

Hasland Dance Studios



.H.D.S.



HASLAND DANCE STUDIOS

Student/Parent Handbook

Revised and Printed: 26 November 2016

MISSION STATEMENT:

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

SUPPORTING POLICIES:

This guidebook is supported by the following policies:

- Child Protection and Safeguarding
- Health and Safety
- Complaints Procedure

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 age requirements set out by the RAD and the ISTD.

Infant Classes:

Students can start with us in our Nursery Ballet class at age 2 and a half.

All our infant classes are held on Saturday mornings during term time.

At the end of each Spring term (April), certain children will move up to the next class depending on their age ready to start this new class in the Summer Term. The age groups are based on the age that the child will be by the end of the calendar year. The class that children should be in each term is detailed as follows:

Term	Age by end of calendar year	Class
Autumn	3	Nursery Ballet
	4	Pre-Primary 1
	5	Pre-Primary 2
Spring	3	Nursery Ballet
	4	Nursery Ballet
	5	Pre-Primary 1
	6	Pre-Primary 2
Summer	3	Nursery
	4	Pre-Primary 1
	5	Pre-Primary 2

Nursery:

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 this class, allowing the children over time to work towards independent participation.

Pre-Primary 1:

In Pre-Primary 1, the children can also start Tap. Both the Ballet and Tap classes are 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 have to return in between classes. Children don't have to take both classes, but our recommendation is that they do as the classes compliment each other well and are the foundations of Dance training.

Pre-Primary 2:

In Pre-Primary 2, the Ballet class is extended to 45 minutes. The Tap class remains at 30 minutes. Pre-Primary 2 is the foundation year before the children move into our Junior School, and so the class time is extended to help develop their focus and concentration in preparation for this transition.

Following the Spring Term, students who are 6 or will be 6 by the end of that calendar year, will move into the Junior School weekday classes in the Summer Term.

Junior & Senior School:

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

Graded Ballet:

Children will start in Primary Ballet when they are 6, and then will move up to Grade 1. They will continue to take examinations up to Grade 8 which they take when they are 18.

Most grades for all genres take four terms to prepare for. However, this is a guideline and may differ depending on a number of factors, including whether we have a show 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 for the exam.

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, Intermediate, Advanced Foundation, Advanced 1, and Advanced 2 examinations in Ballet. All Vocational Ballet students should continue their Graded Ballet in order to continue to be eligible for Vocational Ballet. Please see the Vocational Ballet section for more information.

Tap:

Children will start in Primary Tap when they are 6. They will then move up to Grade 1, and will take examinations until Grade 6 (around age 14). If they are of the required standard and wish to continue Tap, they will then move on to Intermediate, Advanced 1 and Advanced 2.

Modern:

As much of the foundation of Modern Dance is covered in Primary Ballet (Officially known as Primary in Dance), HDS does not start Modern training until Grade 1. Children will start Grade 1 in the Summer Term when they are 7 (or will be 7 by the end of the calendar year).

Street Dance:

The classes for Street Dance are categorised by school year group as follows:

Street Class	School Years
Lower Junior	1 & 2
Junior	3 & 4
Lower Inter	5 & 6
Inter	7 & 8
Senior	9 and above

Musical Theatre:

The Musical Theatre classes are categorised by school year group as follows:

Street Class	School Years
Junior	1-4
Inter	5-8
Senior	9 and above

Singing Classes

These will take place either in groups or individually as requested.

Stretch Classes

Stretch classes are designed to support a student's other classes and work on dance specific stretching and strengthening exercises. The classes for stretch classes are categorised by school year group as follows:

Stretch Class	School Years
Mini	2 – 4
Junior	5 – 8
Senior	9 and above

EXAMINATIONS:

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 and are not based on any particular syllabus/examination board. All Ballet, Modern and Tap examinations from Grade 1 upwards are recognised on the National Qualifications Framework as follows:

Dance genre:	Grade:	QCF Level:	Level General Equivalent
RAD Ballet	1	1	GCSE Grade D-G
	2		
	3		
	4	2	GCSE Grade A*-C
	5		
	6	3	A/AS Level
	7		
	8		
	Inter Foundation	2	GCSE Grade A*-C
	Intermediate	3	A/AS Level
	Adv Foundation		

