

AMY BASTIN DANCE



STUDENT HANDBOOK 24/25

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OUR VENUE

**Northway Infants School, Virginia Road,
Tewkesbury, Gloucestershire, GL20 8PT.**

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.

We have a fantastic home at Northway Infants:

- 2 main studios - The main hall and converted library with dance flooring.
- The main hall has underfloor heating and a large dance space.
- Ballet Barres, gym mats and a wealth of teaching materials available for student use.
- Inter and senior student communal waiting area
- Modern accesible toilet facilities.
- Use of the large school car park during Dance school opening hours.



USE OF SCHOOL FACILITIES

Guidance for the use of our facilities

Car Parking and entrance to the school:

During Dance school opening hours, Dance school Parents/ Carers and Students who drive are asked to use the main school staff car park. 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.

To ensure student safety at all times, Parents/Carers must not park or drop off/ collect in main entrance driveway and are asked to avoid parking on the roadside and not to block access for local residents at any time. We are very fortunate to have access to the main staff car park please utilise this.

Disabled parking: There is one designated parking space outside the main entrance. This space is to be used by badge holders only and we kindly ask you to inform the Dance school if you require access to this space on a regular basis to help us ensure appropriate access for all of our students requiring use of the space.

Access to the school:

In line with Ofsted guidance and for student and staff safety students should be dropped off at the main hall by a Parent/ Carer using our one way system where they will be greeted by a member of staff at the start of their lesson time. Staff will then safely let students out to Parents/ Carers at the end of the session from the other hall door. For safety reasons we have a secure locking system which means doors will be locked throughout the lesson time. Students over the age of 12 who access the studios independently may knock on arrival and a staff member will let you into the building as soon as possible. Adults signed onto adult dance classes may access the building as appropriate for their classes.

Watching of classes: In line with school safety guidelines and to help with student focus and allow space for students to dance safely, during children's classes, parents are not permitted into the school building unless attending a Parent and child specific class or via prior arrangement (ie for a meeting with a member of staff, to support a student if requested by staff under appropriate risk assessment, or at an organised event ie Awards Ceremony or Parent watching opportunity. Whilst we are unable to allow parents to watch classes other than on designated watching opportunities and at shows, all teachers will be happy to update you on your child's progress at any point in the term. We offer regular opportunities for parents to join us for shows and performances both in house and at external venues.

In line with our school safety measures, we do not have a waiting area for Parents/ Carers within the school building, however, many parents use this opportunity to have a little time for themselves - to enjoy a coffee, pop to do some shopping or going for a walk.

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 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. It is the parents responsibility to collect students from the door promptly at the end of their session time.

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 outside the main hall and NOT the main reception at all times.

Students under the age of 12 waiting between classes will be required to remain in the studio/ dance space. All children under 12 need to be accompanied by an Adult at all times when waiting outside the Hall to be let in to class and must be collected from the door by a parent or guardian. If for any reason someone other than yourself is collecting your child (ie Grandparent/ Auntie/ Uncle) we ask that you give written permission in advance for this via email to

admin@amybastindance.co.uk with minimum 24 hours notice where possible to ensure the team are all aware who will be collecting your child. The person collecting must be over 18 years of age, we will not release a student to a sibling/ family member under 18 years old. Please provide a safe password if it is someone the staff will not have met before. Students 12 and over are allowed to access the dance school without a parent or Carer and leave without a parent or Carer, as long as written permission has been given to the team via email to admin@amybastindance.co.uk in advance.

USE OF SCHOOL FACILITIES

Guidance for the use of our facilities

Watching of classes:

In line with our safety and security measures and to avoid distraction for all students we are unable to allow parents to watch classes other than on designated watching opportunities and at shows. All teachers will be happy to update you on your child's progress at any point in the term and we offer regular opportunities for parents to join us for shows and performances both in house and at external venues.

Breaks between classes and use of the Community Kitchen:

Students are welcome to stay in their breaks between classes. Naturally with so many students doing different combinations of classes some students will find themselves with a break between their chosen classes. Lower school students will be required to remain in the studio/ dance space with us, where we can supervise (Primary and under). They will need to bring a drink/ snack and something to do i.e. colouring/ a book to read - the students who currently stay are very good at this and it works well. As for our older weekday students, they are given a bit more freedom to use the community kitchen for their breaks. Students are left at parents discretion and on the understanding that students may use this area to sensibly eat their dinner/ snacks and wait quietly.

