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APEX SCHOOL OF DANCE

WELCOME PACK

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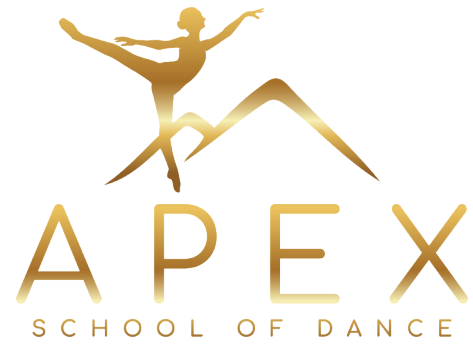
Apex School of Dance



WELCOME PACK CONTENTS



Welcome letter	Page 3
Principal biography	Page 4
Parent/Guardian information	Page 5
Uniform list – How to order	Page 6
ISTD exams	Page 7
School rules – parent and student conduct	Page 8
Payment terms	Page 9
Terms and Conditions	Page 10
What else do we offer?	Page 11



Dear Parent/Guardian

Welcome to Apex School of Dance

Firstly, I would like to thank you for enquiring about Apex School of Dance and potentially joining our Apex Dance family.

Choosing a Dance School for your child can be a tricky decision. At Apex School of Dance, we will get to know your child so that we can support them in building their confidence and independence in our engaging classes that optimise individual abilities.

In this welcome pack you will find useful information regarding our dance school, enrolment form, photo/film consent form, directions to our safeguarding policy, privacy policy and risk assessment.

We are very excited that you are interested in joining the Apex Dance family and look forward to meeting you.

If you have any questions that have not been answered in our welcome pack, please contact me by email at apexschoolofdance@outlook.com.

Kind regards,

Alison Head (*Miss Alison*)

Principal

**ALISON HEAD (ISTD DDE) -
PRINCIPAL**



A graduate of Performers college, Alison's credentials include a Diploma in Dance and Musical Theatre along with DDE teaching qualifications in Ballet and DDI in Tap and Modern. After graduation, Alison spent 4 years performing professionally around the world.

Alison has been Head of Ballet at a well-established dance school in Hertfordshire for multiple years, currently teaching over 180 students. She has a 100% pass rate for ISTD exams. Alison also teaches a variety of other styles including Modern, Jazz, Lyrical and Stretch & Strength.

Alison is thrilled to embark on this journey of bringing her own school to life.

Alison is enthusiastic and passionate about teaching and helping her students achieve their full potential. She brings with her a positive outlook, enabling her to work with students to optimise individual abilities and to find fun and interesting ways to learn and achieve.

PARENT/GUARDIAN INFORMATION



ENROLMENT

Once you have completed our online Enrolment Application form we will process the enrolment of your child into one of our classes. Acceptance will be at the discretion of Apex School of Dance.

All personal data is kept safe in line with our Privacy Policy, which can be found on our website.

FEES

Termly invoices are sent out prior to the beginning of each term and must be paid by the date specified. If the payment deadline is missed a late fee will be charged. If a student enrolls part way through a term, only the remaining classes will be invoiced.

SPECTATING

Parents or guardians are not allowed to watch classes unless given permission to do so. Towards the end of every full term, a watching week will be organised and all parents and/or guardians will be invited to watch classes.

DROP OFF AND COLLECTION

No student under the age of 11 is allowed to leave the premises until a parent/guardian has arrived, unless we have been given written consent.

Parents/Guardians of students under the age of 6 are required to wait at the venue whilst their child is in class.

WELFARE OF STUDENTS

At Apex School of Dance, we are committed to the welfare of our students. We will always listen to concerns voiced by parents/guardians/students and do our best to resolve them. Our full child protection and safe guarding policy can be found on our website.

SOCIAL MEDIA

Please tag us in any social media posts relating to Apex School of Dance. Do not post images of other students. When completing the enrolment form, you have the option to give us permission to take photos and videos of your child in class for promotional use. If you do not wish for photographs/videos to be taken of your child, please let us know by ticking the 'no' option. Further details on our photography policy can be found on our website.

UNIFORM

Uniform is compulsory once a student is fully enrolled at Apex School of Dance. It reinforces the ethos of our school; discipline, confidence and professionalism.

If your child is new to class, please bring them in clothes that are easy to move around in, such as shorts/leggings and a t-shirt. If your child attends two classes back to back, then please only purchase one uniform as there will not be time to get changed. They will be given time to change/take off shoes.



