# Key Facts Disclosure

## *School Name and Identification*

Our school is named The Wing Chun Collective that may also be referred to as TWCC. The lead instructors are Steve Woodward and David Akroyd-Jones.

## *Profit Statement*

Our school is run as a commercial entity and, whilst our income is limited, we may use any profits for the further provisions of school equipment, training and drawings for its partners etc.

## *Legal Registration*

Our school is registered as a partnership for tax and accounting purposes.

## *The Wing Chun Collective Student Audience*

The Wing Chun Collective provides classes to adults, young persons aged between 14 and 18, and Adults at Risk.

## *Complaints and Disputes*

The Wing Chun Collective has a complaints procedure in place and will always strive to provide the best service to its students and associated community members. Should you have a complaint about our conduct or service please contact us at ***twcc@wingchun.uk.net*** and request to see our complaints procedure which will contain all the required information needed to make a complaint. All complaints are dealt with confidentially and are always followed up.

## *Insurance Provisions*

1. ### *Instructor Insurance*

   The Wing Chun Collective always ensures that all instructors are fully insured. Our instructors use specialist instructor insurance that is underwritten by AXA UK. A copy of any relevant insurance documentation is available on request or may be viewed on our website at www.wingchun.uk.net or at www.bmaba.org/verify, search for “The Wing Chun Collective” or the individual Instructor name by.

2. ### *Student Insurance*

   The Wing Chun Collective always takes our responsibility to safeguard members seriously. Accordingly, we always insure our students through the BMABA for member-to-member liability. Cover will only exist where a student is in receipt of an insurance or membership certification from the BMABA.

## *DBS Check Status*

The Wing Chun Collective teaches adults and children and so all instructors hold an enhanced disclosure which has been deemed to be acceptable. Evidence of this check may be provided on request or is available from www.bmaba.org/verify.

## *Instructor Grade Requirements*

The Wing Chun Collective always ensures that our instructors are qualified to, or above, the minimum standard expected by our association.

## *First Aid Status*

The Wing Chun Collective takes the safety of its members seriously. All instructors are first aid trained to an acceptable standard and sufficient emergency first aid equipment is present at all classes. A risk assessment and associated health and safety briefs are conducted prior to commencement of classes.

## *Professional Association Membership*

The Wing Chun Collective takes its responsibilities to run a professional class seriously. Accordingly, it's instructors are registered with multiple organisations and associations. Associated membership certification is available on request or is viewable on our website.

## *Fees & Charges*

The Wing Chun Collective does not have any hidden costs or dishonest fee collections in place. All money is payable by card/cash/PayPal/direct transfer/standing order when due, and receipts can be issued. Our school charges £45.00 registration fee for the first 12 months to include association membership, insurance and one school t-shirt, this is payable after 8 sessions of training with us. This fee is payable once a year, however, renewal years are charged at £35.00 per year.

Any student having a continuous run of non-attendance covering 6 weeks or more will invalidate that student's membership and insurance and they will no longer be a member of **The Wing Chun Collective**. If a student wishes to continue their training after this, they will be required to restart the introductory period after which they will be required to pay the initial membership premium of £45.00

Classes are charged at variable rates depending on the class type; however, our standard class fee is £10.00 for class. Please check any rates or charges before committing to training in case this has changed.

You are NOT bound by any contract and may discontinue training at any time.

## *Independence Status*

The Wing Chun Collective is associated with a professional association to ensure our standards are some of the highest available, however we remain legally independent and are not submitted to any compulsory regulation or obligation under any of the named associations.

Accordingly, it is our school's responsibility to comply with local and national laws / regulations, and there is no re-course to our representing organisation in the event of any breach of law, regulation or protocol. We retain the right to be an independent school and govern ourselves by best practice whether we are inside or outside the membership / affiliation of any named governing bodies.

## *Reporting Our School*

There is no single regulatory body for all styles of martial arts in the United Kingdom.

Accordingly, if you wish to report our school you are first asked to honour our complaints procedure (page 1) which will detail how you may raise any complaints with us, and what action we will take. This complaints procedure will also detail any specific organisation that we are associated with, and instructions on making a complaint to that body.

You may report us to our Association where applicable. Our Association is the BMABA, however, your complaint may not be properly investigated if you have not followed initial guidance on making a complaint as per our complaint's procedure. If you wish to make a complaint, please contact us at twcc@wingchun.uk.net.

## *Additional School Notes or Key Facts*

There are no additional key facts to disclose currently.