

ACS Dance



ACS DANCE

Welcome Pack

01708 783576

www.acsdance.uk

Mission Statement

- To encourage everyone to know the joys of learning to dance by providing, flexible, high quality dance tuition across a range of ISTD dance and theatre subjects.
- To create a friendly, caring atmosphere, nurturing the individuality of each student, and encouraging him or her to reach their full technical potential.
- To provide the highest calibre of staff members, highly skilled, trained and motivated in their chosen dance fields, with a thorough knowledge of current dance teaching practices.
- To inspire the dancers of tomorrow to be well rounded, confident individuals with a passion for their art and prepared for their chosen profession.

The History

Anthony Clifford Studios was founded in 1994 by husband and wife team and ex-professional dancers, Mark Anthony and Diana Clifford.

From its small beginning with just a dozen students in classes dotted around the Romford area, the school quickly grew and combined with two other schools along the way (Cooks Dance School in 1996 and Elizabeth Reed's in 1998) The Studios now offer tuition in no fewer than eight dance genre plus drama and singing. Their own multi- studio complex was purchased in 2005, with refurbishments completed for four studios, waiting areas, changing rooms, reception car park and shop. In 2014 we gained charitable status and became ACS Dance Centre, a centre for excellence encouraging everyone both young and old to know the joy of learning to dance!

ACS have a strong tradition in professional training and have trained many students who have gone on to successful performing and teaching careers around the world.

The Curriculum

Imperial Ballet, Jazz, Modern Theatre, Tap, Latin-American, Ballroom, Disco-Freestyle/street, rock n' roll, Salsa, Argentine Tango, Musical Theatre (Singing / Drama) Boys Classes, Stretch class, pointe work

Children's Classes

Well firstly we are an established friendly family run studios with a great reputation and track record for excellent dance training and great results. Our students thrive in the happy atmosphere and become confident, well rounded young people who take their skills learnt whilst dancing, on into their adult lives, whether that be in dance or any other field. They can make many new friends and many students stay with us right up until leaving school and even beyond into adulthood bringing their own children! You can be assured that your child will be taught by experienced and qualified full-time teachers (several of whom are ISTD examiners too!) Our staff care deeply about their charges and their vocation. All teachers are DBS checked. We have been awarded Vocational Dance school of the year for four times (vocational Category) 2013, 2014, 2015 and 2016

How old do you have to be to start?

Children can start with us in parent toddler classes from 18 months and then from the age of 3 in special “Baby” classes in Ballet, Tap, Disco/street, or a “Combo” class on their own. (NB These classes sometimes have a waiting list, especially if you can only do Saturdays!) Baby classes are good fun as well as providing help with children’s confidence, co-ordination, communication, fitness, concentration and poise, whilst learning the basics of the dance genre concerned. When children are 5 or when their teacher thinks they are ready, they progress into the pre-primary or 5-6 classes, they can start Ballroom at this point too. From then on (around age 6 or 7) they will move through the ISTD grades/medal class system, up to and including student /professional level if applicable. Drama and singing can start at around age 6 1/2 when their reading is well established. Please note that in order to study modern or jazz children also need to be learning ballet as well. After grade 2 ballet, then two ballet lessons per week are compulsory but the **SECOND BALLET CLASS IS FREE subsidised by the charity!!** ISTD Ballet, Tap and modern exams require additional exam rehearsals six weeks before each exam in addition to normal classes, if this will be a problem for you in the future and you know now you do not want your child to take exams, please let their teacher know as this is not a problem. Disco and ballroom and latin exams do not usually require exam rehearsals until higher levels. Graded Tap, ballet and modern exams are government recognised qualifications and can be quoted with point values on UCAS university application forms. Adults and trainee teachers have separate classes, please see our Adult or Teacher training info packs.

What if we’ve been to another school already or are older than 10?

Those children who have previously been at another school are welcome to join us at ACS, though they may be asked to “try out” to find the most appropriate class level. We usually try a level suitable for their age group first and assess how they get on during the class. If beginners start at around age 7-9 then students can go straight into primary/Grade 1, if older then please phone the office for advice. If older than 17 then please see our adult classes.

Can I join straight away?

Sometimes yes, straight away, but sometimes there is a waiting list or the school might be in a holiday period or rehearsing a show. If you do not mind a weekday class or are joining our older ones classes, often you can start immediately, but please phone to check this before attending. Our good reputation is such that most of our Saturday baby and pre-primary classes do have a waiting list of at least a half term sometimes longer! If you know you can only do Saturdays please put your child's name down well before! Priority is given to those with siblings at the school already and those living closest within the borough as well as those wanting ballet, modern and tap instead of just one genre. Reasons for this are that those travelling to us from out of the local area find it very difficult to attend our classes long term straight after school once at senior school and so often cannot stay with us, changing dance school is always disruptive to a child, this is why priority is given to those students who may stay with us long term.

