



SCD TEACHERS GUIDE 2026

Key information for teachers working with
Sutton Community Dance

#DANCINGFORGOOD

SUTTON COMMUNITY DANCE



WELCOME TO SCD

We are delighted to welcome you into the SCD teaching team. Our aim is to nurture a warm, inclusive, community-centred dance environment where students of all ages feel supported, inspired, and encouraged to grow.

WWW.SCD.ORG.UK

A background image showing a group of students in a dance class, with their arms raised and hands clasped in a circle, suggesting a warm-up or a group exercise. The text is overlaid on this image.

IT STARTS WITH YOU

AS A TEACHER, YOU PLAY A VITAL ROLE IN SHAPING THE EXPERIENCE OF OUR STUDENTS, AS WELL AS HELPING US MAINTAIN A WARM, INCLUSIVE, AND INSPIRING ENVIRONMENT.

WE AIM FOR CONSISTENCY ACROSS ALL CLASSES, ENSURING THAT EVERY STUDENT FEELS SUPPORTED, SAFE, AND ENCOURAGED.

YOUR PROFESSIONALISM, ENTHUSIASM, AND CARE HELP US CREATE A THRIVING DANCE COMMUNITY.

SCD IS ALL ABOUT...

SCD is about regeneration and wellbeing - for our bodies, our town and our community.

At SCD we know dance has an incredible power to change lives. We know this through reading published scientific studies as well as through people's personal stories.

Dancing can help us learn skills, gain confidence & improve our physical health. Dancing with others makes us less stressed and more connected to our community.

Too many of us often feel isolated - young people wondering who their 'real' friends are in a digital world and many older people finding the TV is often their only companion.

Dance goes deeper.

As we learn to dance with each other we also learn to notice more, to celebrate our differences & uniqueness but also to focus more on how we can work together to make life more colourful.

Dance is a gift not to just impress others but to share with others and to positively change our world.

Whatever our age we can all begin the journey in

#DANCINGFORGOOD

CULTURE 1.0

SCD's culture is rooted in community, kindness, creativity, and shared responsibility. Every teacher contributes to the emotional tone and values of our organisation. The following principles reflect the heart of SCD and are adapted from our Young Leaders Guide to ensure consistency across all roles.

We Model the Behaviour We Want to See

Teachers lead through example. This means:

- Speaking kindly
- Holding boundaries with warmth
- Demonstrating respect, patience, and professionalism
- Showing enthusiasm for learning and creativity

Students learn as much from your presence as from your teaching.

We Create a Sense of Belonging

SCD is a place where everyone should feel:

- Welcome
- Seen
- Safe
- Valued

Teachers help build this by greeting students warmly, noticing individual achievements, and creating an environment where differences are celebrated.

We Communicate Clearly and Kindly

Good communication is central to SCD culture. Teachers are expected to:

