<Creative Academy>

<Student Learning Agreement>

Overview

A student learning agreement is a formal contract between a student and educational institution, outlining shared responsibilities for learning, behaviour, and academic success. It ensures that educational objectives, courses, or supporting interventions are clearly defined, approved by all parties, and geared toward recognised credit.

Key Aspects of a Student Learning Agreement:

- **Purpose:** Establishes a formal, transparent plan for education, ensuring student buy-in and accountability.
- **Content:** Contains personal details, signatures from the student and institution.
- **Support/Action Plans:** Used to set out support for students facing difficulties, setting specific behavioral or attendance goals during study.
- **Key Responsibilities:** Covers attendance, deadline management, academic honesty, and respectful behaviour.
- **Binding Nature:** Once signed, it serves as a legally relevant document for university exchanges and a firm behavioral contract.

Name:

Address:

Date of Birth:

Gender:

BA (Hons) Dance
BA (Hons) Dance – Top Up
BA (Hons) Musical Theatre Performance

This Learning Agreement is the contract made between the above-named Student and the Creative Academy/Slough Borough Council (SBC) of 73A Stoke Poges Lane, SLOUGH, SL1 3NY. It sets out the ground rules and what Creative Academy and the student should expect, in line with all policies and procedures.

Our aim at the Creative Academy is to help you identify and achieve your educational and employment goals, support you holistically in that development, and encourage ownership of your learning and career, and independence, by empowering you to hold yourself to account and by providing technical, academic, and industry-standard training.

This agreement outlines the Academy's commitment to every Student and the Students' responsibilities, ensuring that expectations are met by the student body and faculty. This agreement has been created in partnership between Slough Borough Council, the Creative Academy Faculty, student representatives and the student council. Please ensure you read all policies, and by signing, you agree that you have read and understood all relevant policies.

SECTION 1: - LEARNING AGREEMENT

This Learning Agreement sets out the standards of attendance, conduct, participation, health and safety, confidentiality, digital conduct, and professional behaviour expected of all students enrolled with Creative Academy. It forms part of the contractual relationship between the Student and Creative Academy and applies to all classes, rehearsals, tutorials, assessments, performances, trips, placements, online activity connected with the programme, and any other learning activity organised by or on behalf of Creative Academy. Initial at the bottom to show you have read and understood.

This Learning Agreement must be read together with the Student Contract, fees terms, attendance policy, disciplinary procedure, safeguarding policy, complaints procedure, health and safety rules, data protection and privacy notices, and any programme or module handbook issued by Creative Academy.

1. Attendance, punctuality and preparation

The Student must:

1.1 Arrive at least 15 minutes before the published start of the day or registration period.
1.2 Sign in using the approved sign-in app or any other sign-in system specified by Creative Academy. (This is the primary evidence of attendance)
1.3. Be punctual and properly prepared for all classes and learning activities.
1.4. Attend all scheduled sessions unless absence has been properly notified and, where required, authorised.
1.5. Notify both krissie.paul@slough.gov.uk and the relevant tutor before the start of class if the Student is unable to attend, unless emergency circumstances make this impracticable.
1.6. Use email for absence reporting unless Creative Academy expressly permits another method. Text messages will not normally be accepted as valid notice of absence.
1.7. Provide a valid medical certificate, fit note, or other satisfactory evidence reasonably requested by Creative Academy where absence lasts longer than 5 teaching days.
1.8. Arrive promptly for each class. Where a Student arrives late, Creative Academy may mark the Student late or absent in accordance with the attendance policy, and the tutor may refuse participation where late entry would disrupt teaching, compromise health and safety, or prevent effective participation.
1.9. Attend each class with the required equipment, books, module study guides, homework, resources, and where applicable costumes for performances or assessments.

2. Conduct and participation

The Student must:

2.1 Respect the rights, views and opinions that others may have, even if they differ from your own, challenge the statement, not the person.
2.2 Participate appropriately in class discussion and listen when others are speaking, without talking over them or disrupting the learning environment.
2.3 Enter the learning environment ready to learn and behave in a manner that does not unreasonably disrupt teaching, rehearsal, assessment, or the wellbeing of others.
2.4 Treat fellow students, tutors, staff, visiting practitioners, industry partners, and members of the public with dignity, courtesy and respect.
2.5 Raise points appropriately in class, avoid insulting or demeaning language, and do not use offensive language unless it is relevant to the academic or creative discussion and expressly permitted by the tutor.
2.6 Refrain from the use of profanities except where relevant to learning, rehearsal, performance, or discussion and permitted by the tutor.
2.7 Behave professionally at all times and recognise that they act as an ambassador for Creative Academy both on-site and off-site.
2.8 Follow all reasonable instructions, rules and guidance issued by class tutors and authorised Creative Academy representatives.

