

AMY BASTIN DANCE



AMY BASTIN
DANCE
DREAM. DANCE. INSPIRE

HANDBOOK

19/20

AMY BASTIN DANCE

A very warm welcome from everyone at Amy Bastin Dance.

We offer a range of Dance, Acro, Musical Theatre and Fitness classes for ages 1 year+ in Tewkesbury, Gloucestershire.

So whether you are a budding young star or just wanting to stay healthy there is something for everyone.

Offering classes in BALLET, POINTE WORK, HIP HOP, TAP, MODERN, JAZZ, CONTEMPORARY, STREET JAZZ, ACROBATIC ARTS, TRAINING BALLET TECHNIQUE, INCLUSIVE DANCE and MUSICAL THEATRE.

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AMY BASTIN DANCE

Our Team

Teaching Staff:



Amy Bastin ATCL DDI AAC1 ACDA

Amy is a professionally trained dancer having studied at the world renowned Bird College of Dance, music and theatre performance. Amy is an Associate of Trinity College London holding a Level 4 Diploma in Performing arts from the Linda Virgoe Academy. Amy is a qualified member of the ISTD and Acrobatic Arts and continues to further her professional development with Dance Teachers inc.

Amy holds a full DBS, is a qualified first aider and holds a further level 2 certificate in Community Sports leadership.

Amy's training at Bird College and the Linda Virgoe Academy has allowed her to specialise in Ballet, Modern, Jazz, Tap, Contemporary, Musical theatre, Hip – Hop, Acting and Singing.

Prior to her time studying in London at Bird College, Amy studied Dance, Acting and singing at Linda Virgoe Dance Studios for many years. Here she gained a number of years experience working with children by volunteering as an assistant teacher in dance classes.

Amy also studied gymnastics and completed voluntary work as an assistant gymnastics teacher at Jenny's gymnastics, Quedgeley. Amy has since gone on to complete her Acrobatic Arts training in AcroDance and is a certified instructor at the school alongside Miss Greaves.

When Amy is not busy teaching she is busy being mum to her son, Duke.

Esther Greaves BBO AAC1



Esther completed her Level 4 teaching qualification with the BBO (British Ballet Organisation) in London, specialising in Commercial Theatre Dance and majoring in Tap.

Esther teaches all genres of dance but developed a real passion for hip hop and street dance while at university and Esther now leads the Hip Hop department at the school. With a wealth of specialism and a talent for Drama and singing Esther also leads Amy Bastin Dance's Musical theatre Department.

Esther began her training in tap, modern and ballet from the age of 3 at the Rollo Academy of Performing Arts in Nottingham and later went on to perform at events and competitions with the university dance team, showing a range of hip hop styles such as Commercial hip hop and house dance. Esther competed in many festivals as a child and now takes an active role in choreographing for and coaching the school's festival team alongside Miss Bastin. Esther has added to her teaching collection by becoming a certified instructor with Acrobatic Arts.

Esther holds a full DBS and is a qualified first aider.

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Chloe Davies



Chloe is an ex pupil of Amy Bastin Dance, who 4 years ago after successfully auditioning went on to pursue professional training in Dance and Musical Theatre at the Linda Virgoe Academy (where Amy herself did some of her training) in preparation for a career in Dance teaching. Following 2 years of full time professional training, Chloe now has 2 years success teaching experience behind her. Chloe is a registered member of the ISTD and a regular member of the team alongside Miss Bastin, Miss Greaves. Chloe continues her professional training with DanceStation.

As part of her professional training Chloe has specialised in Ballet, Contemporary, Modern, Jazz, Street Jazz, Acting and Singing. Chloe holds a full DBS licence and public liability insurance.

Teaching assistants -We have a permanent team of senior students who regularly assist in classes.

Admin:

Our Admin Assistant admin@amybastindance.co.uk is happy to help with any questions you may have about:

FEES
UNIFORM (for ordinary classes only - for shows/ events please contact events directly)
TIMETABLE
CLASS INFORMATION
STUDENT ABSENCE
TERM DATES
UPDATE TO STUDENT RECORD - change of address/ medical
ANY OTHER GENERAL QUESTIONS

Events co-ordinator

Our Events co-ordinator amybastindance.events@gmail.com is happy to help with any questions you may have about:

SHOW/ PRESENTATION INFORMATION
FESTIVAL INFORMATION
EXAM QUERIES
OTHER MAIN EVENT INFORMATION

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School Policies and Procedures

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VENUE

The main timetable of classes will be held at **Northway Infants school.**

Other additional classes, private lessons and clubs may be held at alternative venues.

School policies and procedures outlined in this document will still be applicable to all venues.

