



# PARENT/DANCER HANDBOOK

[WWW.SSPASTUDIOS.CO.UK](http://WWW.SSPASTUDIOS.CO.UK)

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A huge welcome to SSPA.

SSPA stands for Surrey School of Performing Arts. We are a friendly and fun dance school in Horley achieving amazing results!

We strive to give excellent training to boys and girls age 2 years and above, whilst keeping a family environment.

All our teachers are trained in the field they teach and come with vast experience. They all have up to date DBS check, insurance and chaperone licence. We also have a first aider at our venues at all times.

We hope this handbook helps answer any questions you have and we welcome you to our SSPA family!

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# TERMS AND CONDITIONS

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## CONDUCT

- Students are required to conduct themselves in an orderly manner and parents are required to supervise where appropriate.
- Bullying will not be tolerated.
- Correct uniform should be worn to all classes. The teacher reserves the right to stop a student from participating if correct hair and uniform is not present for 2 weeks. For safety those without correct uniform and hair for Acrobatic Arts and Aerial will not be able to participate in the lesson. No refunds will be given in such cases.
- SSPA reserves the right to exclude pupils from class who are consistently disruptive or badly behaved.
- Parents should where possible contact the school via email.
- If parents have any issues they wish to raise they should do this via email.
- Everyone must adhere to the studio and waiting room rules.

## FEES

Parents are invoiced termly in advance of the start of term and all fees are payable, in full, within the first two weeks from date of invoice. Failure to comply by this date will mean any discounts are lost. If fees are not received by the 4th week then your child/children will not be able to attend until payment is made and a daily late fee of £10 will occur.

## NOTICE PERIOD

If your child/children wish to stop or change any classes, you must provide half a terms' notice in writing - or via email - or the existing class fee will be invoiced. This is agreed when you join our SSPA family on our registration form.

## ATTENDANCE

If a student is not able to attend lessons, parents should notify the school via email. Any missed classes will not be refunded. All term dates are on the website, as well as in the dates for your diary letter which is emailed and on the parent information page on the website.

## CHANGING CLASS

When a child is due to change class due to their age this is done so at the discretion of the principal. For example ability and behaviour will also be taken into consideration.

## PHOTOGRAPHY

Photos and video footage may be taken of your child for publicity purposes. However this will not be done without signed permission on the registration form on enrolment. Consent can be amended at any time, by confirming your decision in writing.

## PHYSICAL CONTACT

As dance is a physical sport it may be necessary at times for teachers to place students into the correct position or movement. All teachers are qualified and hold current DBS certificates.

## COVER TEACHERS/CANCELLED CLASSES

If any teachers are sick then a replacement teacher may be used. If no cover teacher can be found then SSPA may cancel the classes, move the class to zoom or add another lesson to the end of the term. If this cannot be done then SSPA will deduct this lesson from the future terms fees.

## LOST PROPERTY

SSPA cannot accept responsibility for the loss or damage to any articles left on the premises. We do however have a lost property box which is then disposed of at the end of each term if items are not claimed.

## COLLECTION/DROP OFF

SSPA is not responsible for the welfare of the students outside of the dance studio. It is recommended that a parent or guardian collects the student from the waiting room at the end of class. Once a child leaves the studio they are the responsibility of the parent. Children may wait in the waiting room before and after class. Please note that all children 5 and under will require a parent to wait in the waiting room for the duration of their lesson.

## STUDENT INFORMATION

It is the responsibility of the parent to make sure SSPA has correct contact details and medical records of each student. This includes any allergies - especially to plasters and ice packs as these items may be used when necessary during class.

Parents are not allowed in the studio during classes unless it is a designated watching week.

## CANCELLATION/COVID POLICY

If classes are cancelled or the school is closed due to circumstances beyond our control then classes will be moved onto zoom. There will be no refunds given.

SSPA reserves the right to alter the terms and conditions of the school.

# PARENT INFORMATION

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We try to make it easy to find all the information you may need. The best place is our PARENT INFORMATION page on our website.

[CLICK HERE](#)

You can also keep up to date by downloading our brand new app

[CLICK HERE](#)

We also update Facebook and Instagram on a regular basis so make sure you are following us on our social media channels.