	Advanced 1	4	Foundation Degree
	Advanced 2		
ISTD Modern & Tap	1	1	GCSE Grade D-G
	2		
	3		
	4	2	GCSE Grade A*-C
	5		
	6	3	A/AS Level
	Inter Foundation	2	GCSE Grade A*-C
	Intermediate		
	Advanced 1	3	A/AS Level
Advanced 2			

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	30
		Merit	35
		Distinction	40
	7	Pass	35
		Merit	45
		Distinction	55
	8	Pass	45
		Merit	55
		Distinction	65
	Intermediate	Pass	40
		Merit	50
		Distinction	65
Advanced Foundation	Pass	45	
	Merit	55	
	Distinction	70	
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 at age 5 when they finish their Pre-Primary 2 course. At the end of their course, in the April, 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 Saturday Infant School into the Junior School mid-week classes.

Once the children start mid-week classes, they will begin their training towards Primary in Dance (Ballet) and Primary Tap. They will take these exams after around 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 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 six weeks after the examination, HDS will receive the results from the RAD/ISTD. Students will achieve either a Pass, Merit or Distinction (Ballet) or an A, B or C (Tap/Modern) 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 record the results and will then distribute the results in sealed envelopes to each student. Students should not open these on the premises nor feel under any obligation to share their results with anyone other than their parents.

Following this, HDS will receive certificates and mark sheets (and in the case of Ballet, a medal) for the students. HDS will email parents to invite them to see their children receive their certificates, mark sheets and medals at the end of one of their classes.

From Grade 1 onwards, students can also enter ISTD Modern exams. Examinations are taken at the time that the class teacher decides the students are ready. Approximate course lengths can be found in the 'Junior and Senior School' section.

Attendance & Organisation:

Students need to ensure consistent attendance at all times during their training, but this is particularly important during the term of their exam, in order to be fully prepared for the exam. At the beginning of the exam term, the teachers will co-ordinate the exam groups with the RAD and the ISTD. Once these are set, we will arrange extra rehearsals, which are usually held in the half term, so that each exam group gets an opportunity to rehearse with their teacher, in the exam studio, without the rest of the class (see below). 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.

Exam day:

On the exam day, students need to arrive an hour before their scheduled exam time. They 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. They should ensure that they have perfect uniform with them, if you are unsure about anything that they will need please check our uniform list or the children can ask their teacher. It is up to them whether they want to come already dressed for the exam or whether to get changed when they arrive. It would be useful for them

to have a zip-up jumper so that the students can keep warm but will not ruin their hair by having to take a jumper off over their heads.

After the students have had their hair done, the teacher will take them into Studio 2 to warm up and will then lead them to outside the exam studio ready for the examiner to ring her bell to say he/she is ready for them.

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

Exam Fees:

Exam fees for 2016 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 on exam fees and these are transferred straight through to the RAD and ISTD. In addition to the exam fee, HDS charges an 'exam extras' fee which covers all of the extras involved in taking an exam, to include:

- CD operator fee/pianist fee
- Pianist practice (where applicable)
- Teacher assistance fee (minimum 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 an exam. Again, HDS takes no profit on 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 split at cost price, there are no provisions for refunded fees if a student drops out of an examination or can't attend the mock exam. Mock exams will be arranged on or before Week 2 of the exam term once the teacher has confirmed the exam groups. The RAD and ISTD may choose to refund up to 50% of exam fees if a student can't take an exam on medical grounds, if a Doctor's note is provided.

FESTIVALS:

HDS enters students into a range of festivals and competitions throughout the year. Some of these competitions can qualify students to regional and national level competitions. HDS chooses its elite students to take part in festivals, and they will have private lessons 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 one year, after which the Hasland team will discuss each student's suitability for continuing, and this will be confirmed to students and parents in writing. Festival selection takes place in September, in order to start rehearsals after the October half term. All festival students and their parents are expected to sign a Code of Conduct to make them eligible to participate. This Code of Conduct describes all of the expectations that HDS has in relation to festivals.