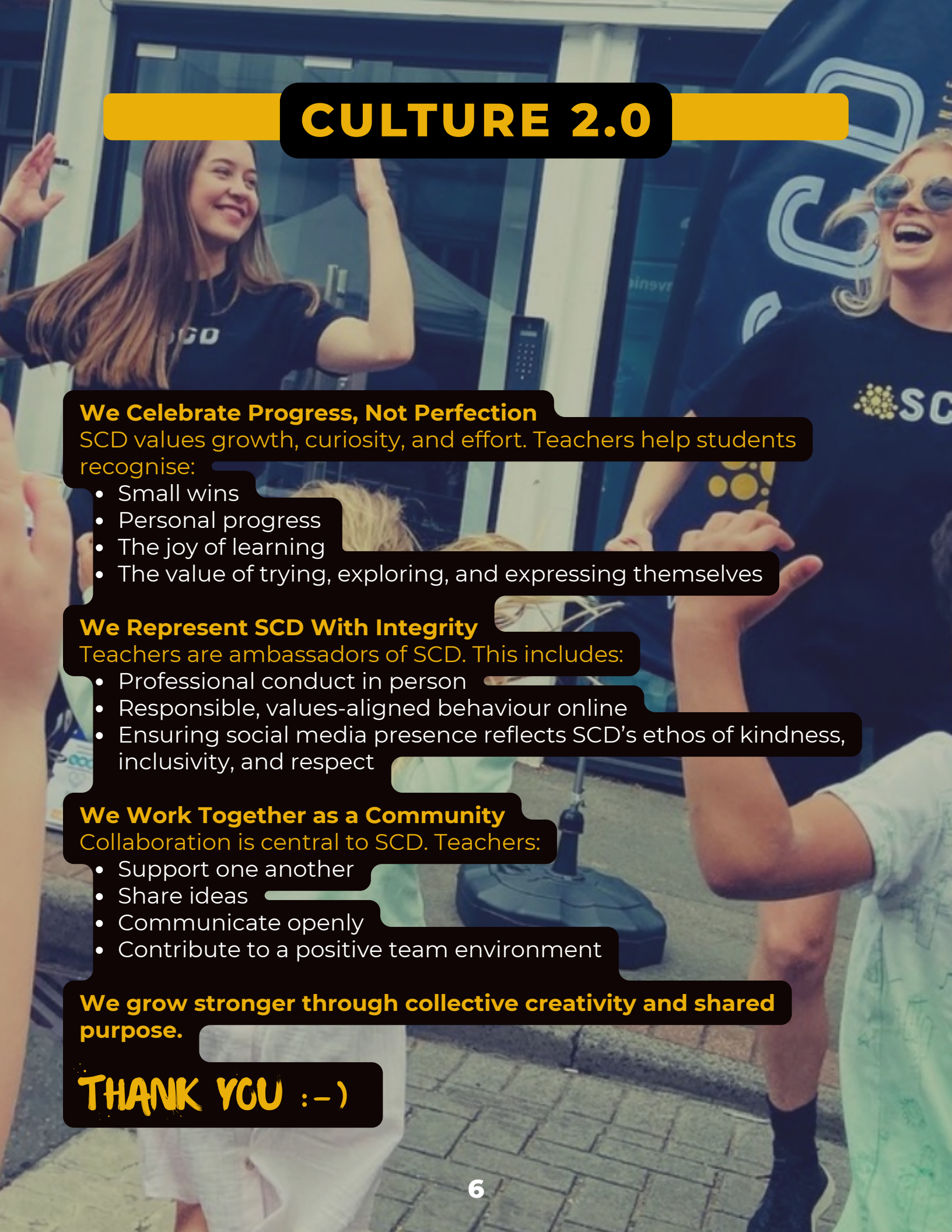
- Use positive, strengths-based language
- Offer clear instructions
- Support students with encouragement rather than criticism
- Maintain open, respectful communication with families and colleagues

We Prioritise Safety - Physical and Emotional

Safety is not only about technique; it's about emotional wellbeing.

Teachers ensure:

- Age-appropriate choreography
- Safe movement practices
- A supportive environment where students feel comfortable asking questions
- Awareness of safeguarding responsibilities



CULTURE 2.0

We Celebrate Progress, Not Perfection

SCD values growth, curiosity, and effort. Teachers help students recognise:

- Small wins
- Personal progress
- The joy of learning
- The value of trying, exploring, and expressing themselves

We Represent SCD With Integrity

Teachers are ambassadors of SCD. This includes:

- Professional conduct in person
- Responsible, values-aligned behaviour online
- Ensuring social media presence reflects SCD's ethos of kindness, inclusivity, and respect