3. Mobile phones, dress and studio rules

The Student must:

3.1 Not bring mobile phones or similar personal devices into class unless their use has been expressly authorised by the tutor for learning, emergency, or accessibility purposes. Never **record** anyone without express confirmation in writing.
3.2 Attend classes dressed appropriately for the activity and in accordance with any dress code or tutor instruction.
3.3 Understand that unsuitable dress, footwear, jewellery, hair, or equipment may amount to a health and safety risk. In such cases, Creative Academy may require the Student to remedy the issue, sit out the activity, or

leave the learning environment, and the Student may be marked absent in accordance with the attendance policy.

3.4 Bring only water in a suitable bottle into the dance studio unless otherwise authorised.

3.5 Leave personal belongings outside the classroom or studio where instructed and understand that such belongings are brought at the Student's own risk, except where loss or damage is caused by the negligence of Creative Academy.

3.6 Not wear socks as footwear where the tutor or health and safety guidance prohibits this. Where instructed, classes may require bare feet or other approved footwear, including for contemporary and jazz classes.

4. Health, safety and wellbeing

The Student must:

4.1 Take reasonable care of their body, physical condition and fitness, consistent with the standards expected of a dancer or performing arts student.

4.2 Comply with all health and safety requirements, injury reporting requirements, risk controls, safe practice guidance, and tutor instructions applicable to the relevant learning activity.

5 Confidentiality, privacy and communication

The Student must:

5.1 Keep confidential any personal information obtained in the learning environment and must not disclose it to any third party without lawful justification.

5.2 Understand that any expectation of confidentiality is subject to safeguarding duties, legal obligations, complaints, disciplinary investigations, reporting duties, and the need to protect health, safety or welfare. Any reference to the Chatham House Rule does not override those exceptions.

5.3 Recognise that Creative Academy programmes are delivered to adult learners who are responsible for their own learning, conduct, and contractual relationship with the Academy.

5.4 Recognise that, where a student is aged 18 or over, Creative Academy will normally communicate about academic progress, conduct, fees, and support directly with the student.

5.5 Understand that Creative Academy will not normally disclose information to parents, guardians, or other third parties, and will not involve them in decision-making about the student's learning, unless disclosure is required by law, or there are serious safeguarding or wellbeing concerns. (See parental engagement policy and Student Advocate statement)

6. Serious misconduct and prohibited recording

6.1 The Student must not engage in any aggressive, violent, abusive, intimidating, harassing, or threatening behaviour towards Creative Academy staff, SBC staff, UWL staff, tutors, visiting tutors, industry partners, fellow students, contractors, or members of the public using Creative Academy facilities.

6.2 This prohibition applies to conduct on-site, off-site, in shared accommodation connected with the programme, in writing, by text, by email, through social media, by messaging platforms, or by any other means of communication connected with Creative Academy.

6.3 Such behaviour will normally be treated as serious misconduct or gross misconduct. Creative Academy may require the Student to leave a class or premises immediately and may suspend participation or take other interim action pending investigation. Permanent removal from the programme will be dealt with under the applicable disciplinary procedure and Student Contract.

6.4 The Student must not make, create, capture, store, share, publish, upload, transmit, or otherwise use any audio recording, video recording, photograph, or other digital record of any student, member of staff, visiting practitioner, industry partner, or member of the public in connection with Creative Academy, whether on-site or off-site, unless the Student has first obtained that individual's clear prior written consent and the individual has full knowledge of the recording or image capture at the time it takes place.

6.5 Covert, concealed, secret, or otherwise unauthorised recording or image capture of any kind is strictly prohibited and will normally be treated as a serious disciplinary matter and may constitute gross misconduct.

7. Complaints, study materials and tutor guidance

The Student must:

7.1 Confirm that they have read, understood, and agree to comply with the Creative Academy complaints procedure and any related student policies made available to them.

7.2 Purchase and read all core reading identified in module study guides, unless Creative Academy states that access will be provided by another method, and bring printed or electronic copies of module study guides to relevant classes as required.

7.3 Follow all guidelines, directions, and reasonable requirements set by class tutors in relation to conduct, participation, rehearsal, assessment, studio practice, and learning activities.

8. Fees, debt and certification

8.1 The Student acknowledges that all tuition fees, charges, and any other monies due to Creative Academy must be paid in full in accordance with the applicable payment terms.