[Instagram @sspastudios](#) [Facebook @sspastudios](#)

# DANCER INFORMATION

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Always come to class in the correct uniform including dance shoes.

Hair in a bun for ballet, bun or plaits for Acrobatics and up for all other classes!

No jewellery! No chewing gum!

Try to be on time as the warm up is the most important part of class to prevent injury.

Remember we are all one big family so always support each other. We are all there to help each other be the best dancers we can be.

No bullying will be tolerated!

Keep the studio, waiting room & toilets clean and tidy at all times.

## **Most importantly:**

**D** - Do your best

**A** - Attitude is everything

**N** - Nice to your classmates and teachers

**C** - Come ready to TRY

**E** - ENJOY YOURSELF

# UNIFORM

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**SSPA has compulsory uniform for all classes. Personalised uniform can be bought through SSPA directly [HERE](#). All class uniform is available via the website [HERE](#).**

If you have more than one class on one day where there is not any time to change (for example Ballet, Tap and Jazz on one day) then your Ballet outfit should take priority. If you are taking exams then the correct uniform for the class is required.

Correct uniform and hair is required to participate. Those with incorrect uniform and hair for two weeks will not be able to participate. Acrobatic Arts requires correct hair and uniform every week to participate due to safety reasons.

## HAIR

Hair must be up in all classes! A bun for Ballet. Either a bun or tight plaits for Acrobatic Arts. Boys with longer hair can have a Top Knot.

## CLEAN TRAINERS

Please have separate trainers from the classes which require trainers, these should not be worn outside. This is to protect our dance flooring and to maintain cleaning standards from dirt being brought into the studio.

## JEWELLERY

Please remove any jewellery before class. Smart watches are allowed in all classes but Acrobatic Arts however if students are caught using them then they will be asked to remove them.

## BALLET

Boys - White leotard, black shorts or leggings, black socks and black ballet shoes.

Girls Twinkletoes-Primary - Light pink leotard with attached skirt, pink socks or tights and ballet shoes.

Girls Grade 1-5 - Dark Pink leotard, pink tights and canvas ballet shoes.

Girls Grade 6 and above - Burgundy leotard, chiffon shirt for exams, ballet tights and canvas ballet shoes.

Those taking ballet exams will also need character shoes and girls will need a character skirt.

## TAP

Boys - Black leotard, black shorts, black socks and black tap shoes.

Girls - Black leotard, black shorts, black footless tights (leggings can be worn to class), black socks and black tap shoe

## JAZZ

Boys - Black leotard, black shorts or dance leggings and black jazz shoes. Alternatively a black unitard can be worn.

Girls - Black leotard, black shorts with black footless tights (leggings can be worn to class) and black jazz shoes.

## ACROBATIC ARTS

Boys - Black leotard, shorts and bare feet. Alternatively a black unitard with shorts can be worn.

Girls - Black and silver acro leotard, shorts and bare feet.

## AERIAL HOOP/SILKS

Same as Acrobatic Arts but with leggings and may need long sleeve t-shirt or jumper

## CONTEMPORARY

Boys - Black unitard with or without shorts or dance leggings.

Girls - Black leotard, black shorts or dance leggings. Alternatively a black unitard can be worn.

Bare feet. Foot undeeze are allowed and sometimes they may require a long sleeve top or hoodie

## MUSICAL THEATRE

Black leggings or jogging bottoms, SSPA T-Shirt and CLEAN trainers, pumps or Jazz shoes.

## STREET DANCE

Black leggings or jogging bottoms, SSPA T-Shirt and CLEAN trainers/pumps.

## COMMERICAL

Black leggings or jogging bottoms, SSPA T-Shirt and CLEAN trainers/pumps.

Girls may require heels some weeks. They can also wear shorts and black footless tights if they prefer.

## POINTE

Same as Ballet but with Pointe shoes which must be correctly fitted from London.

## IRISH

Black leotard or SSPA T-shirt, black leggings white socks and black Irish shoes

# CONTACT US

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If you wish to contact SSPA please do so via email. We aim to respond to all emails within 48 hours. Please do not text us unless urgent as most of the time we are in classes and some messages can get missed if we are teaching.