We Work Together as a Community

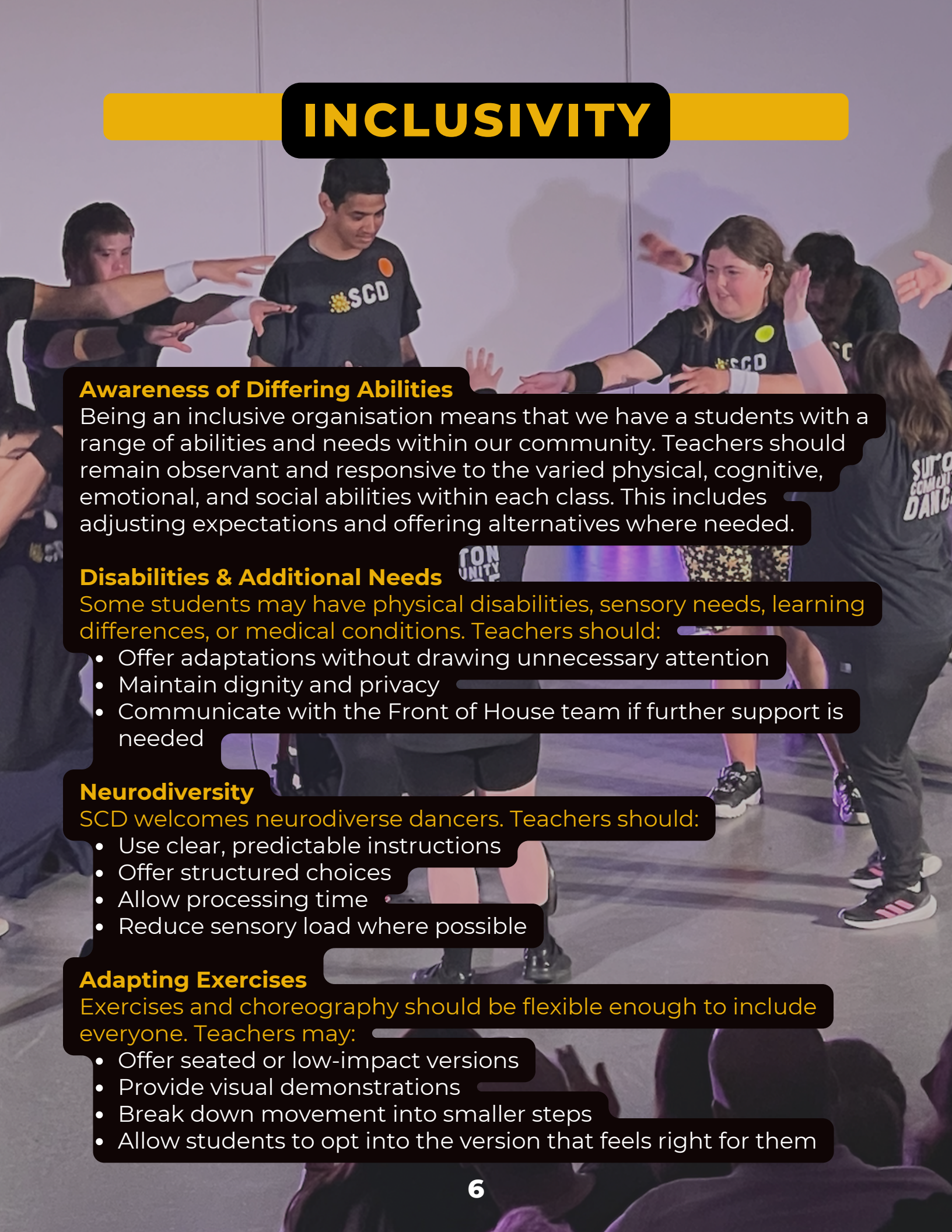
Collaboration is central to SCD. Teachers:

- Support one another
- Share ideas
- Communicate openly
- Contribute to a positive team environment

We grow stronger through collective creativity and shared purpose.

THANK YOU :-)

INCLUSIVITY



Awareness of Differing Abilities

Being an inclusive organisation means that we have a students with a range of abilities and needs within our community. Teachers should remain observant and responsive to the varied physical, cognitive, emotional, and social abilities within each class. This includes adjusting expectations and offering alternatives where needed.

Disabilities & Additional Needs

Some students may have physical disabilities, sensory needs, learning differences, or medical conditions. Teachers should:

- Offer adaptations without drawing unnecessary attention
- Maintain dignity and privacy
- Communicate with the Front of House team if further support is needed

Neurodiversity

SCD welcomes neurodiverse dancers. Teachers should:

- Use clear, predictable instructions
- Offer structured choices
- Allow processing time
- Reduce sensory load where possible

Adapting Exercises

Exercises and choreography should be flexible enough to include everyone. Teachers may:

- Offer seated or low-impact versions
- Provide visual demonstrations
- Break down movement into smaller steps
- Allow students to opt into the version that feels right for them

PROFESSIONAL BOUNDARIES

Clear professional boundaries protect both students and teachers and help maintain the safe, respectful, community-centred culture we value at SCD. These guidelines apply to all students, regardless of age.

Communication

Teachers must not:

- Add students on personal social media
- Accept friend or follow requests from students
- Privately message students on any platform
- Share personal phone numbers with students
- Respond directly if a student contacts a personal account

All communication must go through:

- The Front of House team
- The student portal
- Official SCD channels

This ensures transparency, safety, and consistency.

Group Chats & Accidental Contact

If a student messages a teacher's personal number (e.g., through a group chat):

- Do not reply directly
- Notify Front of House
- Ask them to redirect communication through official channels

Teachers must not participate in group chats using their personal phone numbers. Even if the SCD admin phone is present, all communication with students must take place through official SCD channels only. Teachers may contribute to group chats via the SCD admin team, who will post messages on their behalf.

