

Hasland Dance Studios



Student/Parent Handbook

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MISSION STATEMENT:

Our mission is to offer the highest standards of dance and performance arts training at local level. We aim to fully cater to students dancing, singing and acting recreationally, as well as those preparing for professional careers in Dance and Musical Theatre. We aim to offer our training within a fun and safe environment to all our students.

SUPPORTING POLICIES:

This Handbook is supported by the following Policies: (these policies are available to read on our Website: <http://www.haslanddancestudios.co.uk/our-policies>)

- Child Protection and Safeguarding
- Health and Safety
- Complaints Procedure
- Equal Opportunities Policy
- Anti-Bullying Policy
- Data Protection Policy

Child Protection and Safeguarding:

At HDS, everything that we do is focused on providing a safe environment for our students. We recognise our duty to safeguard and protect children from abuse, as defined in the Children Act 2004, the Education Act 2002 and The Children (Performances and Activities) (England) Regulations 2014. Please refer to our separate Child Protection and Safeguarding Policy for more information.

Bullying:

Our community is based upon mutual respect, good manners and fair play. We aim to offer a safe and caring environment that is free from disrespect, violence or any form of harassment, so that every one of our students can develop his/her full potential and enjoy their training.

All students are encouraged to speak to a member of staff if they encounter or witness bullying and we will guarantee that 'whistle-blowers' who act in good faith will not be penalised and will be supported. For further information, please refer to our Anti-Bullying Policy.

Complaints:

A complaint is an expression of dissatisfaction about the standard of service, action or lack of action taken by HDS, or its staff, affecting a parent or student. Please see our separate Complaints and Appeals Policy for information on how to make a complaint and how all complaints will be handled.

COMMUNICATION:

Our main form of communication is via email and we require all customers to have an active email address stored on our system for us to communicate easily. Other forms of communication include:

- letters/slips given out in class,
- HDS Website – www.haslanddancestudios.com
- HDS Facebook/Instagram pages,
- HDS Facebook Members only page
- HDS landline – 01227 636773
- A-board in HDS Reception.

General communication from parents should be made via our landline telephone or our Reception email – info@haslanddancestudios.com

No communication should take place via any member of staff's personal mobile phone, email address or social networking pages.

STUDENT JOURNEY:

This section is designed to explain the journey that a student takes at HDS and the different options available to them. Our age groups are based on the academic year as well as the age requirements set out by the RAD (Royal Academy of Dance) and the ISTD (Imperial Society of Teachers of Dancing).

Infant Classes:

Students can start with us in our Tiny Toes class during term time, on a Monday morning from 10-11am, as soon as they are walking. Also on a Monday, from 11.30-12, will be our Tiny Acro for ages 3-4 years.

Our Nursery, Pre-Primary, Mini Drama and Mini Street classes are held on Saturdays during term time. Mini Acro is on a weekday, after school. (Students can begin Singing classes on a Monday when they are in Year 1.)

Students attend infant classes based on their school year:

School year	Class	Age
-	Tiny Toes	from walking
	Tiny Acro	3-4
Year before Reception	Nursery Ballet	3-4
Reception	Pre-Primary Ballet	4-5
Reception	Pre-Primary Tap	4-5
Reception – Year 2	Mini Acto	4-7
Reception to year 2	Mini Drama	4-7
Reception to Year 2	Mini Street	4-7

Tiny Toes:

Tiny Toes is an hour long fun session with singing, dancing and play, designed to encourage toddlers to enjoy performance arts and become familiar with the studio setting. It allows parents time to relax with a tea or coffee while they watch their children participate in the activities.

Tiny Acro:

tiny Acro is a half hour class, working on balance, flexibility, strength and basic, tumble forward rolls.

Nursery Ballet:

The Nursery class is 30 minutes long. This class is based on imaginative dance and play and introduces the fundamental basics of dance technique. Parents will stay to watch the first class, allowing the children time to progress towards independent participation. Parents will then be invited in to watch the final class each term to see the progress the children make.

Pre-Primary:

In Pre-Primary, the children can also start Tap. The Ballet class is for 45 minutes and Tap 30 minutes long, with a 5-minute break to change shoes in the middle. Our teacher and student assistants change the children's shoes, so it is not necessary for parents to return in between classes. Children don't have to take both classes, but our recommendation is that they do, as these classes are the foundation of all our dance training.

Mini Drama:

Our 30-minute Drama class follows 10 minutes after the Pre-Primary classes, to allow students wishing to join to have a break. Teaching our young students basic acting skills with role play, classes are designed to build confidence and self-expression in a fun and safe environment.

