

# TERMS AND CONDITIONS

## CLASS RULES/REGULATIONS

- Please ensure you are there to pick up your child as the class finishes. The School is not responsible for children left unattended between classes, before or after their class. At Danscentre, older students may be left unattended in between classes if the parent considers them responsible to do so. Danscentre accepts no responsibility for any child left unattended at these times.
- Eating is strictly forbidden in class, although students may take water during class. A non-fizzy drink may be given to children who do two classes consecutively (especially Pre-Primaries), who will be given a break in between classes.
- All jewellery must be removed before class.
- Children with an arm in plaster cannot participate in class.
- Parents should be aware that in order for children to gain a kinesthetic sense of movement a “hands on” teaching method is used within the school. This method is a necessary tool in the teaching of physical skills: especially dance. Incorrect posture can lead to faulty technique, which in turn can lead to injury. Please withdraw your child from the school if you are uncomfortable with this procedure.
- Danscentre will not tolerate any verbal abuse and/or aggressive behavior towards teachers or members of staff.
- The principal reserves the right to temporarily exclude any child from their class, whose misbehavior is felt serious enough to warrant such measures. No refund of fees will be issued.
- When dropping your child off, please ensure that the class is scheduled to run. On rare occasions classes may have to be cancelled due to unforeseen circumstances. A notice will be displayed outside the Venue under such circumstances.
- In winter, if the snow is bad enough to inhibit travel and schools are closed, classes may have to be cancelled. Please check emails/our Facebook for updates on any closures throughout the day. **N.B. Normal snow conditions will not affect classes.**
- If classes are cancelled due to circumstances out with our control (e.g. bad weather, emergencies, etc.) an alternative class will be offered. No refunds are given.
- PLEASE - **No discussion at the class door.** This only reduces the amount of teaching time available. If you wish to discuss something with a teacher please email the office to arrange a suitable time with that teacher.
- Parents are invited twice a year to watch their child’s classes. Details will be given by individual class teachers. Parents however are not allowed to watch everyday classes. This only causes disruption and loss of concentration for the children and the teacher.
- The school does not accept children who are currently attending classes at another dance school.
- Parents must be responsible for their other children while waiting for dance classes to finish. Please **do not allow children to run around the grounds of the Halls.** Any damage caused to property by children will be the responsibility of that child's parent and the parent will be invoiced for the damage caused.
- Please make sure, especially with younger children that they have been to the toilet **before** attending the class.
- The school is not responsible for items left in changing rooms. Lost property is kept for one term. After a term, any unclaimed property is given to Charity shops or sold. Please contact the office for any items that are lost.

## EXPECTED BEHAVIOUR WITHIN DANCE CLASS

The following list represents expected behavior for all students attending dance classes within the school.

- Listen and respect the teachers’ opinions and guidance
- Be courteous to all staff at all times
- Work with motivation and commitment
- Accept and expect feedback
- Arrive on time
- Dress appropriately to the style of the class

- Show respect for each other as individuals (accept differences)
- Be friendly towards all students within the class
- Enjoy the success of others
- Respect Danscentre's property as well as other students' property
- Be considerate of others needs and rights to learn
- Work cooperatively within a group

## **MEDICAL CONDITIONS**

We would like to be informed in writing of any medical condition your child may have e.g. asthma which may affect his/her ability to dance or perform in class. In the case of children who have known medical conditions, the responsibility must be taken by the parents as to the fitness of the child to attend class. Please email/post the letter to the administration office.

## **ABSENCES**

**Danscentre cannot offer refunds for classes in the event of illness or injury.**

Obviously a certain amount of absences in a term through illness etc. are inevitable. The children do however need to attend regularly, and must therefore attend a minimum of 70% of classes in any one term. If they miss more than 30% of classes in that term they could unfortunately lose their place in that class. Absence through prolonged illness or injury will not lead to the child losing his/her place. Please email/phone the office if your child has been/will be off for any classes.

## **FEES**

Invoices are emailed out prior to a new fee period starting with instructions on how to pay online/at reception. Please note no moneys can be given to a class teacher and we no longer accept cheques.

All fees must be paid by the relevant date on fee notices. Late fee payments will be subject to an extra 15% if not paid by the due dates.

**If a child wishes to stop classes, then notice must be given in writing two weeks before the end of term, otherwise he/she will be billed for the following term as usual.** Exam fees must be sent off a couple of months in advance to the Exam Board in London. If fees are not handed in on time then unfortunately, the child cannot be entered for the examination. The Dance School will not be held responsible for children in these circumstances.

If there is a problem paying exam or class fees in time, please do not hesitate to contact us and we will do our best to help regarding the settlement of the fees.

## **DATA PROTECTION/PRIVACY NOTICE**

Danscentre holds information about our customers to enable us to carry out our business as a dance education and training organisation. This information includes the personal contact details you supply to us and may also include information on examinations, courses and student records.

Danscentre will not disclose your information to third parties outside the school except where the law allows or requires, or where you have given your permission to do so. We may from time to time contact you individually about other carefully selected Danscentre services which we think will be of interest to you.