Are there classes during the holidays?

No, mostly we are closed for main school holidays such as Christmas, Easter, Half terms, Bank holidays and the Summer break. Occasionally at show times there may be a dress rehearsal on a Bank-Holiday weekend or throughout the preceding Easter before a main show. Your invoices work out when there are holidays automatically. Our adult ballroom classes and private lessons still carry on during holidays. Our terms start on Mondays and finish on Saturdays.

Will my child take exams?

Yes, in tap, ballet and modern, most children here pursue ISTD graded exams, once out of the baby and pre-primary classes e.g. when they are about 7 or 8. In Disco and Ballroom and Latin children can start medals even earlier when they are about 5. We follow the ISTD graded exams which are now government recognised on the National Qualifications Framework (NQF) which means the exams taken whilst at ACS can be listed on job and University application forms and school league tables too, which often helps go towards getting into their chosen senior school! The initial decision whether a child is thought ready for their exam is always made by the teacher entering them and is not dependent on time in that particular class or whether their friend is taking their exam! Children all progress at their own rates and it should not be thought of as a competition. Parents are asked their permission to enter students for exams as it is a big commitment for them as well as their child, and exam fees are

then sent by us to the ISTD seven weeks in advance of the exam. For Theatre subjects children will then be expected to attend six weeks of extra exam rehearsals on a Sunday (ballet/mod/tap only) in addition to their classes leading up to their exam, these lessons are compulsory and we reserve the right to withdraw the child from the exam if they have not attended enough rehearsals even if this means the parent losing their exam fee. Parents should note that over the years, after taking exams, days and timings of classes will change, after all some pupils remain with us until they are 18! If you do not wish your child to take exams or be part of shows, you should let their teacher know well in advance.

ISTD exams are accredited on the National Qualifications Framework (NQF) for England, Wales and Northern Ireland as shown below:

Does the school hold shows and attend competitions?

Yes we have Christmas shows for smaller ones every year as well as bi-annual large production shows at local theatres such as the Towngate Theatre Basildon, for the older ones. We do expect all children to want to take part in our shows and parents to give permission for them to do so and support them through rehearsals. Our main show for juniors & seniors is every two years in May, our infants up to age 8 do an annual Christmas show in December. Drama and singing students also have a separate annual Cabaret night and a bi-annual musical review show in addition to the main shows. Near to a show students are expected to come to extra rehearsals and dress rehearsals at weekends and some holiday periods over Easter. Costumes for shows are purchased by the school and hired to students for a small fee. Competitions are not compulsory but many of the disco, ballroom and latin students choose to take part in competitions as well which are always held on Sundays, both at “friendly” local level and bigger ISTD National medallist level. Latin and ballroom competitive dancers are required to take weekly private lessons in addition to their regular classes if going to ISTD comps, the finals of which are in Blackpool. National ISTD Tap, Ballet and Modern competitions are sometimes entered by the school with selected outstanding children meeting the strict exam result and age criteria to be eligible, free scholars classes are usually offered in order to prepare. We also have children who auditioned and were accepted onto the Royal Ballet school’s “Junior Associate” JA or MA program who attend top up ballet classes at the Royal Ballet school, Covent Garden on Saturdays in addition to their lessons here with us.

Are there mixed classes?

We have both mixed classes for girls and boys, as well as some girls only or boys only classes. Girls have additional Pointe work lessons, boys can do separate Boys only Modern dance classes on Wednesdays or Thursdays with principal Mark as well as tap, Jazz, Street, Drama and Singing and Ballroom and latin. We encourage and strengthen our boys for the rigours of pas de deux partnering lifts with additional body conditioning “free weight” coaching in our mini gym, as well as guest master classes

Do I need uniform straight away?

No, we advise new students to come along in something they already have that is easy to move around in. e.g. for babies a t-shirt and leggings with bare feet. For older ones a leotard and leggings/ track suit bottoms tight fitting top. (see uniform list) We sell all items of uniform in our dancewear shop in reception, so just ask the receptionist to purchase/order this. The uniform has our School Logo and is only from our reception shop. We require all students to be in our regulation uniform by the start of their **third week**.

Will all classes be in a proper dance studio?