If you wish to speak to Aimee directly please email so she can arrange a suitable time to call you. She is unable to speak before or after certain classes, as she is often teaching back to back classes.

Wherever possible please do email as it is a much quicker way of us responding to you and keeping track of whats been said. If you do call please leave a message if your call is not answered.

Please email: [horley@sspastudios.co.uk](mailto:horley@sspastudios.co.uk)

# TIMETABLE AND TERM DATES

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Our timetable does sometime change whihc is emailed at the start of a new term. Term dates are always on the website and are also sent in your invoice emails so you know what dates classes are for the invoice being paid.

Our Horley dance studio timetable is kept up to date on our website:

[CLICK HERE](#)

Our Westvale Park Primary timetable is kept up to date on our website:

[CLICK HERE](#)

Term dates are kept up to date on our website:

[CLICK HERE](#)

# OUR HORLEY DANCE STUDIO

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At SSPA we have our very own purpose built dance studio close to Horley Train Station. Either one big studio or a bifold door to make it into two studios. We have top of the range Harlequin dance flooring, ballet barres, a built in sound system and two built in air conditioning units.

We also have a small waiting room where parents and students can wait between classes.

## STUDIO RULES

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**CAR PARK** - This is for Mitchell's and SSPA users only. Only those staying in the waiting room can leave cars. Do not leave your car to go into town or you will not be able to use the car park in the future. There is CCTV.

Please leave the studio, waiting room and toilets as clean and tidy as you found them - no eating in the toilets

- Clean and dry shoes
- No chewing gum
- Bottled drinks only
- Go to the bathroom before class
- Correct uniform, hair and dance shoes
- Hair up in class and in a bun for ballet
- Please leave bags in the waiting room but bring your drink in with you
- If you use a cup wash it up, dry it up and put it away
- Remember we are a big family / TEAM

### **SSPA STUDIOS**

Rear of Mitchell's Building Centre  
1-9 Station Road  
Horley  
RH69HW

# EXTRA OPPORTUNITIES

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Here at SSPA we strive to offer as many external activities as possible. We feel that performance and workshops are two of the most important things to help build children's confidence, as well as enhancing their performance skills and knowledge of different styles.

In the past we have performed regularly around the local area at fetes and carnivals. We have also travelled further and performed at DisneyLand Paris, Wembley Stadium, The Olympic Park and West End Theatres.

We have many industry professionals come in to teach workshops such as Britain's Got Talent's Twist and Pulse, various West End Performers and dancers for people such as Beyonce, Jay Z and Rita Ora to name a few.



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We offer an annual show usually held at Harlequin Theatre in Redhill in June. Our shows aren't compulsory however majority of children take part as it is their favourite time of the year. For more information check out the page on our website: [ANNUAL DANCE SHOW](#)

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We have a competition team that competes on a regular basis. Everyone is welcome to attend competitions and festivals as a solo dancer in our team. If you want to be in a group or duo then do email us and we will see if there is a space suited for you.



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Exams are not compulsory at SSPA but we do offer RAD Ballet exams, ISTD Tap Exams, LAMDA exams for acting and Acrobatic Arts. If your child is ready for an exam you will be notified by email.





# CHILD PROTECTION POLICY

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SSPA is fully committed to safeguarding the welfare of all children and young people. It recognises its responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation. SSPA acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse. Paid staff and volunteers will endeavour to work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children, young people and adults.

SSPA recognises its duty of care under the Children and Young Persons Act 1963, the Children (Performances and Activities) (England) Regulations 2014, the Children Act 1989 and the Criminal Justice and Court Services Act 2000 (in Scotland Protection of Children (Scotland) Act 2003). Working Together to Safeguard Children 2013

For the full child protection policy please see the download tap on our parent information page via our [website](#).



**NOTHING IS  
IMPOSSIBLE!  
THE WORD ITSELF  
SAYS  
I'M POSSIBLE!**

AUBREY HEPBURN

**THANK YOU  
FOR READING**



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