## **SOCIAL MEDIA**

Occasionally photos and videos may be taken for publicity purpose; these may be used on our website. Our school photographer has full disclosure and adheres to appropriate procedures. The class teacher is always present.

Please inform the office in writing if you object to your child being included in any photographs or videos posted on our website, social media or YouTube pages. If we do not receive anything from you we will assume that you are agreeing to your child being featured on our website/social media pages as per Danscentre's Social Media Policy.

# Danscentre Examination Information

## COURSES AVAILABLE

Ballet	Royal Academy of Dance (R.A.D.)
Jazz/Modern, Tap	Imperial Society of Teachers of Dancing (I.S.T.D.)
National 5	SQA
Higher Dance	SQA
Contemporary	Non syllabus
Dance Leadership Award	Sports Leaders
UK Adult Tap & Jazz.	Non syllabus

## **ROYAL ACADEMY OF DANCE (R.A.D.)**

The Royal Academy of Dance is an international organisation, being the world's largest and most influential examining and teaching body for classical dance, whose aim is to provide the highest possible standard of classical ballet teaching. In association with its aim, the Academy stresses the importance of every student having an achievable goal. The philosophy is carried out in two ways, firstly that the syllabi are mainly related to development rather than age and, secondly, that achievement can be measured by either a **Class Award** or **Examination**. The Academy's examinations are accredited by the UK government.

## **IMPERIAL SOCIETY OF TEACHERS OF DANCING (I.S.T.D.)**

The I.S.T.D., an international organisation, is the only organisation that covers the full spectrum of dance styles. Its aim is to 'educate the public in the art of dancing in all its forms'. The Society is formed into 10 faculties of which, within the school, examinations are offered in Modern/Jazz, Tap. The I.S.T.D.'s examinations are accredited by the UK government.

## EXAMINATION SYLLABI

The school offers 3 examination syllabi:

### **Graded Exams**

Children follow a syllabus that encourages technique, artistry and musicality and are entered for examinations once the required criteria have been met. They will receive a graded report and certificate from the examination session. On average children sit examinations every eighteen months to two years. Children must attend at least 70% of classes during the year to keep their place in the same standard class and therefore qualify for consideration of entry to examinations.

Participation in exams **always** involves extra coaching lessons (3/4) and entrance to examinations is on the understanding that the child will attend the necessary extra lessons. Entrance to examinations is not negotiable and will depend on the candidate's suitability at the time. The teacher's decision is in the child's interest.

### **Class Awards**

Class Awards are available as an alternative to examinations in Ballet. They are compulsory at Pre-Primary level and at the teacher's discretion thereafter. Pupils are assessed on broader criteria than in an examination and have the advantage of the class teacher present to guide them. Pupils all receive an examiners report and certificate.

### **Vocational Graded Examinations**

Students who want to study dance in greater depth with a view to pursuing a career in dance can follow the Vocational Graded Syllabus. These examinations are necessary for entry into Further Education Dance Colleges. Students should expect to take a minimum of two classes a week at the lower level (Intermediate Foundation and Intermediate) increasing as they progress towards higher levels (Advanced Foundation). All Vocational Graded Exams are taken either in London, Manchester, Newcastle Edinburgh or Glasgow depending on time and examination dates. The school offers a

Vocational Training Scheme for students considered capable. New student selected for potential entry into vocational classes begin by attending "coaching classes". Entry into these classes is by invitation.

## EXAMINATION PROCEDURE

It is important that children and students are well prepared for Examinations and Class Awards and that sufficient time is allowed for them to develop the necessary technical skills and artistic qualities required at any given level. **Examinations are not compulsory**. Children may attend the school and follow courses of study without wishing to sit examinations. Below is a guide as to the approximate age to grade relationship within the school:

**Baby class (PSDC \*level 1)**  
**Pre-School (PSDC\* level 2)**

3-4 years  
Children in their preschool year

<b>Pre-Primary</b>	P1-P2
<b>Primary</b>	P3-P5
<b>Grade 1</b>	Minimum age 7 up to 12
<b>Grade 2-5</b>	Minimum age 8 up to 18
<b>Grade 6-8</b>	From 13 upwards (approx.)
<b>*Preschool Dance Curriculum (PSDC)</b>	

**PSDC** is designed for children between 3 – 5 years of age. It is split into two levels – 1 and 2. The PSDC enables children to participate in dance activities that are developmentally appropriate, helping to facilitate the learning of dance skills at a later age. Demonstration classes are an optional part of the PSDC; they allow the children an opportunity to perform a selection of the material covered over the year to an Examiner. The Examiner (from the RAD) will be present not to assess the children but to watch and enjoy the children's demonstration, adding to the sense of occasion.

As in all learning environments discipline is encouraged throughout. Uniform must be adhered to at all times.

### **CURRENT STAFF**

**Principal:** Karen Berry

**Co-Principal:** Michelle Whyte

**Teaching staff:** Charlotte Summers, Audrey Fraser, Jillian Louis, Lorna Scott, Kathleen Thayne, Douglas Moir, Sarah Simpson and Shelley Weston.

**Admin staff:** Naomi Davies, Lesli Jamieson, Charlotte Kinsella