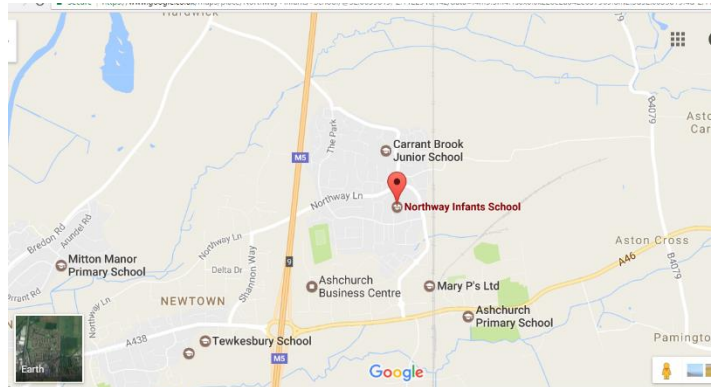
Northway Infants School

Virginia Road

Tewkesbury

Gloucestershire

GL20 8PT



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Car Parking and entrance to the school:

If using the main car park – you will need to exit the main car park and walk along the road to access the school via the main entrance.

There is plenty of car parking space on the car park. When parking we ask parents to park considerately (please do not block the car park at any time). Please remember we share the facilities with staff members who will also be using the car park during some of our lesson times. Northway Infants school staff have priority at all times.

Parents must not park or drop off/ collect in main entrance driveway.

Disabled parking: There is one designated parking space outside the main entrance. This space is to be used by badge holders only.

Access to the school and waiting area:

When you enter the school via the main entrance you will see a door to your **left** which will be open. **This is the community room and our designated waiting area.**

For safety and security reasons the door from the community room to the main school may be locked during lesson times. Please arrive promptly for class and your child's class teacher will collect them from the community room at the beginning of each lesson and accompany students back to the community room at the end of the lesson.

The community room has tables and chairs and parents are welcome to wait in here, older students can use this space to wait between classes, do homework etc. Students under the age of 12 will need to be accompanied by a parent/ carer in this area.

Please note the automatic opening function on the main door will be switched off during later classes (approx. 6.30pm onwards) so you will need to open it manually to enter the school.

Use of the Community Kitchen: Access to the Kitchen is only available on Saturdays and on specific times during the week when a member of Amy Bastin Dance staff is available to supervise this area. Students must not enter the kitchen at any time without permission.

Toilet facilities: are available to students throughout all class times and may be used by older students for changing. The Toilet facilities are also available for parents to use but please note as these are inside the main building access to the toilet facilities will only be available to parents at intervals between class.

Reception Area: Please do NOT wait in the reception Area at any time. This is important to ensure confidentiality for Northway infants school staff working in the school office. The community room is available to students and parents/ carers to wait.

Arrival and collection from class:

It is vital to ensure students arrive promptly on time for class - this is important to ensure students do not miss the essential warm up to prevent injury. Amy Bastin dance reserve the right to refuse

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participation and ask any student who is more than 10 minutes late and missed the warm up to observe their class for health and safety reasons.

Students must be collected promptly at the end of their lesson. Amy Bastin Dance will be responsible for your child only during their allocated class times. Children must be accompanied to and from the studio/ dance space, Amy Bastin Dance cannot be held responsible for students outside of the studio/ dance space. All Students must arrive and be collected from class via the community room – students must not be collected from the hall doors. Parents must wait in the community room and NOT the main reception at all times.

Students under the age of 12 must be accompanied at all times by a Parent/ Carer when waiting for classes. Students under the age of 12 waiting between classes will be required to remain in the studio/ dance space unless accompanied by a Parent/Carer.

Respecting Property: Amy Bastin Dance students and Parents/ Carers are expected to respect the venue and property/ premises at Northway infants school or any other relevant venue at all times. This includes keeping all areas tidy, clean, rubbish placed in bins etc.

Smoking: Is **strictly forbidden** on the Northway infants school premises including outside spaces. This policy also applies to any other relevant premises when taking classes or performing elsewhere.

Internet access: There is no access to the internet at Northway Infants School.

Dogs: Dogs and other pets are not allowed on the premises at Northway infants school with the exception of Guide Dogs.

Valuables: Amy Bastin Dance does not hold any responsibility for items lost, broken or stolen whilst at Northway infants school or any other relevant classes when taking classes or performing elsewhere.

Behaviour:

Students and Parents/ Carers are expected to behave in a respectful and appropriate manner showing due regard to property and other people at all times. This applies at all times in the studio/ dance space, within Northway infants school or any other relevant premises when taking classes or performing elsewhere.

Amy Bastin Dance reserve the right to ask any Student/ Parent/ Carer who behaves inappropriately to leave the school.

Watching of classes:

For safety and security reasons and to avoid distraction for all students we are unable to allow parents to watch classes other than on designated watching weeks and at shows. All teachers will be happy to update you on your child's progress at any point in the term.

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Uniform



To help keep us looking smart and for health and safety reasons:

Appropriate clothing and footwear must be worn for all classes. Set uniform should be worn for all classes. Amy Bastin Dance reserve the right to refuse participation to any student who is not in the correct uniform and hair.

Uniform requirements:

All uniform must be REGULATION uniform (either ISTD or ACROBATIC ARTS or AMY BASTIN DANCE LOGO UNIFORM)

BALLET

Girls:

Baby Ballet - Primary ballet – blue leotard, blue skirt, blue cardigan, pink ballet socks/ tights and pink shoes

Grade 1 ballet – Blue leotard, pink ballet socks/ tights and pink shoes.

Grade 2 ballet – Plum leotard, pink ballet tights/ ballet socks and pink shoes.

Grade 3 ballet – Black leotard (for class only – exam leotards at teachers request), pink ballet tights and pink shoes.