8.2 Where any fees or other sums remain outstanding, Creative Academy may withhold the release of certificates, transcripts, results, references, graduation-related documentation, or other confirmation of completion to the extent permitted by law and by the terms of the Student Contract.

8.3 Any decision to withhold certification or related documents for non-payment must be consistent with the Student Contract, any validating body requirements, and applicable law in England and Wales.

9. Breach of this Agreement

9.1 A breach of this Learning Agreement may lead to action under the attendance policy, disciplinary procedure, health and safety rules, safeguarding process, or any other applicable Creative Academy procedure, depending on the seriousness of the matter.

9.2 Creative Academy will act reasonably and proportionately when applying this Learning Agreement and any related procedure.

9.2 Students are entitled to advocate in any disciplinary proceedings (Student Advocate Statement)

9.3 Nothing in this Learning Agreement limits the Student's statutory rights under the law of England and Wales.

Initial

SECTION 2: - ATTENDANCE

Students are registered at the beginning of the day during fitness/ballet/Pilates/yoga and through the Sign In App. If you miss or are late to registration without a principal or medical exemption, you are unable to complete that day for health and safety, professionalism, and fairness. Therefore, cannot participate in classes that day. This is considered an unauthorised absence.

To maintain a safe and professional environment for all students, it is imperative that attendance is consistent and reliable. Failure to attend registration without prior authorisation will result in the inability to participate in dance classes on that day. This policy is enforced in accordance with health and safety protocols, to uphold professional working practices, and in response to student council requests.

Students are required to notify the Student Services Manager and any tutors whose classes they will miss of any anticipated absences in advance (where possible), providing valid reasons and/or evidence for their inability to attend registration, using an absence form. Authorisation for absences will be granted on a case-by-case basis by the Creative Academy Principal, taking into account the extenuating/mitigating circumstances.

Students who fail to adhere to this policy will be unable to participate on the day they are late or absent from registration and may face disciplinary action. This measure helps ensure everyone's well-being and upholds the standards of professionalism within our performing arts community.

We appreciate your cooperation and understanding in maintaining a safe and productive learning environment. If you have any questions or concerns regarding this policy, please feel free to contact me.

Students missing 1 session/day counts as 1 absence (this includes students being asked to leave a class by tutor or another member of Creative Academy/Slough Borough Council staff).

- 3 absences, student will receive a **verbal warning** – meeting with Head of Year
- 6 absences, student will receive a **written warning** – meeting with Head of Year
- 9 absences: students will be able to **complete only modules and will be removed from all other aspects of the Programme.** - meeting with Programme Leader

Students must send an absence form to krissie.paul@slough.gov.uk as soon as reasonably possible if they are unable to attend classes.

If a student requires time off for medical appointments, bereavement/funeral, audition, or other reasons, the student must also send an absence form to krissie.paul@slough.gov.uk, providing as much notice as possible and including written evidence.

Only students with a medical certificate or authorisation from the Creative Academy Principal will be exempt from the absence(s) being recorded.

The Creative Academy programmes are designed and delivered as intensive vocational and conservatoire training, with a full-time studio-based timetable, integrated rehearsal processes and continuous skills development. Regular, punctual attendance at all scheduled activities is therefore essential to maintain individual technical progression, ensure safe practice, and uphold professional standards in ensemble work. The structure and pace of the course mean it is not suitable for students who are unable to commit fully to the attendance, rehearsal and performance expectations of vocational or conservatoire training, and any pattern of non-attendance will undermine a student's ability to meet the learning outcomes and may lead to restriction of access to vocational elements, academic penalties and/or removal from the programme in line with this Learning Agreement.

Initial ☐

SECTION 3: - FEES (Finance Section)

Fees, Additional Costs and Student Financial Responsibility

This section explains clearly what tuition fees cover, what they do not cover, what additional costs may apply and how fee liability works if a student withdraws. It is drafted to support transparency and fairness in line with UK consumer protection expectations for higher education contracts, including the need for terms to be clear, prominent and not misleading.

Tuition fees
The annual course fee is £9,790 per academic year for the 2026/27 entry year. A £300 deposit is payable on entry and forms part of the course fee rather than an additional charge.

The annual tuition fee may change in future academic years, where this is expressly linked to inflation or changes required under arrangements with the University of West London or the Student Loans Company. Any future increases should be communicated in advance of the relevant academic year and published clearly on the Academy website and in the enrolment information so that students can make an informed decision before continuing.