Yes, our full time premises at 66 Albert Road, has four dance studios complete with sprung hardwood beech or maple floors, barres and mirrors, so you can be assured that floors are safe for growing bodies to dance on (no concrete!). The studios are each named after famous dancers, The Astaire and The Bussell, are downstairs and The Alex Moore and Fosse are upstairs. We also have waiting areas and changing rooms, and dancewear and refreshments are available from our reception and shop. The Bussell studio also converts into a small studio theatre space for small in house performances of drama and singing and our Summer School. Please note we have limited parking to our frontage and our rear private car park up which closes at 8.00pm in the evening/ 5.00pm on Saturdays. We ask you to park carefully with thought to other drivers and our neighbours if parking and waiting in the street, there is additional on street parking in Albert Road after 6.30pm or in nearby Park Lane or in Romford town centre car parks during the day time. We are also very close to several bus routes at either end of Albert Road (Victoria and Brentwood Roads) and Romford Mainline station is also within easy 4 minute walk. (see info further on in brochure)

What if my child wants to pursue dance as a career?

Most children start dancing for fun, fitness and friendship however if you find your child has a special talent leading them towards a possible performing career, then ACS is the best place to be. We have trained many of our students for professional careers as adults (see alumni) and they now can be found as adults in West End theatres and dancing around the world. It is usually necessary for students to have reached at least Intermediate/Grade 6 in Ballet, Tap and Modern by the age of 16 or 18 depending when they are due to leave school, most vocational full-time dance colleges will be expecting training and ISTD exams at this level as well as some singing and drama experience. We advise our students on the best colleges to apply for at 16/18 for their chosen dance style and help them with audition dances, monologues, songs and general preparation. If going down the teacher training route we accept applications at our own part-time teaching college for day students of 16 years and over or this can be studied in the evening alongside A vets or BTechs. Please note we do not encourage our children to belong to an agency as we feel this is the time they should be perfecting their art and having fun being children without this added pressure, however we have no problem if this is something you choose to do, but please ask our advice as to reputable agents first and understand that school fees here are still payable if you miss classes for auditions/castings or for work.

How do I pay?

Your first class is a FREE trial, if you “like” us on Facebook, the remainder of the current half term invoice period is then payable in advance when you return. This could be by cash or card payment or straight into our bank account. Fees are paid either termly or half termly in advance before week 2 or the undiscounted amount becomes due. Fees are non refundable, one **full month’s notice** is therefore required in writing, if leaving the school or dropping a class from your timetable. You will also still need to pay for a class if you miss it due to illness or any other reason such as a holiday or school trip etc., however if you are able to attend another day to a class of a the same subject and level, then you can make this class up another week by taking two going to an alternative class of the same level if available. We have a significant discount scheme **up to 30%** for those doing many classes within the same family. For

late payments after week 2 of the half term, students either lose their discount or there is a £10 penalty added. (please see fee sheet for prices/payment terms)

Private lessons are available in Ballroom, latin, Singing, drama and other dance genres, from £21 per half hour this can be shared with a partner.

How do I apply?

Just fill in the form on the back of this brochure and send back to us. If you have phoned first and know there is current space in the class, then come along with your form on the day, if not then please post back, marking as "Waiting List". Your application is treated in order of receipt, so don't wait too long or spaces might be gone. We do need the consent form signed by a parent or guardian before attendance to show you have read and accept the school's terms and conditions before classes commence. **Please note if a child has shared custody with separated parents then we require both parties to sign that they accept our terms and conditions and will make the child available for classes/rehearsals/shows etc whether it is a weekend or midweek.** If this is agreed at the start of a child's time with us, future problems can be avoided especially at exam and show rehearsal times.

What level of commitment is expected?

We do expect parents and guardians, as well as students themselves to be fully committed to their classes and put their dancing first. This teaches the children a valuable life lesson for the future, that good results are only achievable through hard work, and that missing classes lets their teachers, friends and other children in the school down, not just themselves. We therefore reserve the right to ask a student or family to leave the school if they continually miss lessons or exam/show rehearsals or are behind with their fees. In cases of extreme sudden financial difficulty, the CIO trustees will accept nominations from the principals for the waiving of all or some fees on a temporary basis. The principals take into consideration the dedication and level of commitment shown to the school and their dancing by the pupil and their family up to that point, as well as their level of potential and future plans. For application procedures please contact the Principals direct.

Staff

Theatre Faculty- Miss Diana Clifford CDE, FISTD (Principal)

-Miss Diana Clifford FISTD CDE- Director -Mr Mark Anthony LISTD CDE- Director

-Miss Helen Steggles- FISTD Committee member Imperial Ballet Faculty -Miss Natalie Lane LISTD DDE

-Miss Joanne Wix AISTD Dip, FDI

-Miss Melissa Hussey AISTD QTS

-Miss Georgia Hussey AISTD DDI

-Miss Fern Reilly DDE

-Miss Vicky Ford AISTD – Registered Body Control Pilates Teacher

DANCESPORT FACULTY

-Miss Debbie Clark FISTD

-Mr Charles Richman FISTD examiner in Country and Western, Club dance chairman -Miss Katie Wilson FDI, LISTD