Grade 4 ballet – Black leotard (for class only – exam leotards at teachers request), pink ballet tights and pink shoes.

Grade 5 ballet upwards– Black leotard (for class only – exam leotards at teachers request), pink ballet tights and pink shoes.

Boys: All grades – white leotard/ tshirt, black shorts/ dance trousers, white socks, black ballet shoes

Standard Ballet uniform is the same as the equivalent Grade.

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TAP

Girls:

Pre-primary Tap/ Modern – Red leotard, black leggings/ jazz pants, black socks, black tap shoes

Primary tap – Red leotard, black leggings (class only)/ jazz pants, black socks, black tap shoes

G1 tap – Red leotard, black leggings (class only)/ jazz pants, black socks and black tap shoes

Grade 2 tap – Please see Miss Bastin to discuss appropriate leotard (Age dependent), black leggings (class only)/ jazz pants, black socks and black tap shoes.

Grade 3 tap upwards – Black leotard (class only – exam leotard at teachers request), black leggings (class only)/ jazz pants, black socks and black tap shoes.

Boys: White t-shirt or Amy Bastin Dance t-shirt, black shorts/ black dance trousers/ Amy Bastin Dance joggers, black socks, black tap shoes.

MODERN

Girls:

Primary modern– Red leotard, black regulation stirrup leggings, waist elastic

Grade 1 Modern – Red leotard, black regulation stirrup leggings, waist elastic

Grade 2 modern – Red leotard, black regulation stirrup leggings, waist elastic

Grade 3 modern upwards – Black leotard (class only – exam leotard at teachers request), black regulation stirrup leggings, waist elastic

Boys: White t-shirt or Amy Bastin Dance t-shirt, black shorts/ black dance trousers

JAZZ

Girls:

Bronze and Silver Jazz – Blue velvet high neck leotard, jazz pants (Black leotard and black leggings may be worn for class only)

Gold Jazz - Black velvet high neck leotard, jazz pants (Black leotard and black leggings may be worn for class only)

Boys: White t-shirt or Amy Bastin Dance t-shirt, black shorts/ black dance trousers

HIP HOP AND STREET JAZZ

Hip Hop – all levels: Amy Bastin Dance Hoody, T-shirt and Joggers.

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CONTEMPORARY

Girls: Contemporary – all levels: Black leotard and leggings/ shorts

Boys: White t-shirt or Amy Bastin Dance t-shirt, black shorts/ black dance trousers

ACROBATIC ARTS

Girls:

Juniors- Red velvet/ hologram leotard and red velour shorts (Black leotard and leggings/ shorts may be worn for class only)

Seniors (Grade 2 equivalent students upwards) - Black velvet/ hologram leotard and black velour shorts (Black leotard and leggings/ shorts may be worn for class only)

Boys: White t-shirt or Amy Bastin Dance t-shirt, black shorts/ black dance trousers

Purchasing uniform:

Set ISTD regulation uniform for ballet, modern, tap, contemporary and Acrobatic arts classes can be found and purchased from the following website: (please see below for ballet examination uniform)

abd.mydancestore.co.uk

Jazz uniform – King fisher blue velvet (Bronze/ Silver Jazz awards) and Black (Gold Jazz award) regulation leotards can be purchased, along with examination uniform for ballet from:

www.katz-dancewear.co.uk

Hip Hop and Street Jazz uniform:

Amy Bastin Dance Hoody, T-shirt and Joggers.

Can be purchased directly from the school, please contact admin@amybastindance.co.uk

Underwear: To protect students developing bodies and in order to preserve their modesty and safeguard students, all students grade 2 and above are required to wear sports bras or nude leotards under their outfits for all classes. Nude leotards are optional for grade 1 and below. Ordinary wired bras are not appropriate for class and do not provide adequate support for dance classes.

Hair: Hair must be tied back in a **bun for ballet** and a neat **pony tail** for all other syllabus, contemporary, street jazz and musical theatre classes.

Acrobatic arts must have hair in a **bun or plait**.

Hip Hop must have hair in a **plaited high pony tail** or **2 french plaits**.

NO jewellery to be worn.



Classes and Timetable

We offer a wide range of classes for all ages and abilities.

Ballet, Modern, Tap, Jazz, Street Jazz, Hip Hop, Hip Hop Skills, Contemporary, Stretching and Limbering, Pointe Work, Training ballet technique, Acrobatic Arts, Inclusive Dance, Musical theatre and more.

Students will be assigned classes based on ability and/ or age. Class places are limited and some classes may have a waiting list.

Timetable:

A copy of the school timetable can be found on the website:

www.amybastindance.co.uk

The timetable will be subject to change to accommodate all students and grades/ classes required.

Amy Bastin Dance reserves the right to change the timetable or teacher of a class without prior notice when necessary. However, we will endeavour to inform Parents/Carers of any changes as soon as possible.