Option A – usually female.

Class	Ballet
Pre-Primary & Primary –	<ul style="list-style-type: none"> - Sky blue leotard - Sky blue skirt - Pink full soled leather ballet shoes - Pink ballet socks - Optional sky blue ballet cardigan - Hair neatly tied back or in a bun
Grades 1-3	<ul style="list-style-type: none"> - Sky blue leotard - Pink convertible ballet tights - Pink full soled leather ballet shoes - Pink ballet socks - Optional sky blue ballet cardigan - Hair in a classical ballet bun. Short hair should be off the face
Class	Modern & Tap
Pre-Primary, Primary and Grade 1	<ul style="list-style-type: none"> - Sky blue leotard - Black footless tights - Shoes - Optional sky blue ballet cardigan - Tap shoes (for tap only) - Hair neatly tied back

Option B – usually male.

Class	Ballet
Pre-Primary, Primary & Grade 1	<ul style="list-style-type: none"> - White leotard OR white t-shirt (not baggy) - Navy shorts OR black leggings - White ballet socks - White leather full soled ballet shoes
Class	Modern & Tap
Pre-Primary, Primary & Grade 1	<ul style="list-style-type: none"> - White leotard OR white t-shirt (not baggy) - Navy shorts OR black leggings - Tap shoes (for tap only)

All uniform can be ordered through Apex School of Dance at retail price. Please email us at apexschoolofdance@outlook.com for an order form.

EXAMS

Apex School of Dance offer ISTD (Imperial Society of Teachers of Dancing) examinations in Ballet and Modern. These highly accredited exams are externally assessed examinations which provide qualifications recognised across the dance world.



Dance exams are an exciting experience, and an excellent way for students to be guided by a syllabus which provides them with goals to work towards. Taking and passing an examination gives students a feeling of accomplishment and confidence as well as a certificate to show for all their hard work. The higher level ISTD exams provide students with UCAS points. Exams are offered from Primary grades upwards.

The class teacher will assess when each student is ready to be entered into an examination, as each requires a level of commitment and ability in the genre of dance. Sometimes, additional support may be offered and we will invite the student to a 1-2-1 coaching session in preparation.

Every student is different and will progress at different rates; it is important that we focus on the individual's development and progress.

Although exams are designed to be an enjoyable experience, they are not compulsory and children do not have to be entered to move through the grades.

Exam fees must be paid at the point of enrolment for the exam and are non-refundable.

SCHOOL RULES

Our school rules are for the benefit and safety of our students. We hope that all parents/guardians will assist us in emphasising consistent practice of rules and dress code.



Parents and guardians of children under the age of 6 must remain at the hall for the duration of the lessons and provide support to their child if necessary.

Dress code;

Students must wear correct uniform with their hair neatly tied back or in a ballet bun.

Correct shoes are to be worn for all classes

All jewellery should be removed prior to class, with the exception of stud earrings/nose rings.

Attendance;

Students who miss three or more classes within a term may be refused/withdrawn from examinations without refund.

Lessons missed by students are forfeited and refunds will not be given.

Class rules;

Students and parents are responsible for their belongings. Apex School of Dance are not responsible for lost, stolen or misplaced property.

Students must be picked up within 10 minutes of the end of class.

No gum is allowed in the dance hall.

No parents/guardians or siblings are allowed in the dance hall unless it is 'watching week'

No photographs/film within the dance hall, unless given permission by the Dance School to do so.

Etiquette;

Go to the toilet before class begins to avoid disruption to the class.

Listen to the teacher.

Be appreciative of corrections and do your best to apply them.

Support your class mates.

Bullying is unacceptable and will not be tolerated.

Apex School of Dance will not be held responsible for student's injury or loss resulting from inappropriate activities and/or behaviours and/or not following instructions.

Apex School of Dance will not be held responsible for loss or damage to property whilst at the hall and its grounds.