-Mr Mark Anthony LISTD, CDE

-Miss Diana Clifford FISTD, CDE

-Miss Julie Young AISTD

-Miss Melissa Hussey AISTD

-Miss Georgia Hussey AISTD QTS

-Charlie Townsend (ranked Uk Amateur competitor)

-Ineta Vaicikauskaite (ranked Uk Amateur competitor)

P.A and School Administrator -Mrs Lucinda Crowther

Receptionists

-Mrs Sharon Herbert -Mrs Karen Mitchell -Miss Bruna Moura

HOW TO FIND US

By Car

Directions to Anthony Clifford Studios, Albert Road, Romford. RM1 2PP

Take M25 to junction 28 or 29

Take A12 or A127 towards London/Romford all the way to Gallows Corner roundabout Take first left (A118) "Main Road" towards Town centre

Take first left at lights, "Upper Brentwood Road"

Continue along Brentwood Rd, over mini roundabout to large roundabout "The Drill Pub"

Take Third exit at "The Drill" (still Brentwood Rd)

Continue to mini roundabout

Turn right (Durham Arms Pub) this is Albert Road

The Studio at 66 is half way down on left.

By Public Transport.

Train

The studios are also a five minute walk from Romford mainline station

Trains go out of Liverpool Street and take around 20-25 minutes.

On leaving Romford Station, turn right and then immediately left into Victoria Road Follow road down and across traffic lights

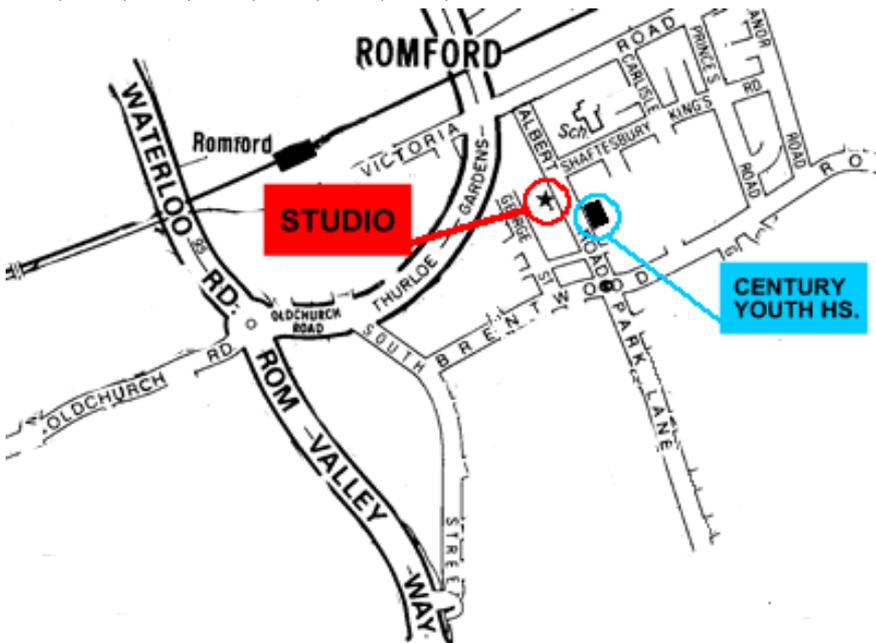
Take next right into Albert Road (at Queen Victoria Pub)

The studio is half way down on Right.

Buses - These run each end of Albert Road, down Brentwood Road

165, 193, 294, 370, 373, 496,

Many other buses go to Romford train station (see walking directions from station above) 87, 103, 128, 499, 175, 247, 500, 365, 252, 248,



System of Fee Payments - September 2019

30 min baby/ preprimary /team class	45 min grade class or baby "combo"	1 hour vocational (intermediate /advanced1)	1 hr (Grades or medal class)	1 & 1/2 hour (Inter-Ballet)	1 ½ hour Adv1 /2 Ballet	DDE unit 4 Teaching class
£4.90	£6.00	£13.50	£9.00	£16.50	£26	£38/ £40/£43

½ hour class (e.g. baby/preprimary/team) £4.90 x 6 weeks =£29.40 per half term per subject

45 minute class (e.g grade or medal or baby "Combo" class) £6 x 6 =£36 per half term per subject

Discounts if paid within 2 weeks of invoice date the start of each half term

No. Classes	1	2	3	4	5	6	7-8	9-10	11-12	13-15	16+
Per Half term	0%	0%	0%	5%	7.5%	10%	12.5%	15%	17.5%	20%	25%
Per Term	0%	0%	5%	7.5%	10%	12.5%	15%	17.5%	20%	25%	30%

Private lessons rates per half hour :

£21 - £25 per half hour including floor fee, and depending on individual teacher's lesson rate and qualification

1-Fees may only be paid in advance half termly or termly before end of week 2. If you miss a class the fee is not refundable. We require one calendar month notice before leaving the school or if dropping a class

2- Fees are due even if you have not collected your invoice in time, or if your child forgets to give this to you

3- Fees are payable in advance, i.e. Week 1 of the period invoiced. The amount of discount depends on the number of classes taken by the student and/or family and in future, for your information, we will show both discounted and undiscounted amounts for the current period. The account total of the invoice shows the full amount due for you to pay including any payments outstanding from previous months with penalty fees added.