Moving up Grades/ Classes:

Please note that Dance classes run very differently to school years/ move ups and your child will not be due to move up at the same time as they progress in their school studies. With a large syllabus for many of the grades, each grade can often take anything from 18months – 2 years and often longer (3 years) for higher grades to complete. The time taken in each grade will be very different and individual to each student. Factors affecting the rate at which each individual student progresses will be dependent on dance experience, number of classes attended per week, regular attendance, additional private lessons and whether a student wishes to work towards an exam. Amy Bastin Dance aim at all times to ensure students are in the correct classes to offer them the best possible dance tuition and experience, and aim to ensure each student is progressing at a rate appropriate to the above factors.

Class titles and age suggestions: Younger classes will initially be based on age requirements but as students progress through the grades/ levels - classes can be very mixed and age ranges will vary in every class. The titles for non- syllabus classes will often vary in the age ranges from one genre to the next and the term 'junior, inter and senior' may vary from genre to genre ie junior Hip Hop may cover ages 5 – 10 years, while junior Contemporary covers ages 8 – 14 years. Any students enrolling in a new genre will be placed accordingly for the new genre.

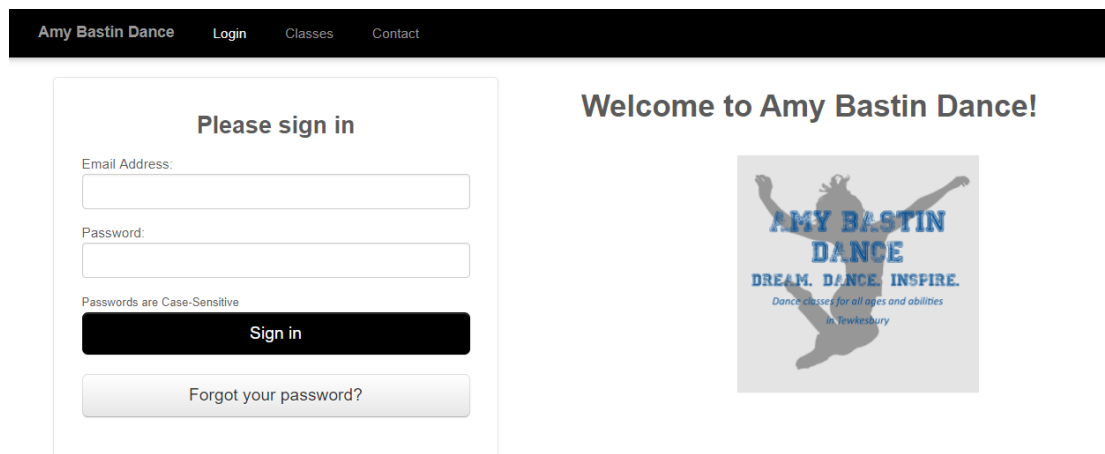
Keeping our records up to date

PARENT PORTAL

The parent portal is available to Parents/ Carers of all students in the school.

The portal can be accessed via the school website or the following link:

<https://dancestudio-pro.com/online/amybastindance>



Amy Bastin Dance Login Classes Contact

Please sign in

Email Address:

Password:

Passwords are Case-Sensitive

Sign in

Forgot your password?

Welcome to Amy Bastin Dance!

AMY BASTIN DANCE
DREAM. DANCE. INSPIRE.
Dance classes for all ages and abilities
in Tewkesbury

It is a great way for the Parents/ Carers to keep students details up to date and for the school to keep everyone informed of the latest news.

What can you do via the parent portal:

- Request enrolment in existing classes
- Contact Amy Bastin Dance to request enrolment for new classes/ to be put on a waiting list
- Keep student details up to date
- Keep emergency contact and medical details up to date
- Access the latest school information
- Access your child's timetable
- Complete the school Waiver agreement – ALL PARENTS MUST COMPLETE THIS AGREEMENT

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Students contact and medical details:

It is the Parents responsibility to inform the school of any changes to the students contact or medical details.

It is Parents/ Carers responsibility to ensure contact and medical details are kept up to date on the Parent Portal.

Medical Treatment:

On occasion it may be necessary for Amy Bastin Dance to obtain medical treatment for a student. By agreeing to the school rules and policies parent(s)/ carer(s) grant permission to AMY BASTIN DANCE staff to obtain medical care from a doctor, Hospital or emergency service organisation for their named child at such times as deemed necessary for physical health purposes.

By agreeing to the school rules and policies parent(s) / carer(s) acknowledge that risk of *injury* is inherent in any physical activity and along with their child knowingly and voluntarily accept that risk. By agreeing to the school rules and policies Parents/ Carers and students hereby waive and release Amy Bastin individually, her family and AMY BASTIN DANCE employees from any and all claims or damages of any kind arising out of their child's participation in the exercise and/or dance program of AMY BASTIN DANCE.

Class absences:

Where your child is absent from class for any reason full class payment is still required and unfortunately Amy Bastin Dance cannot refund the class fee for any absence. Medical absences – if your child is absent for a period of 2 weeks or more due to medical reasons (ie hospital stay) the first 2 weeks payment will still be required. Where the absence exceeds a continuous 2 week period due to medical reasons in these circumstances Amy Bastin Dance will consider placing fees on medical hold until the student is able to attend classes – a doctors or hospital letter must be provided. Medical hold will only be considered in the most severe cases where they student cannot physically attend classes (ie is in hospital). In the instance of injury (ie broken bones, sprains) we encourage students to attend classes as normal and observe/ participate as appropriate.