Mini Street:

Introduced into our timetable by popular demand, this 30-minute class will teach the basic Street moves and rhythms, which will help students when they move up to the Junior class in Year 3.

Mini Acro:

This 30-minute class is not on a Saturday but on a weekday afternoon, after school. The genre is based on a fusion of acrobatics and dance and shares similarities with gymnastics floor work. Our young students will learn the basics in the 'mini' class in preparation for moving up into the Junior class in Year 3.

Junior and Senior School:

Once children have finished their infant classes, they move to our Junior School where they can start their RAD and ISTD examinations. The classes are mostly held on weekdays, after school, and are usually scheduled between 3:45 and 6pm. As students move to secondary school, they become part of our Senior School and their classes will often be scheduled later in the evening to accommodate their later school finishing time and travel.

Graded Ballet:

Children will start in Primary Ballet when they are in Year 1 and then will move up to Grade 1. They will continue to take examinations up to Grade 8 which they usually take when they are in Year 11/12.

'Virtuoso' Ballet:

Except for the term leading up to an examination, 1 of the 2 graded classes taken by students in Grade 6 and above, including Senior Ballet (for students who have completed the grades), will run as 'Virtuoso' classes with free-work designed to challenge and teach more varied choreography and advanced technique.

Vocational Ballet:

This is a course of training specifically for those who are recognised as having the potential for a career in Dance. Students will enrol on this course around school year 6/7. This will lead students towards their Intermediate Foundation. After taking this examination, the Teacher will decide whether the student has the ability and stamina to progress to Intermediate, Advanced Foundation, Advanced 1 and Advanced 2 examinations in Ballet. All Vocational Ballet students need to continue their Graded and 'Virtuoso' Ballet classes to be eligible for Vocational Ballet. For girls, this route will include Pointe work. Please see the Vocational Ballet section for more information.

Tap:

When students have completed Pre-Primary, they will join Primary Tap in Year 1. They will then move up to Grade 1 and will take examinations until Grade 6 (around Year 10/11). If they are of the required standard and wish to continue Tap, they will then move on to Intermediate, Advanced 1 and Advanced 2 classes.

Modern:

As much of the foundation of Modern Dance is covered in Primary Ballet, (officially known as Primary in Dance), HDS does not start specific Modern training until Grade 1. Students start Grade 1 in the Summer term of Year 1 with examinations up to Grade 6. They will then continue with the Vocational Grades Intermediate and Advanced 1 and 2 levels with the ISTD.

Additional classes without examinations

Acro classes:

These classes are based on a fusion of acrobatics and dance. Taught in a fun and safe environment.

Acro Class	Age/School Years
Tiny	age 3-4 years
Mini	R-2
Junior	3-4
Inter	5-7
Senior	8 and above

Contemporary Classes:

Open to all students studying Ballet, the classes contain elements of Modern, Jazz and Ballet, combined into an expressive style of dance.

Contemporary Class	Ballet Grade
Junior	Grade 2-3
Inter	Grade 4-5
Senior	Grade 6 and above

Street Dance:

The classes for Street Dance are also categorised by school year.

Street Class	School Years
Mini	R-2
Junior	3-4
Inter	5-7
Senior	8 and above

Jazz/Stretch classes:

Combined with jazz technique, these classes are designed to work on dance specific stretching and strengthening exercises.

Jazz/Stretch Class	School Years
Junior	3 – 4
Inter	5 – 7
Senior	8 and above

Drama classes:

Drama Class	School Years
Mini	R-2
Junior	3-4
Inter	5-7
Senior	8 and above

Singing classes:

Singing Class	School Years
Junior	1-4
Inter	5-7
Senior	8 and above

TEACHERS:

At HDS, we pride ourselves on offering the highest quality of teaching. In order to maintain our status as a Registered School with the Council of Education and Training, all our teachers are required to be fully qualified with either teaching or professional qualifications and are required to engage in Continuing Professional Development (CPD). We also have student teachers, who hold vocational qualifications but not professional or teaching qualifications, who may teach private lessons or provide cover for group classes where necessary. Parents will always be notified of this.

All teachers entering students for examinations hold the full teaching qualifications and membership with either the RAD or ISTD. All teachers are fully DBS checked and First Aid trained (please see our Child Protection and Safeguarding Policy for more information).

TIMETABLING:

Although we aim for consistency wherever possible, our timetables do change from term to term depending on a range of factors applicable to our current students and teachers.

Although we *cannot always guarantee*, we aim to ensure that:

- Primary school age children do not have classes after 7pm,
- Secondary school age children do not have classes before 4.45pm.

Draft timetables for the following term will be released half a term in advance. Any necessary changes will then be made and a final timetable will be

published. All timetables are published to the 'Timetable & Dates' page of our website.

