



## Information Booklet

## **ADMISSIONS POLICY**

Heatherlea School of Dance welcomes children from the age of 3 years of age due to insurance provision and facilities available. It is our policy that all pupils under the age of 16 should be dropped off and collected by a responsible adult who has been introduced to the teacher in charge. The School will only accept responsibility for a pupil on commencement of their lesson time. Prior to this time is the responsibility of the parent/guardian. A register is taken at the beginning of every class to ascertain pupil numbers to comply with fire regulations etc. We expect all pupils to show good attendance and be punctual for lessons ensuring that the correct class uniform is worn at all times. It is also requested that all pupils ensure their hair is tied back in a neat secure hair style. Smart appearance is extremely important.

We require details about your child. You are requested to complete the enclosed registration form and sign consents where necessary to enable us to provide the best possible provision for your child.

## **PAYMENT POLICY**

The Heatherlea School of Dance operates fees on an monthly collection. A notice is distributed at the beginning of each month which states how many lessons occur within that timescale and the total payment along with payment required by the end of the month. All sessions must be paid for regardless of whether your child attends or not. All fees must be paid for by way of debit card, BACS, cash or Cheque. Failure to make payment could result in your child losing their place.

4 weeks notice is required to terminate tuition.

New members to the school have a 4 lesson introduction period where lessons can be paid for on attendance- after this time they will be placed on a monthly payment system.

## **SICKNESS POLICY**

At the Heatherlea School of Dance staff are committed to health and well-being of all pupils within their care. Should a child be taken ill whilst at their lesson the following procedures will apply :

- Should a pupil inform a staff member that they are feeling unwell, or a pupil is obviously unwell the child will be made comfortable and observed for a short period of time to assess the situation.
- Staff will contact the pupils parent/guardian to inform them that their child is unwell and will require picking up. Should the parent/guardian be unobtainable then we will make contact with the person named as emergency contact on the child registration form.

- When the designated person arrives to collect the pupil a verbal report about the nature of the illness will be given.

In the interest of health and well-being of all children who attend classes any child suffering from the following conditions should refrain from attending lessons until medical advice and treatment has been sought and the condition is no longer infectious :

- Discharge from eyes, ears or nose
- Spots or rashes
- Vomiting and diarrhoea

An accident book is kept at the studio. The purpose of having the book is to record any accident that may happen on the premises however small or trivial they may seem. Should an accident occur the member of staff present will request a signature form the pupils parent/guardian as well as their own signature.

### **COMPLAINTS PROCEDURE**

All complaints will be dealt with promptly and with confidentiality. The following action should be taken :

- Approach a member of staff who will record your complaint or comment and ask you to sign it. After a full investigation into the matter the staff member will report back to you with a decision of any action as to be taken regarding your comment or complaint.

### **EQUAL OPPORTUNITIES**

It is the responsibility of all members of staff of the Heatherlea School of dance to ensure that all the children who attend our school are treated fairly and on an equal basis. The responsibility will extend to all parents and guardians.

It ensures wherever feasible that equality and opportunity regardless of anyones age, gender, racial origin, religious persuasions or disability are treated with equal concern. We will use relevant materials and equipment that reflect the diverse society in which we live.

### **CHILD PROTECTION POLICY**

At Heatherlea School of Dance as part of our child protection policy we will at all times be observant with regards to your child's physical and bodily appearance. Should we feel there may be a problem, we will always contact the parent/guardian first and record all details necessary.

Should an allegation be made against a member of staff or volunteer, then the following procedure will be taken :

- Allegation to be notified to a senior member of staff for full investigation to take place.

It may be necessary on occasion during lesson times to seek physical contact with a pupil for correctional purposes only. Teachers will request permission from all pupils before any physical contact is made.

Heatherlea School of Dance is fully committed to safeguarding the well being of its pupils. Every individual in Heatherlea School of Dance should at all times show respect and understanding for their rights, safety and welfare, and conduct themselves in a way that reflects the principles of the school.

**HEATHERLEA SCHOOL OF DANCE PUPIL INFORMATION**

**For completion by the parent/guardian**

Full Name : \_\_\_\_\_

DOB : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

Postcode : \_\_\_\_\_

Parent/Guardian Names : \_\_\_\_\_

Home Telephone No : \_\_\_\_\_

Pupil Mobile Telephone No (if applicable): \_\_\_\_\_

E-Mail Address : \_\_\_\_\_

Mobile Telephone No : \_\_\_\_\_ belongs to : \_\_\_\_\_

Mobile Telephone No : \_\_\_\_\_ belongs to : \_\_\_\_\_

Emergency Contact – other than Parents / Guardians : \_\_\_\_\_

\_\_\_\_\_

Telephone No : \_\_\_\_\_

Medical Conditions : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

On occasion it may be necessary to administer basic first aid treatment including the use of plasters, if your child is unable to wear plasters please can you indicate in the space provided : \_\_\_\_\_

I acknowledge receipt of this form and confirm that the information provided is as accurate as possible.

Signed : \_\_\_\_\_

Date : \_\_\_\_\_

**HEATHERLEA SCHOOL OF**  
For completion by the



**DANCE CONSENT FORM**  
parent/guardian

Pupils name : \_\_\_\_\_

I \_\_\_\_\_ (parent/guardian) of the  
above named pupil have read and understood the school's policies and procedures.

