



Attendance, Drop-Off, and Fee Policy

Innovations Theatre School

For Students Aged 5–18

Attendance and Drop-Off Policy

1. Signing In and Out

- **Junior Students (Ages 5–10):**
Parents, guardians, or a nominated substitute must sign junior students in and out of each class. This ensures the safety of our youngest students and provides an opportunity for important communication, if necessary.
- **Senior Students (Ages 11–18):**
Senior students do not require a parent or guardian to sign them in or out of classes. However, attendance will be recorded for each session via roll call.

2. Absences

- Parents must notify the school in advance if a student will be absent from class.
- For students with speaking or cast roles, more than one absence may result in their role being reassigned to another student. However, the child will still participate in the show in an ensemble or alternate capacity.

3. Punctuality

Students are expected to arrive on time to ensure they do not miss key parts of the class or rehearsal. Late arrivals may disrupt the session and affect the child's ability to participate fully.

Fee Policy

1. Term Structure and Fees

- Innovations Theatre School operates on a **3 x 10-week term basis** each academic year.
- Fees are as follows:
 - **First Child:** €170 per term.
 - **Second Child** (in the same family): €110 per term.
 - **Third Child** (in the same family): €90 per term.
 - **Fourth Child and Beyond:** Free of charge.

2. Payment Options

Parents may choose to pay:

- In full at the start of each 10-week term.
- Half-termly (every 5 weeks).

Payment Methods:

- Cash or card payment during class times.
- Online via our secure parent portal.

3. Refunds

If a child decides to discontinue classes, no refunds will be issued for any remaining sessions in the term. This policy helps us plan and allocate resources effectively for all students.

Important Notes for Parents

- By enrolling your child at Innovations Theatre School, you agree to the terms outlined in this policy.
- For junior students, the person responsible for signing in or out must be nominated in advance if it is not the parent or guardian.
- Attendance is crucial for student success, particularly for performances. We appreciate your cooperation in ensuring consistent attendance and prompt payment of fees.

If you have any questions or require clarification on any part of this policy, please contact us directly.

Thank you for your understanding and support,
Innovations Theatre School