Professional Conduct

Teachers are ambassadors of SCD. Personal behaviour - both in person and online - should reflect SCD's values of kindness, inclusivity, and respect. Maintaining clear boundaries helps protect the integrity of the teacher-student relationship and ensures a safe, professional environment for everyone.

Where students and teachers may be friends outside of SCD prior to working with us, we ask that anything related to SCD is communicated only through official SCD channels, following the professional boundaries outlined above.

BEFORE YOU TEACH

Your Required Documents

Before teaching begins, SCD must receive:

- DBS certificate
- Insurance documents
- CV, headshot and short bio for the website
- Bank details for invoicing

Teacher Information & Agreement Form

You will be provided with an SCD Information & Agreement Form to complete before at the start of a new term, or before your first session.

SCD Teaching Clothing

- Teachers should wear SCD-branded clothing for all classes, which will be provided
- Cover teachers should wear all black dance clothing which supports safe demonstration and a welcoming presence
- No crop tops or short shorts please.

Finance and Invoicing

Teachers should invoice by the end of each working month. Payments are made around the 10th of the following month. Invoices must be sent to: finance@scd.org.uk

Information for Parents

SCD provides information for parents and students covering safeguarding, uniform, communication, policies, and expectations. This information can be found on the SCD website and teachers should familiarise themselves with this information to support families effectively.

Marketing & Community Visibility

Teachers are encouraged to support class growth through:

- Positive engagement with families.
- Community visibility - SCD can provide branded promotional materials on request
- Teachers are encouraged to support SCD's visibility by sharing classes and events publicly on their personal social media. However, teachers must not add, follow, or privately message students on personal accounts. See Professional Boundaries on page 6.

SCD.ORG.UK

We trust our teachers to carry SCD's values into their personal conduct and social media presence.

STRUCTURE

SCD follows a clear and consistent structure across all classes to support high-quality teaching, progression, and community connection.

Music & Choreography

Teachers are responsible for:

- Selecting clean, appropriate music for all classes
- Ensuring choreography is age-appropriate, safe, and aligned with SCD values
- Maintaining sensitivity to cultural, lyrical, and thematic content
- Modelling professionalism through thoughtful artistic choices

If teachers wish to share music, videos, or links with students, this can be sent via the Front of House team, who will upload items to student portals.

Term Structure

SCD follows the London Borough of Sutton school term dates. Each term is divided into two distinct halves:

1. Skills Term (First Half)

During this half term, teachers focus on:

- Introducing new dance skills
- Building on previous experience
- Developing technique, confidence, and understanding
- Creating a strong foundation for choreography

This half-term is about exploration, learning, and progression.

2. Watching Week Term (Second Half)

During this half term, teachers prepare a short piece (approx. 5 minutes) using the skills developed earlier in the term.

Watching Week involves:

- All classes in the same time slot joining together in one studio
- Friends and family gathering in the space to watch
- Each class presenting choreography or structured exercises
- A shared, celebratory atmosphere that reflects SCD's community values

Teachers must:

- Coordinate who will manage music for each Watching Week session
- Collate all music into one playlist ahead of time
- Ensure transitions between groups are smooth and supportive

DURING TEACHING

Creating the SCD Atmosphere

The studio environment should feel friendly, calm, and inclusive.

Please:

- Greet every student with warmth
- Offer settling activities for first arrivals
- Play music for all students to arrive to
- Model kindness, clarity, and encouragement

Your tone and presence shape the emotional landscape of each session.

Resources & Props

SCD provides props and teaching resources. You will be shown where these are stored and how to access them.

Please:

- Familiarise yourself with available items
- Return everything neatly
- Report damage or replenishment needs

Registers & Attendance

Accurate registers are essential for safeguarding.

Teachers must:

- Complete digital registers during each class
- Keep them accessible in emergencies
- Use WhatsApp to contact the SCD Front of House team for unexpected attendees or concerns during classes.

Positive Language & Rewards

We encourage strengths-based, specific praise.