The cashier's computer will show the total amount due on your invoice – i.e. say month 1 undiscounted (overdue portion) + month 2 with £10 penalty added. Receptionists will have the facility to look up your account history to check on any missed payments and the details of when you last paid, whether it was cash or cheque. The computer is checked and the till balanced every day so the computer history is always up to date. For those paying into the bank direct this is reconciled on Friday mornings so will not go through on to our account if you pay on the last Friday.

5- Please note bounced checks incur a penalty of £10.00

6-Where **termly** fees have not been paid within the first **2 weeks**, invoicing will automatically revert to half termly and the discount decreased accordingly with the 1st month undiscounted amount appearing on the invoice as above. Those wishing to change to termly can only do so at the beginning of a new term, to arrange this it is usually better to phone the office as close to the end of the previous term as possible before new invoices are printed.

UNIFORM LIST (available to buy from our reception)

Parent Toddler Classes - ACS T-shirt, Leggings or shorts and bare feet or trainers

BABY AND PRE-PRIMARY combo ballet and tap CLASSES

Girls- Raspberry Pink lycra leotard with skirt attached and logo.

Ankle socks (SUMMER) Pink ballet tights (IN COLD WEATHER) Pink ballet shoes with elastic/ Black tap shoes, bare feet for modern Pink wrap over cardigan (OPTIONAL). HAIR UP IN BUN

TAP/MODERN

Girls -Primary to grade 3

Black cotton lycra camisole leotard with school logo - Black cotton lycra footless tights

Black split-sole jazz shoes / Black low heeled tap shoes with heel taps *HAIR IN BUN*

Girls -Grade 4-and above MODERN AND TAP

Modern- black Cotton Lycra camisole leotard with school logo and black lycra tights with bare feet (this is worn in exams) Tap –Black jazz pants over same black leotard, Black low heeled jazz taps with heel taps *HAIR IN BUN*

Boys- Modern, Tap, Street/disco

Black capped sleeve leotard with logo, or School logo T-shirt with black cotton lycra jazz pants – or black cycle shorts (this is worn in your exams) bare feet or jazz shoes/tap shoes- we recommend low heeled leather Jazz taps for higher exam - Miller and Ben's or Bloch JSS (own Knee pads, suitable dance support)

BALLET

Girls -Primary to grade 2

Sky blue cotton lycra leotard (this is worn in exams) -Sky blue georgette skirt (Primary only) – waist elastic (grade 1 and 2) Pink ballet socks (PRIMARY) Pink ballet tights (grade 1 and 2)

Pink leather or canvas ballet shoes with elastics. *HAIR IN BUN*

Girls -Grade 3 to Intermediate-advanced 1

Black camisole strap cotton lycra leotard with waist elastic and ACS logo Pink ballet tights (convertible)

Pink canvas or leather ballet shoes with elastics *HAIR IN BUN*

BOYS – Ballet

Primary- black lycra shorts, white or black boys cotton lycra capped sleeve leotard for class (white only for your exam) White socks , white ballet shoes

Grade 1 and over black cotton lycra tights and plain white socks, white or black boys cotton lycra capped sleeve leotard for class (white only for your exam) Suitable boys dance belt/support (White canvas ballet shoes with elastics sewn crossed over)

Street / Disco -5-6 years and over

Black crop top or leotard with black cotton lycra jazz pants , black jazz shoes

BALLROOM AND LATIN

Girls- White Ballroom and latin sandal low 1 inch heel for up to age 11 years girls, (Under size 10 silver sandal) Flesh latin shoes with cross over for Juniors 12 years plus for heel height discuss with your teachers. Separate additional flesh coloured Ballroom court shoes for above bronze again please discuss heel height with your teacher. Black cotton lycra leotard with school logo (with optional footless tights) and short black dance skirt with logo –

Boys- Black ballroom shoe- juveniles. For more advanced juniors and adults a separate ballroom shoe (patent) and a Cuban heel latin shoe Boys- black jazz pants and tight fitting ACS Black t-shirt top with logo

Drama and Singing -Black leggings /jazz pants/ ACS logo T-shirt or hoodie- jazz shoes or Trainers

IMPORTANT DIARY DATES for ACS

**New term 2nd September to 7th Dec- half term 22nd Oct- 28th Oct- Xmas show Sunday 8th December
infant/Junior children age 3-8 Singijg cabaret 14th December**

NB Any child who will pass their first Ballet, tap, modern exams by Jan 2021 or who will be in 9+ Disco or Bronze Ballroom or above by Jan 2021, will be part of the main biannual show in May 2021 at a local theatre - please note during this show term classes run through the Easter break, so please do not book holidays over this period or it could affect if your child is able to take part in the show!!!