Reminder for parents to please pass on to the weekday children: During the week students are trusted to use this area and are not supervised by teaching staff during their breaks. At times when a class is being dual taught the other classroom may be empty. Under no circumstances should students be using the empty studio during these times. This is for student safety as the classrooms are set up with equipment and dance flooring which should only be used whilst supervised. Staff cannot be held liable for student actions/ injuries during their break periods and the above rules should be followed at all times.

- **Toilet facilities:** are available to students throughout all class times and may be used by older students for changing.
- **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. Parents should wait outside the front entrance, outside the school hall to collect students.
- **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/ Vaping:** 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 and use of phones/ technology:** There is no access to the internet at Northway Infants School. We understand that students age 12 and over who have permission to attend class independently will need to carry mobile phones for their safety walking to and from class. Mobile phones should not be used by students during class and should remain in their bags unless absolutely necessary during breaks. Where a student wishes to use their phone or technology for a valid use ie we understand that older students may need access for homework during their breaks or to use their phone supervised to film a solo piece, staff are happy to support this, permission must be sought first. Social media, messaging and Video creation sites such as TikTok, Instagram and Facebook should not be used at any time and students are not permitted to take photographs at the dance school or during dance events without prior permission. Amy Bastin Dance are not liable for any phones or technology brought onto site. In case of emergency or if a student needs to contact a parent, Students of all ages should ask a member of staff to contact their parents directly using the work phone whilst under the dance school care. It is Parents responsibility to ensure emergency contact details are provided and up to date. By agreeing to the school rules and policies parent(s) / carer(s) acknowledge and agree to support our policy regarding internet access and use of phones/technology.
- **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.

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.

Full uniform requirements for all students are provided in our Uniform Guidelines.

**THE BELOW LINK WILL TAKE YOU TO OUR ISTD UNIFORM GUIDE:
THIS IS FOR:
BALLET, MODERN, TAP, ACRO, JAZZ* AND CONTEMPORARY WEAR***

We are now using the NEW ISTD 'The Greens' uniform. All
uniform should be regulation

*contemporary and Jazz classes we encourage students to wear their equivalent level ISTD green leotard in these classes but they may wear our regulation black leotard available from the 'my dancestore' link below for class wear.

[AB DANCE UNIFORM GUIDE 24/25](#)

**THE BELOW LINK WILL TAKE YOU TO OUR BRANDED UNIFORM PAGE:
THIS IS FOR:
URBAN, MUSICAL THEATRE, SHINING STARS**

YOU CAN ALSO PURCHASE OUR BAGS, BOTTLES AND OTHER

Uniform for all of the above classes is the same for all ages (Black uniform with blue logo)

AB Dance Tshirt

AB Dance Joggers

AB Dance Hoodie

[AB DANCE BRANDED UNIFORM](#)

**MY DANCESTORE
THE BELOW LINK WILL TAKE YOU TO OUR 'MYDANCESTORE'
HERE YOU CAN PURCHASE OUR UNIFORM BALLET SHOES, TAP
SHOES AND BLACK LEOTARDS FOR PERFORMANCE TEAM WEAR.**

[AB DANCE MYDANCESTORE](#)

PERFORMANCE TEAM:

WILL ALL NEED A REGULATION LEOTARD AVAILABLE FROM MY DANCE STORE. PERFORMANCE TEAM JACKETS, TSHIRTS AND LEGGINGS ARE AVAILABLE ON THE BRANDED STORE LINK.

- **Second hand uniforms:**

We also have a second hand selling page on Facebook where you can ask if anyone is selling uniforms or to sell on your old uniforms.

Please note we are currently phasing out the old blue ISTD uniforms and old blue/ red hoodies so please do not sell these items)

<https://www.facebook.com/groups/208672586335706/>

- **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:**

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

Acrobatic arts must have hair in a bun or plait.

Urban 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 including children's and adults classes.

Ballet, Modern, Tap, Jazz, Urban, Contemporary, Pointe Work, Progressing 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 will be sent out to all students via email prior to term commencement.

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 or A, B, C' may vary from genre to genre ie Urban A may cover ages 5 – 10 years, while Contemporary A/B covers ages 8 – 14 years. Any students enrolling in a new genre will be placed accordingly for the new genre.