Please:

- Learn students' names
- Acknowledge individual achievements
- Use stickers or stamps for younger students if helpful
- Avoid sweets as rewards

DURING TEACHING

Health & Safety

Teachers must be familiar with:

- Fire exits and evacuation routes
- Accident reporting procedures
- Emergency contact access
- Communication devices for emergencies
- Accident forms and emergency procedures are accessed at the SCD Front of House area

Toilet Visits

- Children should use the toilet before class
- Parents of younger children must remain close enough to assist if needed
- If a parent leaves the building, permission is required for their child to go to the toilet independently
- Teachers should encourage children to wait until the end of the lesson or use the help of a designated Young Leader to support with a toilet trip.

Code of Conduct

Teachers must uphold SCD's values:

- Professionalism
- Kindness
- Respect
- Clear communication

More is outlined in the Culture and Professional Boundaries section of this document.

Concerns about a student should be reported to SCD management promptly.

If conflict arises, inform the Front of House team.



ABSENCE AND COVER

Absence Requests

We politely ask teachers to avoid chunks of time off during term time where possible. If you need time off:

- Complete an SCD Absence Request Form on the SCD website
- Submit it as early as possible
- Support the team with finding suitable cover if asked
- Absences are approved only when appropriate cover is confirmed.

Cover Procedures

If you are unwell or unable to teach:

- Notify SCD management immediately
- Contact other SCD teachers if asked to do so
- Confirm cover in good time before class

All external cover teachers must hold valid DBS and insurance and must be approved by SCD before being contacted.

Long-Term Class Changes

If you need to step away from a class long-term, please give at least half a term's notice to ensure continuity for students.

Enjoyment & Fulfilment

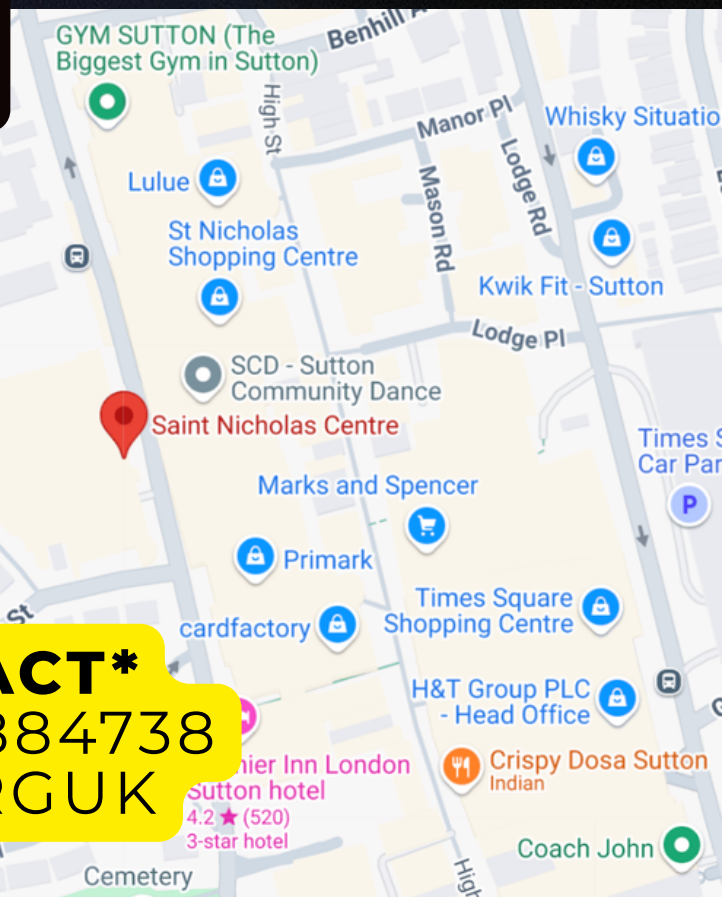
Your creativity, passion, and enjoyment are central to the experience we offer. We hope your time teaching with SCD is fulfilling, inspiring, and joyful. We welcome feedback on how we can continue supporting you.

FINDING US

SCD is located in the centre of Sutton High Street as shown on the map below. Travel to us by train using Sutton Station - an easy 5 min walk straight down the high street to SCD.

Otherwise we have major bus stops just 2 minutes away connecting us easily to Croydon, Morden, Mitcham, Cheam and Banstead.

You will find SCD by entering the St Nics shopping centre opposite Marks & Spencer in the High Street. Head up the ramp to your left, walking past Primark and find us next to Smiggle.



EMERGENCY CONTACT

SCD MAINLINE: 07709 884738

EMAIL: INFO@SCD.ORG.UK