TESTIMONIALS

Prisca Hodder

Wonderful dance school, caring and competent compassionate teachers.
Undiscovered diamond !

Rebecca Kaye

Fantastic dance studios, I trained here for many years myself, and now I travel from Aveley 3 times a week for my own children to go, they absolutely love it. They offer many genres of dance for all ages, they do a Christmas show every year for younger children and a main show every two years at a theatre for the older dancers, exams are also available as well as competitions and further studies for teacher training.

My daughter already says she never wants to leave 😊. Definitely recommend!

Linda Thacker

An incredibly professional Dance School with fantastic, dedicated teachers and staff. Where everyone who walks through their doors is treated with the upmost respect.

Anyone can learn to dance but here you are taught to love what you do! This school not only teaches dance but builds confidence, self esteem fitness and creates a great circle of friends. Potential is found, nurtured and allowed to shine. As they say " You walk in but you DANCE out "

Chloe Moulden

"I grew up at ACS from 3 years old until I had to leave for university. My teachers and friends were such a huge part of my life who hold a very special place in my heart. My favourite thing about ACS is the way we are all one big family. Throughout the year you become so close with the dancers in your class, and then when shows come around everyone, all ages, come together as one. ACS is the reason I am the person I am today.

Glenn Lee Stavers

It's impossible to really do justice to how much a part of my life ACS has been. More than a building where dance is taught, it is a second family and has shaped both the person I am today and provided me with a career I am still passionately pursuing and that I wake up beaming about every day! From dancing on Top Of The Pops, performing in music videos, choreographing a dance duet for Queen Elizabeth II and now directing my own teaching agency, it's been a pretty interesting journey so far and it all started at ACS.

Forever Thankful x

Nicola Holder

ACS is a fantastic dance school, my eldest has been here for 10 years and my youngest for 3 years. All the teachers are great and the teaching is to a very high standard.

ACS Mission Statement

We aim to encourage everyone to know the joy of learning to dance by providing, within available resources, flexible, high quality dance tuition across a range of dance faculties based on the ISTD examination board syllabus. We strive to create a friendly, caring atmosphere, nurturing the individuality of each student and encouraging him or her to reach his or her full potential. Students are given opportunities for public demonstration and performances to develop confidence and performance techniques. Our staff members are highly skilled, trained and motivated in their chosen dance fields, with a thorough knowledge of child development and modern dance teaching practices.

Equal Opportunities Policy (full policy available on request)

The ACS Dance Centre actively promotes diversity and equal opportunity in all aspects of its work and seeks to prevent discrimination against any individual or group within the Centre, on the grounds of racial/ethnic heritage, religious and political belief, socio-economic and marital status, physical attributes, disablement, gender, sexual orientation and age.

Disabilities Policy (full policy available on request)

The ACS Dance Centre recognises that it has clear obligations towards all its students to ensure that they are all afforded the opportunity to realise their full potential. The ACS Dance Centre tries to anticipate the needs of all students who join with a disability, or special need, or who become impaired during their course of study. The aim is that no one should be disadvantaged in any way. If students have impairment, or have special requirements, they are encouraged to inform us as soon as possible (usually on the application form). We rely on the parent/student to tell us what is needed. This will give us time to check that we can meet particular needs or, if not, make sure that suitable provision is in place by the time that students arrive or recommend another specialist school. If a student is being considered for examination entry we reserve the right to submit their details to the relevant ISTD dance faculty for further consideration on exam special requirements. This policy also embraces the Disability Discrimination Act 1995.

Safeguarding Child Protection / Vulnerable Persons Policy (full policy available on request)

The ACS Dance Centre has a duty of care to safeguard all children and vulnerable persons from harm whilst involved in tuition, practice and performance DURING THE TIME THEY ARE IN CLASS UNDER OUR SUPERVISION.

