



T: 01233 660393  
info@dancevisions.co.uk  
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## Student/Parent Handbook

(Last revised: May 2018)



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## **Welcome to Dance Visions and Dance Visions Studios.**

We have created this pack to try and provide you with the information you need to get the most out of your time with Dance Visions.

We hope that it covers most things, however if you do have any questions you are very welcome to ask at reception or get in touch with us via any of the channels listed at the bottom of the pack.

## **Dance Visions Mission Statements**

**Dance Visions** aims to provide the highest standards of dance training at a local level, to offer as full a range of classes and tuition as possible for both recreational dancers and for those looking to build a professional career in the dance industry.

**Dance Visions Studios** is a hub of creativity that is open and accessible to all. We aim to provide a happy, safe and fun environment where students of all ages and backgrounds can come and explore the wonderful world of dance and the performing arts.

## **Supporting Statement**

Through Dance Visions and Dance Visions Studios we seek to provide a dance experience for everyone based on our belief that everyone can benefit from dance. We aim to provide a happy and safe environment in which students can learn and develop new skills and get the chance to use them with the option of performances, exams and medal tests, giving them a platform to develop social, physical, and communication skills that will be transferable to all walks of life. It is our aim that students with Dance Visions will benefit from increased self-confidence, fitness and most importantly have fun and find new friends.

This pack is supported by the following policies which are available through our website or by request.

- **Safeguarding Children and Vulnerable Adults**
- **Health and Safety**
- **Data Protection Policy**

To ensure the ongoing wellbeing of our students we ask all students to adhere to the following code of conduct guidelines.



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## **CODE OF CONDUCT:**

### **1. Respect for Others:**

Students and Parents are requested to treat others as they would expect to be treated themselves. Negative comments about other students are not welcome, positivity and encouragement are. Dance Visions is a happy place for children, all members and their families are expected to invest in that. Students, regardless of age are expected to demonstrate respectful and courteous behavior towards their teacher and fellow students always as set out further on in this document.

### **2. Watching classes:**

Parents are not permitted to watch classes except when viewing a trial class (usually the last 10 minutes of the class), or during class viewing week at the end of each term or in exceptional circumstances at the discretion of the class teacher.

We appreciate that parents like to see the progress their children are making, however the presence of an adult within the classroom can have a detrimental effect on the students, making them more self-conscious and causing a distraction. Parents will have the opportunity to see their children dance as Dance Visions holds regular class viewing weeks at the end of every term and this is when parents are invited to view their child's progress. On some occasions, for example in the lead up to exams, parents might be invited in to watch their child so the teacher can help them identify areas for practice.

### **3. Time keeping:**

Parents are requested to drop off and collect their children in a timely manner, firstly for their safety and secondly to minimize disturbances to the class. For further guidance on dropping off and collecting children from class please refer to our **Child Protection Policy**.

### **4. Class conduct**

- Students are not permitted to chew gum or eat whilst in class. In some classes, they are permitted to take water in sealed plastic containers into the studios, no other drinks are allowed in the studios. No glass is permitted in the studios.



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- Students should listen and respond to the teacher's instruction during class and refrain from any disruptive behavior.
- Students are responsible for their own items and bring them in at their own risk.
- Students are not permitted to use mobile phones during a class. Any phones brought into the class must either be switched off or on silent mode.
- Students are not permitted to leave the studio during a class without permission from their teacher.
- Students are not permitted to sit out of a class unless they become unwell or injured during the lesson or if written permission from a parent/guardian is given in advance. If students are taken unwell during a class, then they will be offered to rest or may be taken to reception by the class assistant if they need care or we contact their parent/guardian to collect them.
- Students are expected to dress appropriately for their class and wear the correct uniform and footwear. Students will not be permitted to take part in a class if the teacher feels that their dress is unsuitable or may cause injury.
- Students with long hair (below the jaw line) must wear their hair in a bun for ballet classes with long fringes clipped out of their face. Students with short hair should wear an 'Alice' band to prevent their hair from falling in their face. Students may wear a tidy pony tail or plait for modern, tap and other classes but long fringes must be clipped out of the face.
- Students are not permitted to wear baggy t-shirts or tops for ballet classes.
- Students are not permitted to wear jewellery in class. Where ears are newly pierced then only small studs are permitted and these should be covered with plasters to limit risk to the child.



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- Students are expected to tie their own laces. If a student is unable to tie their laces, please replace the laces with elastic so that they are able to slip the shoes on and off freely.
- Classes run back to back. Students should be dressed ready to start their class on time before entering the studio and leave promptly at the end.
- Students should wait quietly in reception until they are called for their lesson by their teacher. If they are instructed to wait outside the studio until their class starts, they must be quiet and must not enter the studios until all the students from the previous class have exited.

## 5. Safety:

Dance Visions has a **Safeguarding Children and Vulnerable Adults Policy** and a **Health and Safety Policy, Data Protection Policy**. Parents and older students are expected to be aware of these policies in the best interests of all students. Parents and students are asked to disclose any medical information, allergies or injuries on the registration form and to provide any amendments to this information if necessary. Parents and students are also asked to recognize that as with any physical activity there can be a risk of injury and therefore release Dance Visions and its teachers from any liability for injury sustained in class. (Please see our **Data Protection Policy** to view how we store and use your data).