AcroDance Policy:

The Acrobatic Arts curriculum is a professional program for Acrobatic Dance. AcroDance is the beautiful fusion of the artistic motion of dance and the athleticism of acrobatics. The program is designed to promote excellence in flexibility, strength, balance, limbering, tumbling, basic contortion and partner/group stunting for dancers.

AcroDance is not the same as gymnastics. An AcroDancer must complete all of the skills on the hard stage without the advantage of a sprung floor, while seamlessly integrating musicality, emotional expression, extension, control and line. Skills taught in AcroDance might look the same as gymnastics, but they are taught differently to compensate for the conditions. Students will need to attend core dance subjects in addition to their AcroDance training to provide the core technical dance training to safely support their AcroDance work.

KEEPING OUR RECORDS UP TO DATE

Guidance for how to
register and keep
details up to date.

04

THE APP:

For registering for classes, keeping up to date on your class schedule and contact details. Use the link below to access our app.

Class manager app

Waivers, 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' responsibility to ensure all information including student details, emergency contact details and medical information is up to date and all waivers are signed. All waivers must be completed before participation will be allowed.

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, advertising, and 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 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. You are welcome to post photographs that contain ONLY your child or where consent has been clearly given by the other parents/ carers. We also ask that you are discreet when taking photographs and avoid disruption to the students.

Use of photographs by our affiliated Teaching associations or boards: Amy Bastin Dance is a registered member of the Imperial Society of Teachers of Dancing (ISTD), Contemporary Dance Association (CDA), Acrobatic Arts (AA) and Progressing Ballet Technique (PBT). These are all registered and regulated association boards within the Arts.

We hold close links with these teaching associations and as part of projects for both the school and teacher development we may be asked to share photographs, for example to celebrate a show achievement, show the schools progress or in relation to other relevant events such as examinations. These photographs may be featured on their websites, press or other social media as appropriate. If you do not wish for you child's photographs to be shared with our associations boards or would like to request that we ask your permission in advance for use with our association boards this must be made known to the school in writing and can be done so via email to admin@amybastindance.co.uk

***Press**

Local press – including local magazines/newspapers, radio and their relevant websites/ pages etc
Nationwide/ global press – this may include features such as articles in dance magazines/ newspapers, website articles linked to our association boards or in relation to a larger production (such as touring pantomimes or shows). Where photographs are to be used on more national or global scales outside of our affiliation links listed or not in relation to a specific event a group of students is partaking in, we will seek additional parental consent for this.

INVOICING AND PAYMENT POLICY

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.

The invoicing system does not automatically issue receipts for payments. If you require a receipt for any payment this can be request from admin: admin@amybastindance.co.uk.

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:

Notice period is a minimum of three weeks which must be provided in writing to admin@amybastindance.co.uk.

If an invoice has been raised and there are more than 3 weeks left of the term that remaining period will be classed as your notice.

If there are less than 3 weeks left of term then an additional notice will be raised for any extra weeks.

Example 1

If notice is given on week 2 of a 6 week term, the remainder of the term is taken as notice and nothing extra is invoiced. No refund will be given.

Example 2

7 week term and notice is given in week 6. There is only 1 week left of term, so an additional notice for another 2 weeks is raised and is payable.

Additional invoices for the notice period where applicable are 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 any additional notice period regardless of their child/ren attendance.

INVOICING AND PAYMENT POLICY

Termly enrolment:

Our 6 terms run from Jan – December. Students will automatically be re-enrolled in all of their classes each term ready for the next term.

We close in line with school holidays. Whilst we break for the 6 week period over the summer for weekly classes, students will still be automatically re-enrolled for the next academic year and again at each half term and over the Christmas period. Notice periods apply at all times.

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 by the date specified on the timetable change email 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 the date specified on the timetable change email, 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.

New Starters and trial sessions:

New starters and students wishing to add another subject may take part in a trial session in their chosen genre. We very much hope you/ your child enjoy their trial session. Following the trial session, students will then need to secure their space by signing up for the chosen class(es). Normal notice periods and fee policies will apply.

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.

AT AMY BASTIN DANCE WE AIM TO OFFER STUDENTS LOTS OF DIVERSE OPPORTUNITIES INCLUDING THE OPPORTUNITY TO TAKE PART IN SHOWS AND PERFORMANCES.

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 paperwork 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 competition and qualifying criteria.