School Photography policy

Amy Bastin Dance may wish to take photographs and videos as memoirs during classes, performances and at other relevant events. These photos may be used for publicity purposes, use on the Amy Bastin Dance Website, Facebook and other social media pages and local press where appropriate.

By signing the school consent/ class registration form Parents/ Carers are agreeing for photographs and videos to be used for publicity purposes, use on the Amy Bastin Dance Website, Facebook and other social media pages and local press where appropriate without time limit. Where a parent does not wish for their child's photograph to be used for any of the above purposes this must be made known to the school in writing and can be done so via email to admin@amybastindance.co.uk

Video/ Photography of performances: Amy Bastin Dance will take videos and photographs were appropriate of shows and performance. DVDs will be made available to parents following performances were appropriate. Unfortunately, we cannot allow Parents/ Carers to take their own photographs during shows.

Video/ Photography of watching week classes:

Our Dance school policy is that we can only allow photos/ videos of watching week to be taken if parents/ carers of all the children in the class give consent.

By signing the school consent form you have given permission for photographs/ videos of your child to be taken and used by the school for publicity purposes unless you have informed the school otherwise (the information provided is strictly confidential). If we are able to allow photos/ videos to be taken by parents please ensure they are for viewing by family members only and do NOT end up on any social media or the internet unless you have parental consent from all parents of students in the photographs. We also ask that you are discreet when taking photographs and avoid disruption to the students.

Invoicing and Payment Policy

Invoices are issued per half term at the end of the previous term/ half term – in any full academic year parents should expect to receive 6 invoices covering regular classes their dancer/s attend.

Where dancers participate in additional activities (festivals, exams, private lessons etc.) additional charges (published in advance) will be incurred. Where possible, these charges will be listed in the regular half termly invoices, but Amy Bastin Dance reserves the right to issue additional invoices on an 'ad hoc' basis to cover any additional activities that dancers sign up to participate in.

All invoices are issued 14 days in advance of their due date – the due date is listed on the invoice. We aim (but do not guarantee) to send out a reminder for any unpaid invoices 4 days before the due date.

Any invoices not paid by the due date will incur a late payment fee of £10.00 (to cover admin costs).

All outstanding invoices together with any late payment fees incurred will need to be cleared before further invoices are issued – non-payment of either invoice or late payment fee will ultimately lead to dancers being excluded from their classes. Should parents decide to withdraw their dancer/s at this time, a further invoice will be issued for the standard 3 week notice period which if paid late will incur an additional late payment fee.

Receipts are usually issued for any payments with 7 days of receipt.

This policy is designed to encourage parents to pay invoices on time so that: -

- accounts can be reconciled with the minimum effort and
- cash flow can be forecasted accurately to ensure overheads are accommodated

The primary concern of our organisation is the delivery of enjoyable quality dance tuition and not financial administration - Amy Bastin Dance does not seek to make any profit from issuing late payment fees.

Notice Periods

Three weeks notice in writing is required if your child no longer wishes to continue classes – On receipt of written notice a further invoice for the 3 week notice period will be issued. Full payment for the current term and any previously issued invoices will still be due. The 3 week notice period is taken from the first date of the following term and is payable in addition to full payment for any current term and any other outstanding invoices.

Your child may still attend classes during their notice period. Where notice is given and the child does not attend classes for the remainder of the current term or duration of the 3 week notice period, parents will still be liable for all invoices issued to cover the remainder of the term and 3 week notice period regardless of their child/ren attendance.

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September Enrolment

Students will automatically be re-enrolled in all of their classes for the next academic year at the end of the school year in July.

Parents wishing to give notice of a reduction in the number of classes at the end of the academic year must do so in writing by emailing admin@amybastindance.co.uk in advance of the end of the school year in July.

Parents wishing to give notice at the end of the academic year will be expected to do so in writing to admin@amybastindance.co.uk in advance of the end of the school year in July, notice periods will still apply.

Timetable changes

Where a new timetable is issued and a student is no longer able to attend one of their classes due to a timetable change we are happy for them to switch to an alternative class of an appropriate level, commencing from the start of the following term or date the new timetable commences (if this differs from the new term start). We will always endeavour to support students to find an alternative suitable class where possible. Where issues regarding timetable changes are raised with the school within 14 days of issue of the class timetable change and we have not been able to source an alternative suitable class for the student to switch to, but where the student will remain with the school for their other classes, the 3 week notice period will not be issued for this class. Any invoices already raised will still be payable in full and amendments to the student's classes will be made from the commencement of the new timetable. Where timetable issues are raised after 14 days from the issue of the new timetable, the 3 week notice period will still be applicable and will be invoiced in addition to any outstanding invoices.

Where a student does not choose to switch to another class and gives full notice to leave the school, an invoice for the full 3 week notice period for all classes will still be issued in addition to any outstanding invoices.

Switching classes

We strongly encourage students to stay committed with their current classes however we appreciate on occasion it may be appropriate for a student to switch to an alternative class. Class switches must be discussed with the school in advance to find a suitable alternative class. Class switches can be done at the start of a new term only. Where a student wishes to switch classes, all outstanding invoices will still be payable in full and fees will be appropriately adjusted to the switched class for the commencement of the new term.