Signed : \_\_\_\_\_

Date : \_\_\_\_\_

I agree to ensure that all lesson payments are on time and paid in full. I understand that all lessons are required to be paid and no refunds can be made. I understand that 4 weeks notice is required to terminate tuition.

Signed : \_\_\_\_\_

Date : \_\_\_\_\_

I understand that on occasions physical contact with pupils is necessary for correctional purposes only and permission from the pupil will be sought first.

Signed : \_\_\_\_\_

Date : \_\_\_\_\_

## **HOME/SCHOOL AGREEMENT**

We believe we can only achieve our aims with the active involvement and support of parents.

We believe that if home and school work together then children will be able to take full advantage of all the school has to offer.

We are therefore asking parents to join us in making a commitment towards the learning and discipline process at our school.

We therefore set out below what you can expect from our school and what we expect from you.

**Pupils name :** \_\_\_\_\_

### **OUR PART**

- Provide a safe well-ordered and fun environment in which learning can take place.
- Value the pupil as an individual.
- Provide a range of opportunities to enable pupils to achieve their full potential.
- Provide opportunities to participate in examination sessions to allow progression and assessment.
- Provide opportunities to participate in theatre performances.
- Encourage high standards of work and behaviour and develop a sense of responsibility.
- Be open and welcoming.
- Be available whenever possible to discuss parental concerns.

### **YOUR PART**

- Give the school support in their expectations of good behaviour.
- Ensure regular and punctual attendance.
- Ensure correct uniform is worn including hair tied in a secure hairstyle.
- Make early contact with school when there are worries and problems.
- Encourage their child to practise when necessary i.e. preparing for examinations or forthcoming theatre performances.
- Accept the school's ideals and give positive support to all staff.
- Give general support to all the schools activities.

School Signature :

\_\_\_\_\_

Home Signature :

\_\_\_\_\_

# LESSON FEES 2014

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Tinies Class	1 hour	£4.50
Pre-Primary/Primary Class	1.5 hours	£6.75

In recognition of pupils who attend twice weekly i.e. 1.5 hr lesson & 1 hour lesson a reduction to £10.75 for both lessons is given.

Where two or more members attend of the same family attend classes a reduction of 15% is offered to those when making payment via a monthly standing order.





# UNIFORM ORDER FORM

ITEM	SIZES	PRICE	SIZE REQUIRED	QTY	COST
<b>BALLET UNIFORM</b>					
Tinies/Pre-Primary/Primary Lilac Leotard	000, 00, 0	14.50			
	1, 2	15.50			
	3a	16.50			
Tinies/Pre-Primary/Primary Lilac Wrapover Skirt	18",20",22",24"	14.50			
Crossover	Chest 18", 20", 22", 24"	12.50			
Pink Ballet Socks	6-8.5, 9-12, 12.5-3.5	2.00			
Pink Ballet Regulation Tights	Ages 3-5, 5-7, 7-9, 9-11, 11-13	3.95			
Leather/Satin Ballet Shoes with elastic	Sizes 1 - 8	12.50			
Grade 1 & 2 & 3 Ballet Lavendar Sleeveless leotard	0	13.90			
	1 & 2	15.00			
	3a	15.90			
	3 & 4	17.50			
Pink Ballet Socks	6-8.5, 9-12, 12.5-3.5	2.00			
Leather/Satin Ballet Shoes with elastic	Sm 8 – 13	10.50			
	1 - 8	12.50			
Grade 4 & 5 Teal Leotard	1 & 2	15.00			
	3a	16.50			
	3	18.50			
	4	18.90			
Pink Ballet Regulation Tights	8-10, 10-12yrs	8.95			
	S,M,L,XL	8.95			
Satin Ribboned Ballet Shoes	1 - 8	13.50			
Canvas Split Sole Ballet Shoes	1-8	14.50			
<b>MODERN &amp; TAP UNIFORM</b>					
Purple Catsuit (Primary to Grade 4)	000, 00, 0, 1, 2, 3a	16.25			
	3, 4, 5, 6	23.50			
White Low Heeled Tap Shoes (Primary to Grade 4)	Sm 7 -1	16.50			
	2 - 5	17.50			
	6 - 8	21.95			
Black Catsuit (Grade 4 upwards)	Sm, med, lge	25.99			
Black Leather Jazz Tap Shoes (Grade 5 upwards)	1-8	36.00			
			<b>TOTAL COST</b>	<b>£</b>	

# SIZE GUIDE

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## LEOTARDS & CATSUITS

000 = Age 2-3 yrs

00 = Age 4-5 yrs

0 = Age 5-6 yrs

1 = Age 6-7 yrs

2 = Age 7-9 yrs

3a = Age 10-11yrs

3 = Age 12-13 yrs

4 = Small Adult

5 = Med Adult

## SHOES

- All ballet shoes are required to be a whole size bigger than an outdoor shoe i.e. if your child wears a size 7 then order a size 8.
- Tap shoes are measured same as an outdoor shoe.

## BALLET TIGHTS & BALLET SOCKS

- Ballet Tights are measured in ages
- Ballet socks in shoe sizes

## TINIES



## PRE-PRIMARY UNIFORM



As above with the addition of a Purple Catsuit only worn when attending 1.5 hour long lessons