Festival policy - A copy of our festival policy can be found under additional policies.

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).

EXAMINATIONS AND OFFICIAL SYLLABUS ACCREDITATIONS

08

Guidance on opportunities for students to follow official syllabus and gain recognised qualifications in Dance.

Amy Bastin Dance are accredited to be able to offer ISTD (Imperial Society of Teachers of Dancing) Examinations. We also offer syllabus classes in Acrobatics Arts qualifications to students and qualified teacher led PBT (progressing Ballet technique) classes.

Examinations are currently offered in Ballet, Modern, Tap and Jazz. (other examinations in further subjects may be offered where appropriate across our exam boards).

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.

ISTD exams are ofqual regulated and higher levels can help students gain UCAS points.

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.

HOW TO CONTACT US

Guidance for who to contact in the team.

09

Our admin team:

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

FEEES

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 outside of class time to speak with Miss Bastin.

Please note both of our admin roles are part time and therefore emails are checked periodically throughout the week. For our main admin email we aim to respond within 48 hours. Our events co-ordinator is a voluntary role and therefore emails may be checked less frequently.

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.

HOW TO CONTACT US

Guidance for who to contact in the team.

School telephone:
07375 405518

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). The school phone will also be on during class times for emergency contact if needed. 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.

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.

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.

ADDITIONAL POLICIES

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 with further updates to the UK GDPR in 2023. 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. By agreeing to the school rules and policies parent(s) / carer(s) consent to Amy Bastin Dance contacting you for these purposes. 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.

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.

A copy of the school's full privacy policy can be found on the online portal. By agreeing to the school's rules and policy's parent(s)/ carer(s) acknowledge they have read and acknowledge the school's privacy policy.

ADDITIONAL POLICIES

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.

MEET THE TEAMS

Amy Bastin ATCL DDE AAC1 PBT certified

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 holds 3 full Level 4 Dance teaching qualification (Diploma in Dance Education) in Ballet, Modern theatre and Tap with the ISTD.

Amy holds a full DBS, is a qualified first aider and holds a further level 2 certificates in Community Sports leadership and Understanding Autism. She is also PBT (Progressing Ballet technique) qualified and a qualified AcroDance teacher with Acrobatic Arts.

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.

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 Urban 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 and has completed professional development in singing teaching.

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.



Chloe Davies

Chloe is an ex pupil of Amy Bastin Dance, who 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 over 6 years successful teaching experience behind her. Chloe is also a fully qualified early years practitioner and helps to lead our lower school.

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 and is first aid trained.



MEET THE TEAM

Inma Vicent-Pérez

Miss Vicent is an ex-professional ballerina who moved to England from Valencia to further her job prospects a number of years ago. Her extensive CV includes a wealth of professional and teaching experience, a small number of examples below. She also holds full teaching qualifications with the ISTD in Classical ballet and a Diploma in Classical Ballet.

ISTD (level 4) Diploma in Dance Education at Linda Sweetzer Teaching Training College.

Diploma in Classical Ballet from the Professional Conservatory of Dance of Valencia, Spain, 2001/2002.

...

I taught flamenco classes at Terry Jayne's academy in 2014 ending my time there with the creation of a dance that was part of the repertoire of performances in the Camberley Theatre.

Professional dancer from 2002-2008 with Rafael Martí, former director of the Ballet de Euskadi (Spain) and dancer at the Bolshoi Ballet Moscow, Scala Milan, Rome, Venice and Florence.

I was part of the corps of ballet of the company Martí created in Valencia and, in 2008, its prima ballerina.

During 2009,2010, 2011 and 2012 I continued dancing at Centre Professional de Dansa Valencià, a centre legally and officially authorised to teach elementary and professional courses, where I have imparted ballet dance courses.

Kate Williams

We are absolutely delighted to have welcomed Miss Kate to our school this year and with her bringing a wealth of expertise and knowledge. Kate is an ISTD qualified teacher with many years teaching experience. Kate is a very accomplished performer with credits including West End shows Mama Mia and Hairspray and much more (We are sure she will be happy to tell the students all about these wonderful experiences).

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

Admin Team - we have a brilliant part time admin team who are there to answer your enquiries.





AMY BASTIN DANCE

www.amybastindance.co.uk
admin@amybastindance.co.uk
[@amybastindance](https://www.instagram.com/amybastindance)