Trial lessons

All new students are offered 1 free trial in any genre. Existing students may have 1 free trial in any new genre they are considering taking up and adding on in addition to their current classes. This does not apply if a student is switching classes. We hope that the free trial gives students the opportunity to see what a class/ genre is all about and a taste of that class. Unfortunately, we cannot offer more than 1 trial session in any genre.

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Methods of Payment

All fee payments are to be made via BACS/ online payment. All BACS payments must be referenced using child's name and invoice.

Cash and cheque payments can only be made via prior arrangement/ request and agreement with Amy Bastin Dance and must be in a labelled envelope and placed in the form return box.

Shows and Performances:



All students in the school will be offered opportunities to take part in the Upper and Lower school shows as appropriate. Students wishing to take part in these opportunities will need to complete the necessary paper work as required which may include the completion of Performance licences. Students will be expected to attend their weekly classes regularly in preparation for any performance and must attend any scheduled rehearsals (including dress rehearsal). Amy Bastin Dance reserve the right to withdraw any student from a show dance who misses 3 or more from their weekly sessions and/ or any planned rehearsals.

Performance Group and additional performance opportunities:

Performance group is an invite only class which is designed to offer our most dedicated dance students who show outstanding talent and potential in dance the opportunity to build performance and team work skills whilst building confidence in their overall dance ability.

Places are awarded at the discretion of the school and are given to dancers who have been attending the school for a minimum of 6 months, show a consistent commitment to multiple classes with good attendance, go above and beyond what is required of them in class and demonstrate an aptitude we feel appropriate for Performance group opportunities. Spaces are re awarded each year and Amy Bastin Dance reserve the right to remove a space from any child who does not show necessary commitment to the group. (Where a student misses 3 or more sessions across a 2 term period Amy Bastin Dance reserve the right to withdraw their space).

In time Performance group class may lead to further performance opportunities for those who would like them including festivals and further performances/ auditions etc. All additional opportunities will be awarded on an invite only basis and at the discretion of the school. Students will be re-invited to recurring opportunities such as festival as we feel appropriate based on

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competition and qualifying criteria. A copy of our festival policy can be found later on in the handbook.

Other invite only classes:

We hold a small number of other invite only classes for students who show continued commitment and dedication in their dance for whom we feel would benefit from additional training in a specific genre. Places in these classes are awarded on an invite only basis and at the discretion of the school. Spaces are re awarded each year and Amy Bastin Dance reserve the right to remove a space from any child who does not show necessary commitment to the group. (Where a student misses 3 or more sessions across a 2 term period Amy Bastin Dance reserve the right to withdraw their space).



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Examinations



Amy Bastin Dance are accredited to be able to offer **ISTD** (Imperial Society of Teachers of Dancing) Examinations, **CDA** (contemporary dance association) and **Acrobatics Arts** qualifications to students.

Examinations are offered in Ballet, Modern, Tap, Jazz and Acrobatic Arts.

Students will be invited for assessment for examinations once the required level of commitment and ability has been demonstrated in the students chosen genre.

If after assessment we feel your child will reach the required standard to sit their exam they will be required to attend additional coaching sessions in preparation for the exam. We may also recommend that your child would benefit from waiting a little longer before sitting their exam in order to achieve the best possible mark. Please remember every student is individual and will progress at different rates through the grades.

Coaching sessions: Our policy is that if your child misses more than 3 sessions from their weekly class they will not be allowed to take their exam, this is only fair on your child to have the best chance to get the grade they are capable of achieving. Your child must attend all of their coaching sessions. All entries are subject to progress between assessment and the exam date and we expect full commitment to both weekly classes and coaching sessions. Amy Bastin Dance reserves the right to withdraw any student who misses any of their coaching sessions or if during the exam preparation and assessment process we do not feel the required standard is achieved.

Examination entry, centre and coaching fees are all payable in advance and are non- refundable.

Exams are designed to be a fun enjoyable experience for the children but are optional. If after assessment you or your child feel that an exam is not for them but we feel that with the right coaching they will be ready to move to the next grade they are more than welcome to do this without sitting the exam - in this instance we would encourage students where possible to still attend additional coaching to reach the required standard to move grades.



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Contacting the school:

Our admin assistant and events co-ordinator are happy to help with any questions you may have.

Please use the following email address to contact the school:

admin@amybastindance.co.uk

FEES

UNIFORM (for ordinary classes only - for shows/ events please contact events directly)

TIMETABLE

CLASS INFORMATION

STUDENT ABSENCE

TERM DATES

UPDATE TO STUDENT RECORD - change of address/ medical

ANY OTHER GENERAL QUESTIONS

amybastindance.events@gmail.com

SHOW/ PRESENTATION INFORMATION

FESTIVAL INFORMATION

EXAM QUERIES

OTHER MAIN EVENT INFORMATION

For any matters that need to be addressed by Miss Bastin directly and cannot be answered in the list above please arrange an appropriate time out side of class time to speak with Miss Bastin.

Teachers email addresses will be provided only where appropriate ie for individual festival solo information and must be used solely for the purpose intended. Please do not contact individual teaching staff members regarding any general enquires.