Private lesson timetables are sent out at the end of the current term/half term ready for the beginning of the next term/half term. Again, a draft will be sent first which will then be amended where necessary and finalised. Timetable slots for private lessons are limited so we are unable to re-schedule missed lessons; except for where the teacher is unable to attend.

TERM DATES:

Our terms are 12 weeks long and they tend to coincide with the term dates of Kent state schools. In most cases, we will do 6 weeks before half term, a week's break for half term, and 6 weeks following. This may not always be possible as sometimes HDS will amend term dates to fit in with show rehearsals. Where bank holidays fall during term times, we will be closed.

Our term dates are always available on the 'Timetable & Dates' page of our website.

INVOICING:

HDS has 3 payment options: *(These do not include private lessons or exam/show costs.)*

OPTION 1: HOURLY RATE INVOICED TERMLY WITH DISCOUNTS AND INSTALMENTS OPTION	PERCENTAGE DISCOUNT
30-minute class at £2.75	0
45-minute class at £4.13	0
1-hour class at £5.50	0
Between 1 and 3 hours 45 mins per week	0
4 hours and over per week	5%
6 hours and over per week	10%
7 hours and over per week	20%
8 hours and over per week	25%

OPTION 2: UNLIMITED CLASSES INVOICED TERMLY WITH INSTALMENTS OPTION
Vocational Ballet students (from Inter Foundation Exam) at £500.00 per term
Non-Vocational students at £400.00 per term

OPTION 3: MONTHLY PAYMENT SCHEME FOR UNLIMITED CLASSES TO BE PAID OVER 12 MONTHS WITH TERMS & CONDITIONS AND A SIGNED AGREEMENT
Vocational Ballet students (from Inter Foundation Exam) at £130.00 pcm
Non-Vocational students at £105.00 pcm
Sibling discount <i>not including private lessons</i>
Percentage discount of total invoice for 2 children at 10%
Percentage discount of total invoice for 3 children at 12%
Percentage discount of total invoice for 4 children at 15%

All HDS invoices will carry information regarding due and instalment dates and bank details. We reserve the right to add a late payment fee, although an email reminder will be sent before this is added.

In addition to bank transfer, HDS accepts cash and card payment at Reception, however, we do not accept cheques. Card payments carry an additional 50p charge.

BEHAVIOUR:

HDS aims to provide an environment where good behaviour and etiquette is encouraged and students are clear about our expectations. Our Student Code of Conduct is given to all new students and is available on our website as well as in each changing area and studio. Good behaviour includes showing respect to everyone at HDS - including other students, parents, staff and visitors - working hard in lessons, being kind and helpful to others, listening to the teacher, asking polite questions, using appropriate language, etc. These aspects of behaviour should be shown at all times, regardless of whether or not students are in class.

Wherever possible, any behavioural issues will be resolved in class. Where this is not appropriate, or a behavioural issue is becoming more serious or persistent, a Partner will hold an informal meeting with the student(s) concerned to discuss and decide what they can do to improve their behaviour. If the misbehaviour continues, the Partner will ask the parents to accompany the student(s) to a more formal meeting to further discuss and try to resolve the issues. In extreme cases, particularly where a student's behaviour is affecting the training and development of others in class, we may recommend a student be withdrawn from the class or School.

EXAMINATIONS:

Most graded examinations for all genres take about 3 to 4 terms in which to prepare. However, this is only a guideline and may differ for a number of reasons, including whether we have a full-costumed Summer Show to rehearse in the Summer term during that particular year. Essentially, the choice of when an exam will take place is determined by the teachers, who will base their decisions on when the students meet the required standard and knowledge of the syllabus for the exam.

We offer examinations in Ballet with the Royal Academy of Dance (RAD) and for Modern and Tap with the Imperial Society of Teachers of Dancing (ISTD). Other dance styles are not examined. For certain examinations, our older students can use their qualification to equate to UCAS points for their university entries, as follows:

Dance genre:	Grade:	Result:	UCAS Points Available:
RAD Ballet	6	Pass	8
		Merit	10
		Distinction	12
	7	Pass	12

	8	Merit	14
		Distinction	16
		Pass	16
		Merit	18
		Distinction	20
		Pass	8
	Intermediate	Merit	14
		Distinction	20
		Pass	16
	Advanced Foundation	Merit	20
		Distinction	24
		Pass	16
ISTD Modern/Tap	6	Pass	30
		Merit	35
		Distinction	40
	Intermediate	Pass	40
		Merit	50
		Distinction	65

NB – The reason that UCAS points only apply up to Intermediate/Advanced Foundation is because these are regarded as pre-university stage qualifications.