The ACS Protection Policy is to follow good practice guidelines from relevant bodies, including Government, English Amateur Dancesport Association (EADA), Child Protection in Sport Unit (CPSU), Local Education Authorities (LEAs). These guidelines cover physical injury, sexual abuse, emotional abuse and staff are made aware of their responsibilities which include avoiding unnecessary physical contact and/or private or unobserved situations. (full policy available on request, child protection/safeguarding officer Diana Lunn- Deputy Sharon Herbert)

Health and Safety Policy (full policy available to view on request)

The ACS Dance Centre aims to keep the working environment of the studios and office clean, tidy and free from Hazards. Our teachers endeavour to conduct dance classes in a safe and proper manner encouraging good warm-up and cool-down practices and supplementing the syllabus exercises by keeping abreast of the most up to date thinking in dance/sports medicine. We operate a "No Smoking" Policy. Facilities provided and maintained include

- Sprung Maple or beech flooring and Harlequin Flooring
- Changing, washing and toilet facilities
- First Aid facilities and appointed person with proper recording on any accidents
- Records kept on premises of Contact details (Name & Address) of Students, Teachers and supervisory staff
- Evacuation procedures
- Regularly serviced fire extinguishers and heaters and PAT tested portable equipment.
- Safety notices displayed

Data Protection Policy (full policy available to view on request)

Here at ACS Dance Centre we take your privacy seriously and keeps all records of Pupils on a secure computer database for the purpose of efficiency and consistency of administration only for school business. Records are password protected and kept only for the following purposes. They can be viewed by you at any time and consent can be withdrawn. Data is collected for:

- Administration and security
- Advertising, marketing and public relations
- Accounts and records and history of payments
- To inform examining board should pupils wish to take ISTD exams
- To apply to the local authority for a student performing licence or B.O.P licence to take part in a show.

Details will never be passed to anyone other than this without your express permission, permission can be withdrawn by you at any time and will be deleted by us should you leave the school.

PUPIL SECURITY

We are sure that like us, you, are thinking about ensuring the safety of your children. As you know, it has always been our custom for teachers to take a register within their own classes. However, you should be aware that with the large number of children who are on the premises at any one time, it is impossible for us to take responsibility for every child not actually in class including siblings of pupils waiting outside. We ask you therefore to please impress upon your children that they should never leave the building between or after classes, unless with your express permission. If you are going to leave the premises whilst they are in class please make sure that they know who is in charge of them. The studio also operates CCTV for the protection of students and teachers. Should you be held up so that you are likely to be late in collecting your child, please telephone on : 01708 754959 and they may remain in the studio with the teacher to wait for you if necessary as a one off occurrence.

ACS Dance Centre - Terms & Conditions of attendance

- 1) All invoices should be settled in advance in full by the 2nd week or discounts are lost or a **£10 penalty** will be added whichever is greater, bounced cheques will also incur a £10 penalty and added to your invoice
- 2) No attending of another dance/drama school at the same time as attending “ACS” under any circumstances. This includes *auditioning for “shows” organised by amateur production companies and charities* except by express permission of the principal. This rule is in accordance with the Council for Dance Education and Training code of ethics for dance teachers, a code which we fully adhere to. As a conflict of interest can occur just like playing for two different football teams at the same time!
- 3) If holidays are taken in term time or a child is sick, class fees are still payable. If you wish to terminate your place at the school or drop a class we must have a full calendar month’s notice in writing, no refunds of fees.
- 4) Children whose parents live apart and have shared custody should BOTH be willing to commit to bringing the child to exams, shows and rehearsals, regardless of the day of the week they fall on. If this is impossible we advise talking to us, before commencing classes at the school. Difficulties with attendance especially at show time can often cause the child great distress in the long term and can put the school and our staff in a very difficult position. This should be considered before starting with a hobby requiring dedication, such as dance.
- 5) **Those learning modern and jazz MUST also study ballet with us. Those at Grade 3 ballet and above MUST take 2 or more ballet classes per week (2nd or more ballet classes are free !)** **Drama and singing are taken together, students learning this must also attend some sort of dance classes with us for a term before commencing drama and singing.**
- 6) No chewing gum and No eating in class, bottles of water may be put at the front of the class for drink breaks at the teacher’s discretion.
No jewellery to be worn in class. Hair should be tied up and in a bun for girls. Correct regulation uniform should be worn (please see uniform list).
- 7) When a student is thought ready for their Exam it is their teacher’s decision. Permission is then sought from parents who can agree to bring their child to an extra 6 weeks of Sunday exam practices as required.
- 8) ACS cannot accept responsibility for property or valuables brought onto the premises or for cars parked in the car park or the street. We ask all parents to park considerately and not over neighbouring driveways,
- 9) If mobile phones are brought onto the premises they must be switched off during class.
- 10) Children are only the responsibility of the staff **when in class**. Cashiers are not responsible for baby sitting children or siblings of pupils when waiting before or after class. Children should be picked up promptly. If you know in an emergency that you will be late collecting your child please phone the studio direct (01708 754959).
- 11) Smoking is not permitted in the building at any time.
- 12) The buildings and studios of ACS should be treated with care and respect and we ask that all children and accompanying adults clear up after themselves and place litter in the bins. Dirty nappies should be taken home.
- 13) ACS reserve the right to take still and moving pictures of pupils whilst they are performing in any show/competition or class. ACS retains the copyright on this material subject to copyright laws use in advertising for the school and on it’s website. At performances in a public venue (e.g. Theatre) then no private photography, audio or video recording by members of the public is allowed. At closed venues then ACS may give advance permission for parents to take their own but this is on the understanding it is for personal use only.
- 14) ACS operates an equal opportunities policy and does not discriminate on the grounds of race, gender, physical disability age or sexual orientation. ACS also has a child/vulnerable adults protection policy, a health and safety policy, special needs policy and a data protection policy. Full details of these policies available from reception.
- 15) ACS has a customer complaints procedure. Initially any complaint should be raised with the teacher or administrator concerned to seek a resolution. If the matter cannot be resolved then the principal should be consulted directly. An investigation into both sides will result by individual and group meetings. Our staff and teachers have the right to be treated with respect we reserve the right to ask the pupil or parent to leave the school if they are abusive either verbally or physically.
- 16) In the course of lessons it is sometimes necessary for limited physical contact to take place between pupil and teacher or pupil and pupil, for instance during the course of teaching ballroom in contact, or to hands-on correct ion of alignment of leg, arm or body. In today’s society, ACS feel it necessary for you to be aware of this and for you to again give your permission (please discuss this with your teacher if unclear of exactly what is involved, further details on our full child protection policy, available to read on request) During private lessons we suggest a parent be present if a child is being taught alone with their teacher.
- 17) If a child is injured or becomes unwell during lessons, ACS may feel it necessary to apply limited first aid or call an ambulance, we again ask your permission to do this and ask that you supply full contact details for us to contact you immediately and any relevant medical history. If your child has an allergy to something for example peanuts, beestings, plasters you should make this known to us. We cannot administer medicine to your child unless a special arrangement has been made e.g. for an asthma inhaler.
- 18) Here at ACS we take your privacy seriously and will only use your personal information to administer regular services you have requested from us. However, from time to time we will contact you via mail, email, text or phone depending on your preferences, with important information regarding invoicing and news of our classes, shows, competitions, exams and other services we provide. You have the right to withdraw consent at any time. We will not pass your information to any other third party except the ISTD for those wishing to take exams or to the local council for the purposes of obtaining a performance licence to take part in a show. By signing this agreement you consent to us using your data in this way.