Additional Fees:

- Exam and Membership fees (Imperial Society of Teachers of Dancing) – ISTD Website*
- Sports Rehab/Chiropractor/Physio fees – sports rehab £15 / Physio £30 (This is at a 50% reduced rate) Active IQ – Pilates - £300*
- Hoodie replacement cost £30*
- Named branded hoodie £35*
- Theatre Trips (dependent on show and theatre) and travel (if required) *
- After-hours £50 per term*
- Fees for retakes will be charged for all retake modules at a minimum of £1,500, or as a proportion of the applicable full-time tuition fee. Payment in full is normally required at enrolment. Undergraduate students who are taking more than 120 credits in any one academic year will not be charged more than the full-time tuition fee for that year. Re-sits will not be charged for. *

* *These fees are recoverable directly from the student to Slough Borough Council.*

What the tuition fee covers
Unless stated otherwise in writing, the tuition fee covers the academic delivery and core administration of the degree course. This includes the following:

- Lectures, seminars and academic tuition for degree modules.
- Up to 42 hours of contact time per 20 credit module, excluding the Personal Project module, which is delivered through one-to-one mentorship of up to 30 minutes per week in term time, with a maximum of 12 hours per student, upon request with the mentor.
- Morning class provision of 1 hour per week for 10 weeks per semester, two live assessment performances per academic year, and teaching placements where these form part of the course.
- Course administration, including timetabling, assessment administration, marking, written feedback, module assessment boards and award boards.
- Access to campus facilities used for teaching, including dance studios and performance spaces.
- Microsoft packages available through a UWL student email account, access to Blackboard, student email and campus Wi-Fi.
- Library access through Slough Borough Council Central Library and the UWL online library.
- Academic support, including a minimum of two personal tutor meetings per semester, with further meetings on request where reasonably available.
- Study skills support for written assignments, where requested by the student and places are available, together with lectures on study skills, research skills, reflective writing, and dance theory.
- Career support through Professional Portfolio Module, including CV preparation, job search guidance, information on contracts, tax, safeguarding and portfolio careers.
- One resit opportunity for a failed assessment, where permitted under the relevant academic regulations.
- A standard student hoodie & T-shirt on initial enrolment

What the tuition fee does not cover

The tuition fee does not cover personal living costs, optional extras, or specialist enhancement activities unless the Academy expressly confirms in writing that a particular item is included. In particular, the tuition fee does not cover the following:

- Accommodation, food, household bills, personal living expenses or day-to-day travel.
- Costumes, theatre trips, headshots, showreels and similar personal professional promotion costs.
- Access to a gym or external fitness facilities.
- Vocational elements of the degree, after-hours enrichment or enhancement activities, and participation in optional performances or showcase opportunities beyond the core academic course, unless expressly stated in writing.
- The Graduation Showcase, January full school show, online showcase, recording studio use, or agent & industry panel days.
- One-to-one counselling.
- The full cost of physiotherapy appointments, although discounted access may be offered.
- Named hoodies or replacement clothing items.
- Active IQ, ISTD or other external registration fees, examination fees, qualifications or related equipment.
- Pilates qualifications, ballet qualifications, tap qualifications or modern qualifications.
- Re-taking failed modules beyond any resit included under the applicable academic regulations.
- Dog therapy, bursaries, and any item or service not expressly identified as included in the published fee information.
- Any costs associated with Move It (Intermediate Live/Upper Street Events)
- Showreel filming or editing
- Optional Theatre Trips

Additional costs students should expect

Students should expect that some costs will arise separately from the tuition fee, particularly for optional opportunities, personal equipment, professional development, or third-party charges. Examples of likely additional costs include travel to placements or performances, costumes and personal uniform, optional external qualifications, optional showcase participation, replacement or personalised uniform items, and repeat study costs where required under academic regulations.

Deposit

The £300 deposit is non-refundable after acceptance of the course; unless the Academy cancels the course, materially changes it so that the student is entitled to withdraw under consumer law, or a refund is required by law. The deposit counts towards the acceptance fee and is not an additional administrative charge. Prospective students are informed of this on open days, at auditions and in writing with the offer.

Cooling-off and cancellation rights

No Course fees are charged for withdrawal before initial Creative Academy enrolment or within 14 days of initial enrolment for the first academic year, although the student remains responsible for any sums properly incurred during that period, including any agreed charge for retained goods such as the £35 hoodie if already supplied.

Withdrawal and fee liability after enrolment

If a student withdraws after the 14-day cancellation period, fee liability applies on the following basis for each academic year:

- No fees charged for withdrawal prior to initial Creative Academy enrolment or within 14 days of initial enrolment. Applicable for the first academic year of enrolment. (Although the student will be responsible for any money owed within the time, including a £35 payment for the hoodie*)
- 50% of the fees will be charged if withdrawn before 31 October.
- 70% of the fees will be charged if the withdrawal is made before 30 November.
- 100% of the fees will be charged if the withdrawal is made on or after 1st December.