We ask that the above email addresses are used as a first port of contact in all instances. The school telephone number is for emergency use only (ie as an immediate point of contact on school trips/ at shows in the event of an emergency). Where messages are sent to the school phone number or teachers email addresses please do not expect an immediate response due to teaching/ work commitments throughout both the daytime and evenings.

We kindly ask Parents/ Carers not to use any form of private social media to contact staff members. Amy Bastin Dance staff reserve the right to not respond to any correspondence made via personal social media.

Please note all emails sent to all addresses will remain confidential at all times.

Additional Information and Policies:

School Policy: Use of Amy Bastin Dance Choreography

All Amy Bastin Dance choreography remains the property of AB Dance and the choreographer at all times. AB Dance choreography must NOT be used outside of the dance school without prior permission in writing from the school (ie at competitions, in school assemblies, local events etc). This includes the use of all class, performance, festival (solos, duets, trios and group work), show work and any other choreography from other AB Dance events. On some occasions it may be suitable or appropriate for a student to use their existing dances and we will provide written confirmation of permission to use choreography where this is appropriate. On other occasions where work is being used for competitive or performance purposes it may not be suitable to showcase this work at some events. Amy Bastin Dance reserve the right to ask for a performers entry/ performance to be withdrawn from an event/ performance where permission has not been requested in advance. If a student leaves the school all choreography still remains the property of AB Dance and its choreographers; written permission will still be required from the school for its use.

Festival policy:

Your child must be available for ALL of the advertised festival dates. A festival timetable will be released by the organisers in the weeks running up to the festival specifying the day and time your child will be competing.

Festival classes are not included in student rate fees and you will receive a separate invoice for all festival fees.

Your child is expected to be able to regularly attend ALL rehearsals. Amy Bastin Dance reserve the right to withdraw any student who misses any festival rehearsals and does not reach the required standard. This also applies to all trios, duets and solos.

We feel performance group is a vital class to boost confidence and performing skills. It also gives additional time for group rehearsal. We remind parents it is a requirement that all students partaking in festival must attend weekly performance group classes in addition to their festival rehearsals.

Festival entries are all via invite only and are based on what we feel will best represent your child, your child may only be entered in the categories they receive invites for. Not all categories will be suitable for all students at all times and invites will be sent when we feel the time is right and the experience will be beneficial for them.

Please note all groups will run subject to sufficient numbers and meeting minimum entry requirements.

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Both students and parents will be representing the school at festival and are expected to behave in a respectful and appropriate manner showing due regard to property and other people at all times. We have a firm belief in showing showmanship at all times.

The school's policy regarding the use of school choreography is applicable to all festival dances. All choreography remains the property of AB Dance. All dances must remain as the original choreography of the choreographer and only be adapted or amended by choreographer or a member of Amy Bastin Dance staff with their permission. Dances may be rehearsed at home but should be rehearsed in the style and manner set and not amended in anyway. Amy Bastin Dance reserve the right request for any choreography to only be rehearsed in class time where this rule is broken or deemed appropriate.

Festival rules regarding photography and videos state: No photography or videos are allowed during festival performances. A full copy of each festival's rules will be available from the festival organisers and must be adhered to at all times.

GDPR and data protection:

The new General Data Protection Regulation (GDPR) came into effect May 2018. It stipulates that all businesses must seek consent from their customers to keep in touch and hold their data.

In order for Amy Bastin Dance to keep in touch and be able to send you emails with information relevant to yours/ your child's classes and your/your child's participation within the school we require your consent. Consent can be given by agreeing to the school waiver on your parent portal. We will use email to keep you up to date with the latest school information including term dates, school news, fees, classes we offer, examination information and other appropriate information relevant you/ your child's classes. Please make sure you have signed the school waiver on your parent portal in order for us to keep in touch.

Rest assured that we have never, and will never, pass your details on to third parties other than those clearly outlined in our privacy policy with your consent (ie.ISTD for examinations), who are also GDPR compliant. We will only contact you in direct relation to your classes and participation in the school. We only use the information supplied on your Enrolment form for teaching purposes and your personal data is stored securely on password protected devices.

You can opt out of receiving emails or other communication from us at any time by emailing admin@amybastindance.co.uk. We will then remove you from our mailing list.

Child protection and Health and Safety

A copy of the school's full **Child Protection Policy and Health and Safety Policy** are available on request.

Child Protection:

Appropriate physical contact in dance

Teaching dance is a physical activity and a teacher will sometimes need to make physical contact with a student to show an idea or to correct the student's position. This can include:

- Lifting
- Adjusting arms, legs, rib cage, hips, feet, hands
- Moving one student in relation to another

By agreeing to the school rules and policies parent(s)/carer(s) and students acknowledge that whilst AMY BASTIN DANCE teachers will try their best to give corrections in a verbal manner sometimes the use of touch may be necessary when giving corrections.

By agreeing to the school rules and policies parent(s)/ carer(s) and students accept and understand that appropriate physical contact may be necessary when giving corrections and hereby give permission for any teacher from AMY BASTIN DANCE to do so. Any person teaching for AMY BASTIN DANCE will be in receipt of a **DBS** disclosure.