Pupil Enrolment Form (return to: ACS, 66 Albert Rd, Romford, RM1 2PP)

First Name (pupil 1).....Surname.....Date of Birth.....Age.....
Male / Female

First Name (pupil 2).....Surname.....Date of Birth.....Age.....
Male / Female

Name of Parent / Guardian 1)..... 2).....
Address 1.....Town.....Postcode
email 1:Tel No 1.Mobile1
Address 2.....Town.....Postcode
email 2:Tel No.2Mobile 2.....
Where did you find out about us? Google? Please specify search
Facebook Recommended by:..... other.....

Ethnic origin : (please delete or circle as applicable) :
White(British), White (Irish), White other, Black-Caribbean, Black- African, Black – other, Indian, Pakistani, Bangladeshi, Chinese, any other ethnic origin, White/Caribbean, White/African, White/Asian, any other mixed background, prefer not to say

Medical History of Student

Do you / does your child suffer from any physical or mental issues or allergies? (please give details)

I / my child wishes to enrol for the following classes:

Grade or level Subject (Ballet/Tap/Mod/Ballroom/Disco etc Day of Class

Has your child attended another dance school before? Yes / No

If so which school? When did you leave?(Please note you **should not still** attend another dance/drama or performing arts school at the same time as coming to ACS, as this is a conflict of interests against CDMT code of conduct for professional dance teachers)

Please list exams passed, dates, results and which society they were with: (ISTD, RAD, BBO etc)

If your child (under 16) brings prescribed medication to class e.g. inhaler/epipen, do you give permission for staff to administer this in an emergency. Yes / No (If no you must remain on premises or location)

I agree to receive information re ACS classes, fees, exams, rehearsals etc as well as ACS school news by the following means:

Post: Yes/ No Email: Yes/ No. Phone: Yes/No Text: Yes/ No.

Social Media Group: Yes / No

(I understand I can withdraw or change this consent at any time, please refer to the clause below for children with shared custody agreements)

I agree to attend/ bring my child to rehearsals at show and exam times in the future

I/we have read and agree to all terms and conditions as stated.

Signed: Parent /Guardian 1) please print signature

Parent /Guardian 2) please print signature.....

(if there is an official legal sharing of custody we need to be made aware of this from the start and we require both parents then to sign this form in order to be accepted as a member of our school. Failure to do this may result in a student not being able to take part in certain school activities such as classes, shows, exams and competitions.)