If a student leaves after the first term, and the Student Loans Company or the University of West London does not pay the remaining amount due, the student remains personally responsible for any outstanding tuition fees owed for that academic year.

Student loan funding and personal liability

Where tuition fees are expected to be paid through the Student Loans Company, the student remains ultimately responsible for ensuring that the fee is paid. If student finance is not approved, is withdrawn, or does not fully cover the fee due, the student must pay any outstanding balance directly to Slough Borough Council trading as The Creative Academy, unless the Academy confirms otherwise in writing.

Vocational and enhancement activity

Participation in any vocational element, enhancement activity, or enrichment opportunity offered by Creative Academy is separate from the core academic tuition fee unless expressly stated otherwise in writing.

Access to such activity is not guaranteed by payment of the tuition fee alone and remains subject to the discretion of Creative Academy staff, faculty, or the Principal.

Eligibility to participate depends on factors including the student's suitability, attendance, conduct, punctuality, engagement, timetable capacity, health and safety requirements, and staff assessment of the student's readiness and ability to benefit from the activity.

Creative Academy reserves the right to refuse, limit, suspend, or withdraw access to any vocational, enhancement, or enrichment activity where it reasonably considers this necessary for academic standards, student welfare, health and safety, professional conduct, or the effective management of the programme.

Where a vocational or enhancement activity is optional and carries an additional charge, that charge will be notified separately in writing, together with any relevant payment terms and refund conditions, before the student commits to taking part.

Certification and debt

Certification or release of final completion documents may be withheld where there are outstanding monies/debts owed to the Academy, where legally and regulatorily permitted.

Finance and Additional Costs

The Student agrees to pay the tuition fee for each academic year as notified in the offer, enrolment information or published fee schedule. For the 2026/27 academic year, the tuition fee is £9,790. A £300 deposit is payable on acceptance of a place and forms part of the tuition fee, not an additional charge.

The tuition fee covers the core academic delivery of the degree course, including teaching for degree modules, scheduled academic support, ordinary assessment and administration, access to standard teaching facilities, designated digital services and library resources, and the other items expressly listed in the published fee information.

The tuition fee does not cover accommodation, living costs, personal travel, costumes, optional enhancement activities, external registration or qualification fees, optional showcase or promotional costs, one-to-one counselling, the full cost of physiotherapy, replacement or personalised clothing, or any other item not expressly stated to be included.

The student has the right to cancel within 14 days of initial enrolment for the first academic year without liability for tuition fees, except for any lawful charge clearly explained in advance for goods retained or services already supplied at the Student's request during that period. If the Student withdraws after the 14-day cancellation period, the following tuition fee liability applies for that academic year: 50% if withdrawal occurs before 31 October; 70% if withdrawal occurs before 30 November, and 100% if withdrawal occurs on or after 1 December.

Where tuition fees are to be paid through student finance, the student remains responsible for any part of the tuition fee not paid by the Student Loans Company or any other funder. Any bursary, discount or discretionary financial support is subject to the specific written terms under which it is awarded.

Initial

SECTION 4:- INJURY Statement

- If, throughout my programme at the Creative Academy/University of West London BA (Hons), I am unable to complete any assignments due to injury, I accept that I will need to complete a mitigation form and will be offered an extension, **or** I will have to re-take/re-sit the assignment **or** complete alternative methods of assessment, with agreement from the module tutor and the Creative Academy Principal/programme leader.
- If the Injury lasts longer than 2 weeks, I will need to complete a mitigation form, enter the mitigation process with the University of West London/Creative Academy, and provide medical evidence to the mitigation board/Creative Academy.
- I am responsible for maintaining my health and well-being, as required of a dancer, during this programme.
- No heat/cold packs will be provided from the Creative Academy office.
- Please also refer to injury policy

SECTION 5:- MEDIA CONSENT & DATA PROTECTION

Data Protection Statement

At Creative Academy, we are committed to protecting the privacy and security of your personal data. This Data Protection Statement outlines how we collect, use, and safeguard your information in accordance with the UK General Data Protection Regulation (UK GDPR).