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Privacy Policy

The privacy of your personal information is very important to Amy Bastin Dance. We will not sell, rent or trade your personal information to any third party. We will take special care to protect the privacy and security of your information. This policy explains our information practices and the way that Amy Bastin Dance collects and uses your information. This Privacy Policy covers the information you provide to us offline and via the Amy Bastin Dance web site and Parent Portal.

This policy is effective from 11/5/2018.

What we collect

When registering for classes at Amy Bastin Dance we collect information such as:

- Student and Parent/ Guardian Names
- Addresses
- Phone numbers
- Emergency contacts
- Email addresses
- Student information such as: Birthdays, medical conditions and your comments

What we do with the information we gather and how it is kept secure

The information we collect is needed to manage studio business. We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping
- To correctly assign students to classes
- To ensure student safety
- To keep parents informed of up to date school information and news: class information, fees, prices, timetable changes, exam and show information along with any other relevant information.
- We may periodically send promotional emails about new classes or products, special offers or other information which we think you may find interesting using the email address which you have provided.

Who has access to my information?

When registering for classes at Amy Bastin Dance you will be asked to register via our Parent Portal. This will require the generation of an account using your email address and

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the creation of a password. This combination of email address and password is to ensure only you have the ability to access and modify/ update your personal data held with Amy Bastin Dance. Amy Bastin Dance staff have access to your personal information only to manage the business of the dance school.

Amy Bastin Dance will only access your personal data and/ or share it with third parties only for the following purposes.

- As needed for studio businesses with your prior consent to relevant associated bodies ie for exam entries, festival entries, show performance licences.
- If required to do so by law or to comply with legal process
- To protect the rights, property or personal safety of the public

If you have any questions about our Privacy Policy or if you wish to update or remove any of your personal information, please contact admin@amybastindance.co.uk

What are the lawful bases by which we process your data?

- Consent: you have given clear consent by completing the online registration via the parent portal for Amy Bastin Dance to your personal data for the purposes outlined in this document and our school procedures and policies.
- Legitimate Interests: You have expressed a legitimate interest in receiving further information from the dance school in regards to the services we offer.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

How long will my information be stored for?

Personal Data will only be held whilst the student continues to attend classes at Amy Bastin Dance. Information with the exclusion of the data listed* below will be removed from our system when a student leaves the school and is no longer required for the purposes of the business outlined in this document and the dance school's policies and procedures documents. Where appropriate if accounts are still outstanding information will be retained until such time as all accounts are settled and information is no longer required for the purposes of the business.

*Retention periods: The following data will be retained after a student leaves the school. Where appropriate if accounts are still outstanding this information will be further retained until such time as all accounts are settled and information is no longer required for the purposes of the business.

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Medical Records – will be held for 3 years, 5 years where an incident has occurred.

Accounts – Business accounts will be held for 5 years for tax purposes. This will include record of fee payments.

Signed Waiver agreements - will be held for 5 years.

Photographs and videos - will be held without time limit to be used for publicity purposes, use on the Amy Bastin Dance Website, Facebook and other social media pages and local press where appropriate.

Use of the school's websites

Cookies

Cookies are files with small amount of data that is commonly used as an anonymous unique identifier. These are sent to your browser from the website that you visit and are stored on your computer's hard drive.

Our website uses these “cookies” to collection information and to improve our Service. You have the option to either accept or refuse these cookies, and know when a cookie is being sent to your computer. If you choose to refuse our cookies, you may not be able to use some portions of our Service.

Links to Other Sites

Our Service may contain links to other sites. If you click on a third-party link, you will be directed to that site. Note that these external sites are not operated by us. Therefore, we strongly advise you to review the Privacy Policy of these websites. We have no control over, and assume no responsibility for the content, privacy policies, or practices of any third-party sites or services.

Changes to our Privacy Policy

Amy Bastin Dance may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes.

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Class Price Guidelines*

Ballet, Modern, Tap, Jazz, Street Jazz, Hip Hop, Pointe work, Hip Hop:

30 mins - £4

45 mins - £5

Performance group:

45 mins - £4

Student rate discounts:

Grade 1 and below (30 minute classes)

4 classes: £14 per week

5 + classes: £16 per week

Grade 2 and above (45 minute classes)

4 classes: £17.50 per week

5 + classes: £20 per week

The following classes may be included in student rate discount: Ballet (grades), Modern, Tap (grades), Jazz, Street Jazz, Hip Hop, Pointe work, Performance group

The following classes are not included in student rate options:

Contemporary: 45 mins - £5

Acrobatic Arts: 1 hour - £8

Inter Foundation RAD ballet extension class: 30 mins - £2.50

Family Inclusion: £4 per family

Private lessons: £15 - £16 per half hour session (this includes £5 hall hire charge)

Progressing ballet technique: £3 (£2 for students on student rate)

Musical theatre: 1 hour - £6

Bronze tap award: 30 mins - £4 (£1.50 for term 5 then £2 after this for students on student rate)

Festival and Exam coaching: these sessions are not included in student rate fees and parents will be informed of the costs involved in these classes prior to signing up for them.

Family Discount: A 10% family discount will be applied where the first sibling is on 3 or more classes.

*Prices correct as of September 2019 – please note class prices may be subject to change.