Preparing for exams:

Students start their first preparation for exams when they finish their Pre-Primary course. In the July, they take part in their 'graduation' classes, where they perform what they have learned to their parents and will receive certificates indicating that they have successfully 'graduated' from the Ballet and Tap Saturday Infant School into the Junior School week-day classes.

Once the children start week-day classes, they will begin their training towards Primary in Dance (Ballet/Modern) and Primary in Tap. They will take these exams after a year. For both Ballet and Tap, HDS will invite an external examiner from the RAD and ISTD respectively. For Tap, the class teacher will accompany the children into their Primary exam for additional support. In Ballet, they are expected to enter on their own in small groups. In the exam studio, the examiner will see the students perform the syllabus that they have prepared in class.

Results:

Approximately 6 weeks after the examination, HDS will receive the results from the RAD/ISTD. Students will achieve either a Pass, Merit or Distinction depending on the overall percentage they have been awarded after each section of their exam has been marked.

HDS will often receive the students' marks before certificates and mark sheets have been sent. When this happens, HDS will email each student's parents with the result. Students should not feel under any obligation to share their results with others. Certificates and mark sheets will be handed out individually to students from Reception.

From Grade 1 onwards, students can also enter ISTD Modern exams. Examinations are taken when the class teacher decides the students are ready.

Attendance and Organisation:

Students need to ensure consistent attendance throughout their training but this is particularly important during the term of their exam; in order to be fully prepared. At the beginning of the exam term, the teachers will co-ordinate the exam groups in which the students will dance, with the RAD and the ISTD. Once these are set, we will arrange an additional rehearsal, which is usually held during half term, so that each exam group has the opportunity to rehearse, with their teacher, in the exam studio. This is known as the 'mock exam' and the cost is included in the exam fees.

A student will only be entered into an examination if their parent signs the 'Examination Agreement' document and where full exam fees have been paid on time into the HDS exam account.

Exam Day:

On the exam day, students need to arrive an hour before their scheduled exam time. Girls should come with their hair down as the teachers will do their hair for them. They should bring the following items: hair elastics, gel, hair spray, comb, hair brush, nets, grips and pins. Boys should ensure their hair is tidy and does not fall across their eyes. All students should ensure they have perfect uniform with them. If you are unsure about anything they will need, please check our uniform list on our website or the children can ask their teacher. It is up to the students whether they come already dressed for the exam or prefer to get changed when they arrive. It would be useful for students to have a zip-up jumper so they can keep warm and not ruin their hair by having to take a jumper off over their heads.

Once all students are ready, the teacher will take them into a Studio to warm up and will then lead them to outside the exam studio ready for the examiner to ring the bell to say he/she is ready for them. It is courteous to wish the examiner good morning or afternoon and to stand still while other students are dancing to avoid distracting the examiner.

Parents are welcome to stay in Reception during the exam but, equally, HDS is happy for the student to be left in our care throughout the duration of the preparation and examination.

Exam Fees: (set by the RAD and ISTD)

2017/8 fees are as follows:

Genre:	Grade:	Exam Fee:
RAD Ballet	Primary	£37
	1	£38
	2	£40
	3	£45
	4	£47
	5	£49
	6	£53
	7	£55
	8	£57
	Inter Foundation	£87
	Intermediate	£89
	Advanced Foundation	£133
	Advanced 1	£136
	Advanced 2	£140

ISTD Modern & Tap	Primary	£32
	1	£33
	2	£35
	3	£41
	4	£43
	5	£46
	6	£49
	Intermediate	£73
	Advanced 1	£80
	Advanced 2	£87

HDS takes no profit from exam fees and they are transferred straight through to the RAD or ISTD as appropriate. In addition to the exam fee, HDS charges an 'exam extras' fee to cover all of the extras involved in taking an exam, to include:

- CD operator fee/pianist fee,
- Pianist practice (where applicable),
- Teacher assistance fee (minimum of 2 teachers available to prepare students),
- 1 x mock exam fee,
- Any other costs involved in the exam session/preparation.

These fees will be charged at cost price and divided by the number of students taking the exam. Again, HDS takes no profit from these extras. As the fee is dependent on the number of students in any exam session, it will vary, but usually ranges from £8-15. As these fees are divided at cost price, there is no provision for a refund of fees where a student drops out of an examination or is unable to attend the mock exam. Mock exams will be arranged ASAP during the exam term, once the teacher has confirmed the exam groups.