1. Data Collection and Purpose:
   We collect personal data for specific, explicit, and legitimate purposes. This may include information such as your name, email address, contact details, and any other information necessary to fulfill our contractual obligations or provide requested services.
2. Lawful Basis for Processing:
   We process personal data based on one or more lawful bases as defined in the UK GDPR, including consent, contract performance, legal obligations, vital interests, public task, and legitimate interests. We ensure that the processing is fair, transparent, and proportionate to the purpose for which the data was collected.
3. Data Minimisation and Accuracy:
   We only collect and retain personal data that is necessary for the intended purpose. We take reasonable steps to ensure that the information we hold is accurate, up-to-date, and relevant. You have the right to request access to, correction of, or deletion of your personal data held by us.
4. Data Security and Confidentiality:
   We implement appropriate technical and organisational measures to protect your personal data against unauthorised access, disclosure, alteration, or destruction. We regularly review and update our security measures to ensure they remain effective and aligned with industry standards.
5. Third-Party Processing:
   We may engage third-party service providers to assist with data processing activities, such as cloud storage or IT support. We ensure that any third parties processing personal data on our behalf comply with data protection regulations and provide sufficient guarantees regarding the security and confidentiality of your information.
6. Data Transfers:
   If personal data is transferred to countries outside the European Economic Area (EEA), we ensure adequate safeguards are in place to protect your rights and freedoms in accordance with the UK GDPR.
7. Data Subject Rights:
   You have certain rights regarding your personal data, including the right to access, rectification, erasure, restriction of processing, data portability, and objection to processing. We respect these rights and will respond to any requests in a timely and lawful manner.
8. Data Breach Notification:
   In the event of a personal data breach that is likely to result in a risk to your rights and freedoms, we will notify the relevant supervisory authority and affected individuals without undue delay, in accordance with our legal obligations.
9. Contact Information:
   If you have any questions, concerns, or requests regarding our data protection practices or this statement please contact the Data Protection Officer at Slough Borough Council.
10. Updates to this Statement:
    We may update this Data Protection Statement from time to time to reflect changes in our practices or legal requirements. Any updates (to this document) will be published on our website, and we encourage you to review this statement periodically for the latest information.

Covert recording

Student Recordings, Images and Consent: For the purposes of this Agreement, photographs, video recordings and audio recordings that identify an individual may constitute personal data, and their creation, storage, sharing and use must be handled lawfully, fairly and transparently in accordance with the UK GDPR and the Data Protection Act 2018. Students are strictly prohibited from making or using any audio recording, video recording, photograph or other image of any identifiable individual in connection with the Creative Academy without that individual's clear prior written consent and without that individual's knowledge that the recording or image is being taken. Secret, covert or deceptive recording is prohibited. Any such act may be treated as unauthorised processing, a breach of privacy, a breach of this Learning Agreement and gross misconduct, and may lead to disciplinary action, removal from the programme, and, where appropriate, referral under applicable institutional or legal procedure.

Media Consent

The Creative Academy welcomes publicity for the town, the course, the University of West London, the Council for Dance, Drama & Musical Theatre and Slough Borough Council, which sometimes involves the media filming or taking photographs of the students.

These photographs/films will be stored in a photo library held by Creative Academy on a Slough Borough Council internal system, Instagram, Facebook, TikTok and WeTransfer or various social media platforms. During this time, they may be used by the Creative Academy and its partners for media and marketing purposes, such as films, magazines, newspapers, brochures, leaflets, posters, social networking, social media and electronic forms of communication. I give my permission for the photographs/film to be used for a minimum of ten years, (from the date of graduation) for the purposes of representing the Creative Academy and its partners.

After which, this consent will continue until I write to Creative Academy to withdraw it ***(recorded delivery)***.

Initial ☐

Data Protection on 'We-transfer'**Data Protection Impact Assessment (DPIA)**

1. Overview:
This DPIA assesses the data protection risks associated with the storage of videos and images using WeTransfer under the UK General Data Protection Regulation (UK GDPR). The purpose is to identify potential risks, evaluate their impact, and propose mitigating measures to ensure compliance with data protection regulations.

2. Data Processing Activities:
- Collection, storage, and transfer of videos and images via WeTransfer.
- Processing personal data such as names, email addresses, and potentially sensitive information depicted in the videos and images.

3. Data Protection Risks:
- **Data Breach:** Unauthorised access or disclosure of videos and images during transfer or storage could lead to data breaches.
- Data Loss: Inadequate security measures may result in the loss of data, compromising its integrity and availability.
- Third-Party Risks: WeTransfer is a third-party service, and its security measures and compliance with GDPR may not be fully transparent or under our control.
- Sensitive Data Exposure: Videos and images may contain sensitive personal information (however unlikely), risking exposure if not adequately protected.

4. Impact Assessment:
- Likelihood: The likelihood of data breaches and loss is low, considering the security measures in place and the nature of the data being transferred.
- Severity: The severity of potential breaches is high, as they could result in significant harm to individuals and damage to the organisation's reputation.

