransfer.com to send large files to select parents, when the need arises, to avoid jamming inboxes with large files.

All emails are sent by the School Managers, school finance and school Principal, via the school email system or the school's administrative software system.

We only use the telephone numbers supplied in emergencies, when we need to contact a parent quickly. Normally, this may be when a child has become unwell at GTS or when a child has not been collected, or in the highly unlikely event of when a force beyond our control requires that arrangements for collecting children must change, such as fire, etc.

We do not share telephone numbers or emails with any other party.

Photography and Filming

GTS would like to use still and moving images from its classes, performances and events to publicise the school and its holiday activities, the Guildford Summer Youth Project on its website, social media sites on Facebook, Instagram and Twitter and occasionally in the local and national press or with its partner organisations, the Imperial Society for Teachers of Dancing (ISTD), Trinity College London and the Council for Dance, Drama and Musical Theatre Training.



Online Classes

Safeguarding remains as important in online environments as it does in our physical spaces. GTS teachers have set up a separate Zoom account for their online teaching. Parents/guardians are asked to create an account to be used for GTS class access, rather than the students. All under 16s must be supervised during the class by an appropriate adult. No sessions will be recorded by either teacher, student or parent/guardian.

Siblings or others are not to participate alongside the student.

Students must adhere to safe dance practice. Students are to wear GTS uniform and footwear as usual and remove jewellery. Hair must be tied up.

It is the parent/guardians' responsibility to ensure that the space is safe and suitable for the activity. The space should be free from obstacles and dangerous items.

GTS accepts no liability for any injuries sustained by those participating in the classes, nor do we accept any liability for damage to personal property caused during the classes.

By signing up to take part in these online classes you agree to adhere to the above terms.

By accessing the classes online, parents/guardians agree to the students taking part in the lessons online.

Access to classes will be shared via the GTS app once the term's fees have been received and this customer agreement signed.

Terms and Conditions

I, the undersigned, being the Parent/Legal Guardian, declare that the information given in this application is correct and hereby apply for a place for my child at Guildford Theatre School.

I understand that enrolment automatically transfers across terms and academic years from point of enrolment.

I understand that Guildford Theatre School reserves the right to restrict admission at its own discretion.

I agree to give a half term's notice in writing at the midway point of the term of my intention to withdraw my child from Guildford Theatre School at the end of that term or to pay a half term's fees in lieu of notice.

I agree that fees for each term are payable at the commencement of each term and that failure to make payment in good time may result in my child not being able to access the services of the Guildford Theatre School until full payment is made.

The Personal Data provided (as such terms are defined in the General Data Protection Regulation (GDPR)) will be processed as detailed above by Guildford Theatre School Limited for the purposes of administration, research, the provision of teaching services, promotion and advertising, the organisation of performances, examinations and events, and for the administration of Guildford Theatre School's statutory obligations under legislation relating to children.

If you subsequently change your mind about any of the information given, simply contact us via the school's website, email us directly, or speak to one of the School Managers in person and we will make the change you wish effective immediately.