VOCATIONAL BALLET:

In Ballet, our students are given the opportunity to take RAD examinations from Primary up to Grade 8, between the ages of 6 and 18. For certain students, there is a second route that is also available alongside the graded one, known as Vocational Ballet. This gives students the opportunity to take vocational examinations at Intermediate Foundation, Intermediate, Advanced Foundation, Advanced 1 and Advanced 2 Levels. These courses provide an in-depth study of Ballet, including Pointe work, and help to prepare students wishing to consider a career in Dance.

The Vocational Ballet courses become available at around school year 6/7. HDS will contact all parents of students at this age who are currently in Ballet training to explain the process in more detail. Students and parents will be made aware that, when embarking on the training, there is no guarantee that a student will eventually go on to take the Vocational examinations. For some students, either they or HDS will decide that the Vocational route is simply not suitable for them.

SHOWS:

At HDS, we think it is imperative to offer performance opportunities to our students. Not only does this boost their confidence, it gives students a sense of achievement, a goal to work towards and, often, will provide memories which they will cherish forever. For parents, it provides the opportunity to see the progress their son or daughter has made and everything they are achieving at HDS.

Summer Show – Every other year, we hold a full school show in July for all our students from Pre-Primary upwards. Classes will perform in each genre offered at HDS and all students will be in full costume and make up. The dances are choreographed specifically for the show and so will all be original pieces. Professional photographs are taken in costume which parents have the option to purchase and the final show is professionally filmed to produce high quality DVD's which can be ordered.

Summer Showcase – In the years between our full school shows, we hold a Showcase. This is also a full school event from Pre-Primary upwards, however, it is not in costume; students wear their normal uniform. Students will demonstrate a variety of exercises from their exam syllabi and/or original pieces choreographed by the teachers.

Summer School – Each year we hold a Summer School in August, which is a week-long course of singing, dancing and acting, culminating in a Musical Theatre show at the end of the week, in costume, in a performance theatre, for all students involved to show their parents what they have achieved.

FESTIVALS:

HDS enters students into a range of festivals and competitions throughout the year. Some of these competitions can qualify students for regional and national level competition. HDS chooses its elite students to take part in festivals and they will have private lessons (at a cost of £30 per hour pro rata) to prepare them accordingly. Participation in festivals is through invitation only and HDS will not accept parent/student requests as we believe it is crucial that invitation is based solely on a student's merits. Eligibility to festivals will be based on a range of factors, including: natural ability, exam results, technique, performance, application, work ethic, attitude, behaviour, commitment and attendance. Participation in festivals will last for 1 year, after which the Hasland Team will discuss each student's suitability for continuing, with the decision to be confirmed to students and parents in writing. Festival selection usually takes place in September, with rehearsals starting after the October half term. All festival students and their parents are expected to read, agree and sign a Code of Conduct to make them eligible to participate. This Code of Conduct describes the expectations that HDS has in relation to participation at festivals.

STREET COMPETITIONS

HDS enters students – solos, duos and teams – regularly into Street Competitions throughout the year. To be eligible, students must attend a regular Street class on a Saturday. All eligible students wishing to participate should inform Reception that they are interested. HDS will then decide on suitability and whether there is any private lesson availability.

Private lessons (at £30 per hour pro rata) provide students with the opportunity to learn their routines. As with Festivals, Street Competition students and parents will be asked to sign a Code of Conduct. The teacher will decide when students are ready to enter competitions, once routines are learned and rehearsed.

PARENTS WATCHING CLASSES:

We try to give parents regular opportunities to watch their children in class. Parents may be invited at the end of a term, or near an exam, to see the students perform their grade work. On some occasions, if we are concerned about a child taking an examination, a parent may be invited in to watch their child so the teacher can help them identify what needs to be practised. Parents of very young, new students are welcome to watch their taster class to see how they get on and all parents are encouraged to stay with their children for the first week or their Nursery Ballet class. By week 2 or 3, however, we recommend parents do not stay to watch. Generally though, parents will not watch classes on a regular week-by-week basis.

LOST PROPERTY:

All lost property will go into the lost property cupboard and enquiries should be made at Reception if something is lost. HDS cannot be held responsible for any lost items. We are not able to send emails/letters home requesting left items be collected or accept requests to search for lost property. Our recommendation is to ensure that all items being brought onto the premises are clearly named, particularly dance uniform. At the end of each term, any remaining lost property will be taken to a charity shop.

WEATHER CONDITIONS AND OTHER UNFORESEEABLE CIRCUMSTANCES:

Where we experience extreme weather conditions or any other unforeseeable circumstance which results in the closing of the Studios, the information will be published on our social media pages and an email sent out to all parents. HDS cannot take responsibility for such circumstances and, therefore, missed classes due to School closure are not refundable.