CHILD PROTECTION AND SAFEGUARDING:

At HDS, everything that we do is focussed on providing a safe environment for our students. We recognise our duty for safeguarding and protecting children from abuse, as defined in the Children Act 2004 and the Education Act 2002. Please refer to our separate Child Protection and Safeguarding Policy for more information.

BULLYING:

Our community is based upon 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 dance 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.

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

COMPLAINTS:

A complaint is an expression of dissatisfaction about the standard of service, actions or lack of action 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 our complaints will be handled.

TEACHERS:

At HDS, we pride ourselves on offering the highest quality of dance 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 (please see our Child Protection and Safeguarding Policy for more information).

TIMETABLES:

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

Although we cannot always guarantee, we aim to ensure the following:

- Primary school age children do not have classes after 7pm.
- Secondary school age children do not have classes before 4.45pm.
- Non-Vocational students do not have classes scheduled on more than three weeknights.

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 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 and finalised.

BILLING:

Parents are billed for their child's classes once per term. There are three twelve week terms per year, coinciding for the most part with the local state school term times. Parents will be billed for the entire term, but will be given the option of paying in up to three instalments throughout the term and will be given the due dates for these instalments on their invoices. The first instalment is always due during or before the first week of term. It is the parents' responsibility to keep up to date with their payments as they will not be re-invoiced for subsequent instalments if they choose to pay this way. Parents can pay at Reception by cash or card (all card payments incur a 50p charge), or online through their own online banking system (our bank details are on all invoices). Late payments will incur additional costs and may result in the child losing their place at the school.

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 lost items to be looked for. Our guideline would be 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.

BEHAVIOUR:

HDS aims to provide an environment where good behaviour and etiquette is encouraged and students are clear of our expectations. Our Student Code of Conduct will be available on our website and 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 and 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 misbehaviour is seriously affecting the training and development of others in class, we may recommend exclusion.

SHOWS:

At HDS, we think it is imperative to offer plenty of performance opportunities to our students. Not only does this boost the students' confidence, it gives 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 provides the opportunity to see the progress their son or daughter has made, and to see everything they are achieving at HDS.

We hold a number of shows throughout the year:

Choreographic Competition – We hold this just before Christmas each year. It is a chance for our students aged 8 and over to make up their own dances, perform on stage, and be judged on their choreography by an invited adjudicator, who is usually a professional West End choreographer or performer.

Summer Show – Every other year, we hold a full school show in July for all our students from Pre-Primary 1 upwards. Each class will perform a dance in each dance style 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.

Summer Showcase – In the years between our full school shows, we hold a Showcase. This is also a full school event from Pre-Primary 1 upwards, however it is not in costume; students wear their normal uniform. Students will demonstrate a mixture of pieces from their exam syllabi and original pieces choreographed by the teachers.

Summer School – Each year we hold a Summer School in August, which is a week long course, culminating with a Musical Theatre show at the end of the week for all students involved.

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 after a particular exam to see the students perform their exam work. On some occasions, if we are concerned about a child taking a particular examination, a parent might be invited in to watch their child so the teacher can help them identify what needs to be practised. Parents of 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 Nursery Ballet class. Generally though, parents will not watch classes on a normal week-by-week basis.

VOCATIONAL BALLET:

In Ballet, all students have 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 route, known as Vocational Ballet. This route gives students the chance to take examinations at Intermediate Foundation, Intermediate, Advanced Foundation, Advanced 1 and Advanced 2 Level. These courses provide an in depth study of Ballet and prepare students for a career in Dance.

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

TERM DATES:

Our terms are always 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 after half term. 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 still run classes as normal.

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

WEATHER CONDITIONS AND OTHER UNFORESEEABLE CIRCUMSTANCES:

Where we experience extreme weather conditions or any other unforeseeable circumstances which make the opening of HDS impossible, The Partners will make the decision to close the school. This will be published on the front page of our website in a red banner and on our social media pages. HDS cannot take responsibility for these circumstances, and therefore missed classes due to school 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 recorded on our system in order for us to communicate with them easily. Other forms of communication include:

- Letters/slips given out in class
- HDS Website – www.haslanddancestudios.com
- HDS Facebook/Twitter/Instagram pages
- HDS landline – 01227 636773

General communication 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.