5. Mitigation Measures:
- Encryption: All videos and images should be encrypted both in transit and at rest to prevent unauthorised access.
- Access Controls: Implement strict access controls and authentication mechanisms to limit access to authorised personnel only.
- Data Minimisation: Collect and store only data necessary for the intended purpose, thereby reducing the risk associated with sensitive information.
- Vendor Due Diligence: Conduct regular assessments of WeTransfer's security measures and compliance with GDPR to ensure alignment with data protection requirements.
- Data Retention Policy: Establish a clear data retention policy to minimise the storage of unnecessary data and reduce the risk of exposure.

Conclusion:
This DPIA highlights the potential risks associated with the storage of videos and images using WeTransfer under the UK GDPR. By implementing the proposed mitigation measures, the organisation can minimise these risks and ensure compliance with data protection regulations. Regular reviews and updates to security measures are essential to adapt to evolving threats and maintain the integrity and confidentiality of personal data.

Approval:
This DPIA has been reviewed Initial

CONTRACT (Contractual Acknowledgement and Student Agreement)

By signing this Learning Agreement, the Student confirms that they have read, initial, and understood, and agree to comply with ALL Sections of this Learning Agreement, together with all related Creative Academy, UWL, and SBC policies applicable to the programme.

The Student acknowledges and agrees that this Learning Agreement forms part of the contractual relationship between the Student and Creative Academy and may be relied upon by Creative Academy when making decisions on attendance, participation, progression, access to vocational activity, disciplinary action, and eligibility for performances, examinations, certification, and continued enrolment on the programme.

Compliance with the Learning Agreement

The Student agrees that they must comply with the Learning Agreement at all times, including but not limited to:

- Following tutor guidelines and all reasonable instructions issued by Creative Academy staff.
- Arriving on time for registration and all timetabled learning activities.
- Dressing appropriately for the relevant class, rehearsal, assessment, performance, or activity.
- Demonstrating good attendance, punctuality, professional working practices, and compliance with health and safety requirements.
- Meeting the learning outcomes of the programme and submitting assignments by the required deadlines.

Attendance and vocational access

- The Student acknowledges that attendance is an essential requirement of the programme. Where the Student's attendance falls below the threshold set by Creative Academy, including when attendance is below 90% overall, regardless of reason, unless otherwise agreed under an approved absence process, Creative Academy may restrict the Student to module-only study and may refuse access to the vocational elements of the programme.
- Where Creative Academy operates the stated attendance trigger of 9 absences, the Student acknowledges that reaching that threshold may result in module-only status and removal from vocational activity, subject to the attendance policy, any approved medical evidence, any signed absence form accepted by the principal, and any other applicable procedure.

Misconduct and removal from the programme

- The Student acknowledges that any aggressive, violent, abusive, intimidating, or threatening behaviour towards Creative Academy, UWL or SBC staff, tutors, industry partners, visiting tutors, fellow students, or members of the public accessing Creative Academy facilities may be treated as serious misconduct or gross misconduct.
- Where such behaviour occurs, Creative Academy may require the Student to leave a class or the premises immediately, may suspend the Student pending investigation, and may remove the Student from the programme in accordance with the applicable disciplinary procedure and the Student Contract.
- Creative Academy prohibits students from making audio recordings, video recordings, photographs, livestreams, screen recordings, or any other capture of the image, voice, or personal data of any student, staff member, visiting tutor, industry partner, or other identifiable individual connected with Creative Academy without that person's clear prior written consent and full knowledge.
- It also confirms that covert, undisclosed, or unauthorised recording, sharing, or publication may breach the Learning Agreement and Creative Academy's data protection requirements, and may be treated as gross misconduct, which could result in disciplinary action up to and including removal from the programme.
- The student further acknowledges that persistent failure to follow guidance issued by Creative Academy and its staff may result in disciplinary action and, where the breach is serious or repeated, may lead to removal from the programme in accordance with the Student Contract and applicable procedures.

Resources and property

- Where the Student hires, borrows, or is issued with any Creative Academy resource, equipment, book, costume, or other property, the Student is responsible for that item until it is returned.

- If such an item is lost, damaged beyond fair wear and tear, not returned by the agreed return date, or not returned in substantially the same condition as it was issued, the Student agrees to reimburse Creative Academy for the reasonable cost of repair or replacement.

Assignments, assessments and deadlines

- The Student acknowledges that they are subject to the applicable Creative Academy and UWL policies relating to assignments, assessment submission, academic conduct, referrals, extensions, mitigating circumstances, and deadlines, and agrees to comply with them.