PAYMENT TERMS



1. Lessons will be invoiced each term and must be settled by the due date which will be before the first lesson. The due date will be two weeks from the date the invoice was issued. If fees are not paid by the due date an additional 10% late fee will be charged.
2. If your invoice has not been paid by the due date, Apex School of Dance may offer the student space to someone else and your child may be excluded until the fees have been settled and a student space becomes available in the class.
3. Tuition fees cover classes only. Additional charges are made for uniform, exams, performances etc. These extras (except uniform) are optional and details of cost will be provided in advance.
4. Half a terms notice (6 weeks) must be given in the event of termination of attendance. In the absence of sufficient notice, half a terms fees will be payable.
5. In the unlikely event that classes are cancelled by Apex School of Dance, due to bad weather, illness or any other unavoidable events, classes may be cancelled at short notice. Information regarding this will be sent via text, email and published on our Facebook/Instagram account. In the unlikely event that classes are cancelled by Apex School of Dance, we will offer a replacement class. Refunds will only be given if a class cannot be rescheduled for another time.
6. If the scheduled teacher is unavailable to take a lesson a suitably qualified substitute teacher may take the class.
7. Students preparing for exams who miss three or more classes within a term may be refused/withdrawn from examinations without refund.
8. Lessons missed by students are forfeited and refunds will not be given. In the event of long term sickness or injury, please contact us to discuss as soon as possible.
9. Class days, times, venue and prices are subject to change at any time with 6 weeks' prior notice, dependent upon the demands of the business.
10. A 10% discount will be deducted from your total fees if you have two or more children taking classes with us.
11. A 10% discount will be deducted from your total fees if your child takes multiple classes with us.

TERMS AND CONDITIONS



1. Apex School of Dance will act 'in loco parentis' if parent/guardian are not contactable.
2. In the event of injury or illness first aid will be delivered by and teacher if required.
3. Dance can involve risks and hazards, as many physical activities do. In attending our classes, you accept all such risks, dangers, hazards and the possibility of personal injury, property damage, or resulting loss. You release Apex School of Dance and its staff of any and all liability.
4. Dancing is a physical art. To facilitate a student's learning, teachers will sometimes guide, correct or support a student's movement by touch. This will always be done in a professional manner.
5. Apex School of Dance teachers are only responsible for students during the student's own designated class time. Apex School of Dance are not responsible for students who are dropped off early or picked up late.
6. Children under the age of 11 will not be allowed to walk out of the dance studio to the car park by themselves, a parent/guardian must come in to the hall to collect them.
7. A parent/guardian of children under the age of 6 are required to stay at the premises during their child's class time.
8. If a child under the age of 6 requires the toilet during the class, the parent/guardian will be required to take them. If a child over 6 requires the toilet during class time they will be allowed to go by themselves.
9. If a student has an injury, they should inform the teacher before the class begins.
10. If an injury is sustained during class, the student must inform the teacher as soon as possible.
11. Any student that is unwell and contagious must not attend classes until after the incubation period.
12. In the event of an evacuation of the building, students in the studio at the time of the alarm will be immediately escorted out of the building via the nearest fire exit by the teacher and will assemble outside. Any parents/guardians etc. in the building should also evacuate as quickly as possible. Everybody present in the building should make themselves familiar with the nearest fire exits.
13. Unacceptable behaviour, including but not limited to swearing, spitting, fighting and bullying will not be tolerated and may result in the student's exclusion from the school.
14. Apex School of Dance will not be held responsible for student's injury or loss resulting from inappropriate activities and/or behaviours and/or not following instructions.
15. Apex School of Dance will not be held responsible for loss or damage to property whilst at the hall and its grounds.

NB. Acceptance of these terms; your payment, and your child's attendance of the classes, act as your acceptance of the terms and conditions stated above. It is your responsibility to regularly check the terms and conditions on our website, as they may alter from time to time.

By Enrolment and attendance at our classes you show that the parent/guardian have read and accepted our current terms and conditions.

Terms and conditions may alter from time to time; the current version is always available on our website.

WHAT ELSE DO WE OFFER?

As a new school, our timetable is always growing and developing.

If you wish for a new class to be added to our timetable, let us know so that we can register your interest!



For the moment, our timetable is;

Monday at The Bengo Club

4:00PM - 4:30PM

PRE-PRIMARY BALLET

4:35PM - 5:05PM

JUNIOR TAP

Wednesday at The Bengo Club

10:15AM - 11:0AM

ADULT BALLET

Saturday at The Bengo Club

9:00AM - 9:30AM

PRE-PRIMARY MODERN

9:35AM - 10:05AM

PRE-PRIMARY BALLET

10:10AM - 10:40AM

PRIMARY BALLET

10:45AM - 11:15AM

PRIMARY MODERN

11:20AM - 12:00PM

GRADE 1 BALLET