## 6. Photography and Filming:

Photography and filming by parents or students during class is strictly prohibited, more details on this are available on our **Safeguarding Policy**, when registering to become a member of Dance Visions your registration form outlines parental consent for Dance Visions use of images/video of children and you will be asked to sign in consent to this.

## **CHILD PROTECTION AND SAFEGUARDING:**

At Dance Visions, we do everything with the intention of providing a safe environment for our students. We recognize our duty for safeguarding and protecting children from abuse, as defined in the Children Act 2004 and the



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Education Act 2002. Please refer to our separate Safeguarding Policy for more information.

### **BULLYING:**

Dance Visions operates a Zero Tolerance approach to bullying.

Our community is based upon respect, good manners and fair play. We aim to offer a safe and caring environment for everyone 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 dance training.

All students are encouraged to speak to a member of staff if they encounter or witness bullying of any type be it physical, verbal or emotional. We will guarantee that whistle-blowers who act in good faith will not be penalised and will be supported.

Following an allegation of bullying, we will investigate through interviews with those involved, and will take the appropriate action.

### **TEACHERS:**

All teachers entering students for examinations hold the full teaching qualifications and membership with either the RAD, ISTD or IDTA. All teachers are fully DBS checked (please see our **Safeguarding Policy** for more information on recruitment practices).

### **TIMETABLES:**

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, so please keep an eye on our website and check your emails. We try our best not to disrupt children's classes once set for the new year as much as possible.

### **BILLING:**

There are three full terms per year; you will be billed for fees on a half termly basis. It is the parent's responsibility to keep up to date with their payments. Parents can pay at Reception by cash or card or online through their own





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online banking system (our bank details are on all invoices). Overdue payments will incur additional costs and may result in the child being refused entry to lessons.

### **LOST PROPERTY:**

All lost property will go into the lost property cupboard, any enquiries should be made at Reception if something is lost. Dance Visions cannot be held responsible for lost items and we are not able to send emails/letters home requesting lost items be looked for. To avoid lost property please 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 or discarded appropriately.

### **BEHAVIOUR:**

Dance Visions aims to provide an environment where good behaviour and etiquette is encouraged and students are clear of our expectations. Good behavior includes but is not limited to; showing respect to everyone at Dance Visions 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 always and regardless of whether 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, we will consult the parent. Initially, this may be done informally from a teacher to a parent, to explain how the child has misbehaved and what they can do to improve their behaviour. If the misbehaviour continues, Dance Visions will take further steps which may involve a meeting between the Creative Director, teacher, parent and student, where an action plan for how behaviour should be improved will be discussed. In extreme cases, particularly where a student's misbehaviour is seriously affecting the training and development of others in class, we may consider exclusion.

### **SHOWS:**

At Dance Visions, we think it is imperative to offer performance opportunities to our students. Not only does this boost the students' confidence, it gives



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them a sense of achievement and a goal to work towards, and often will provide them with memories which they will cherish forever. For parents, it gives them the opportunity to see the progress their son or daughter has made, and to see everything they are achieving at Dance Visions. Performances may be in the form of demonstrations to parents or the public, internally or at various events, festivals, shows internally or externally, flash mobs, internal choreographic competitions and internal or external competitions.

### **TERM DATES:**

Our terms run with in line with the school term dates as set out by Kent County Council. They can be found on our website and can also be downloaded from the Kent County Council website. We do not run classes on bank holidays.

Our term dates are always available on the 'Term Dates' page on our website and a printed copy can be requested from reception

### **WEATHER CONDITIONS AND OTHER UNFORESEEABLE CIRCUMSTANCES:**

Where we experience extreme weather conditions or any other unforeseeable circumstances which make the opening of Dance Visions classes impossible, we will make the decision to close the studios or classes at our discretion. Dance Visions cannot take responsibility for these circumstances, and therefore missed classes due to closure will not be refunded.

### **COMMUNICATION:**

Our main form of communication is via email and we encourage all customers to have an active email address and give full consent for us to record this and other information on our system for us to communicate with them easily, regarding important information and Invoicing for classes. (Please see our **Data Protection Policy** to view how we store and use your data). Our forms of communication include:

- Dance Visions Studios Email: [info@dancevisions.co.uk](mailto:info@dancevisions.co.uk)
- Dance Visions Studios Tel: 01233 660 393
- Dance Visions Website: [www.dancevisions.co.uk](http://www.dancevisions.co.uk)





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- Letters/slips given out in class – e.g. for exams / shows / events
- Dance Visions Facebook Page: [www.facebook.com/DanceVisions](http://www.facebook.com/DanceVisions)
- Facebook Group: [www.facebook.com/groups/dancevisions/](http://www.facebook.com/groups/dancevisions/)
- Twitter: @dancevisions1

General communication should be made via our landline telephone or our Reception/office email: [info@dancevisions.co.uk](mailto:info@dancevisions.co.uk)

**Please note:** We take pride in creating a fun yet safe environment for you to learn and grow and therefore enforce the rule that **no communication should take place via any member of staff's personal phone number, email address or social networking pages** and all communications should be via Dance Visions official means of communication. More information on this is available on in the **Safeguarding Policy**. (Please see our **Data Protection Policy** to view how we store and use your data).