Costumes, performances and rehearsals

- The Student acknowledges that they are responsible for purchasing any costumes required for performances and assessments unless Creative Academy expressly states otherwise in writing.
- The Student agrees to attend all required rehearsals and performances for internal and external shows and to participate in a professional and committed manner throughout the programme.

Policies and personal responsibility

- The Student confirms that they must comply with all Creative Academy, UWL, and SBC rules, regulations, policies, procedures, and programme requirements relevant to their studies, and that it is their responsibility to familiarise themselves with those documents and keep up to date with any amendments that are notified to them.

Additional certification exam entry

- The Student acknowledges that they are responsible for payment of Active IQ, ISTD fees and any other fees associated with examinations for which they are entered.
- The Student further acknowledges that payment of ISTD or associated examination fees does not guarantee entry for any examination and that entry remains subject to Creative Academy's academic and professional judgement, readiness criteria, and any applicable examination requirements.

Outstanding debts and release of awards or documents

- The Student acknowledges that where any outstanding sums remain due to Creative Academy, including sums owed for books, uniform, costumes, hired resources, examination fees, or other charges notified to the Student, Creative Academy may withhold the release of certificates, transcripts, results, references, graduation-related documentation, or other confirmation of completion, to the extent permitted by law, the Student Contract, and any validating body requirements.
- For legal accuracy, this clause should refer to the withholding of documents or institutional release processes rather than stating that a degree itself is not awarded, unless UWL has expressly authorised that wording in writing.

Attendance and grading consequences

- Where Creative Academy has published attendance criteria linked to grading, distinction eligibility, first-class eligibility, or maximum available marks, the Student acknowledges that those criteria may be applied in accordance with the published academic rules, subject to any approved medical certification, signed absence form accepted by the Principal, and any overriding UWL academic regulations.
- Because grading restrictions must align with awarding body rules and consumer fairness principles, any cap, such as no mark above 70 for less than 100% attendance, or a pass-only outcome below 90% attendance, should only be enforced where it is expressly stated in the approved academic regulations and is consistent with UWL requirements.

Exam certificates

- Once examination certificates have been issued to the Student, they become the Student's responsibility. The Student is liable for any replacement or reissue fees charged by the awarding body or Creative Academy where a replacement certificate is requested.

Professional representation and conduct

- The Student acknowledges that they represent Creative Academy and must conduct themselves professionally at all times. This includes conduct on social networking platforms, websites, at theatre visits, auditions, performances, professional events, and in any shared property or accommodation connected with current students or programme activity.

Level 6 / Year 3 participation requirement

Level 6 / Year 3 Industry Participation, Agent Panel Day and Graduate Show:

- I understand and agree that, in order to be eligible to participate in the Creative Academy Agent Panel Day and/or Graduate Show, I must register with Spotlight and create and maintain an active Spotlight account by any deadline notified by the Creative Academy.
- I acknowledge that failure to register for Spotlight and create such account by the required deadline may render me ineligible to participate in the Agent Panel Day and/or Graduate Show.
- I further understand and agree that participation in the Graduate Show and associated performance activity is subject to casting, artistic, academic and professional considerations and is at the sole discretion of the Creative Academy, the choreographers and/or the Musical Director(s).
- I acknowledge that, where selected to perform, the Creative Academy only guarantees that I may appear in no more than a maximum of three dance numbers, and no representation, warranty or guarantee is given that I will be allocated or offered any solo singing performance, such participation being entirely at the discretion of the choreographers and Musical Director(s).
- I further understand and agree that any student who does not wish to pursue a career as a performer shall not participate in performance elements and shall instead attend and participate in the Industry Panel Day, as directed by the Creative Academy.
- I also acknowledge and agree that any student enrolled on a modules-only option/pathway in Year 3 / Level 6 shall not be eligible to participate in any panel days, Agent Panel Day, Agent Showcase, Graduate Show, or any associated showcase or industry presentation activity.

Signature acknowledgement

By signing below, I confirm that I have carefully read all sections 1 to 5 of the contract, understand its effect, and agree that failure to comply with this Learning Agreement may result in academic, disciplinary, financial, or progression consequences in accordance with the Student Contract and applicable policies.

Initial ☐

I certify that the information contained on this form is correct; I confirm that I have read and understand the Creative Academy Learning Agreement, contract and am prepared to abide by Sections 1, 2, 3, 4, and 5 contained herein.

This Agreement shall be governed by and construed in accordance with the laws of England and Wales, and the parties submit to the exclusive jurisdiction of the courts of England and Wales

Student Signature:	Creative Academy Principal:
Signed: _____	Signed:
Name: _____	Name: George Kirkham
Date: _____	Date: 01/09/2026