

TVD Enrolment Pack: Students

E: hannah@testvalleydance.co.uk T: 07709 868 821 W: www.testvalleydance.co.uk



Thank you for your interest in the Test Valley School of Dance!

Before your child's first class, you are required to complete an enrolment form. By doing so, you are agreeing to comply with the school policies which can be found at the end of this information pack and on our school website (see above).

All information is held in confidence and it is the responsibility of the parent/guardian to keep the school updated (in writing) with any vital information regarding their child's medical information, injuries, emergency contact details etc. At The Test Valley School of Dance we're committed to protecting and respecting your privacy in compliance with the General Data Protection Regulation (GDPR).

Enrolment & Data Consent forms MUST be handed into class on or before your child's first day and in the event of any class having limited availability, enrolment will secure your child's space in their preferred class.

Contact Details

We rely on having up to date Email addresses for communicating with our students and their families. If you would like us to send all emails to a second address, please enter this on the form. Please inform us if your Email address changes.

Additional Information

Learning difficulties: It is vital that teachers are aware of any learning difficulties your child may have, e.g. Dyslexia, Autism etc. in order to provide the best possible teaching methods for your child's needs.

Medical/Injury Information: The responsibility lies with the parent/guardian as to the fitness of the child to attend class and you must inform the school if your child has an injury or medical condition e.g. Asthma which may affect his/her ability to perform in class.

Allergies: Is your child allergic to any medication or foods (e.g. penicillin or peanuts)?

Permission for use of student photographs & video: Background Information

When you give permission (or otherwise) for the external use of photographic and video materials, you are consenting to the following:

School Show

In order for the school to provide families with memorable footage of our main school shows, a reputable person/company may be arranged to produce DVD's/photographs. In this case, the school will ensure a Disclosure certificate, is applied and authorised before the event takes place.

Other Events

The school is often asked to provide dancers for charity & local events. There are often press photographers and reporters present, who may publish a story and/or photographs of our students.

Publicity

We use photographs of students within our school website & advertising posters to give context and ensure relevance to the school's work and activities.

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All **UNIFORM** can be purchased or ordered through the school and will be available to purchase through our pop-up shop which opens on the first Saturday of each month during term time at Woodley Village Hall.

NEW STUDENTS may dance in suitable, comfortable clothes until they have settled into their new classes

Students are expected to wear the uniform stipulated for each class / grade

All uniform should be clean and well-fitting, and underwear should not be visible

Jewellery should not be worn unless required for religious or cultural reasons

Hair should always be tied up and styled off the face. If hair is too short to be tied in a bun, it should be neatly groomed so that the line of the head and neck is not obscured.

ACRO UNIFORM

BLACK Turtle Neck Velvet Sleeveless Leotard, BLACK Velvet booty shorts, Tan coloured footless tights

MINI BALLET, PRE-PRIMARY & PRIMARY BALLET

PURPLE lycra sleeveless leotard in with gathered bust line, PURPLE lycra circular elasticated waist skirt

PURPLE Crossover ballet cardigan (optional for colder days)

PINK leather ballet shoes with PINK elastics, PINK ballet socks

JUNIOR BALLET GRADES 1-8

BLACK Capezio Double Strap Camisole Leotard with optional black wrap skirt , WHITE belt,

PINK ballet tights and PINK ballet shoes / Character skirt and shoes (grades 1-8)

SENIOR BALLET VOCATIONAL

Strappy or cap sleeved leotard with optional wrap skirt

PINK ballet tights and PINK ballet shoes / Soft Blocks or Pre-point shoes with ribbons / Point Shoes

BOYS BALLET PRE-PRIMARY / PRIMARY AND GRADES 1-8

WHITE Cap-sleeved leotard, NAVY or BLACK shorts (to PRIMARY) NAVY or BLACK tights (to GRADE 8)

WHITE leather ballet shoes with WHITE elastics, WHITE ballet socks / Character shoes (grades 1-8)

MINI TAPPERS

PURPLE lycra sleeveless leotard in with gathered bust line, BLACK Velvet booty shorts

BLACK Lace Up Tap Shoes & BLACK Jazz shoes (optional)

GRADE 1-6 TAP / MODERN

BLACK Leotard , BLACK Velvet booty shorts

BLACK Lace Up Tap Shoes & BLACK Jazz shoes (optional)

SENIOR TAP / MODERN VOCATIONAL

Strappy or cap sleeved leotard or catsuit

BLACK Lace Up Tap Shoes & BLACK Jazz shoes (optional)

JAZZ & CONTEMPORARY

Any BLACK Leotard, BLACK tights / leggings / shorts / track pants (for boys)

BLACK Jazz shoes, Foot Thongs or bare feet

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Terms and Conditions of enrolment

In order to provide a happy and safe environment for children of all ages to practice dance, the school stresses that the following terms and conditions should be adhered to at all times. As a condition of enrolment & by attendance, students and parents agree to the following terms and conditions: -

Fees

Children's classes are payable per term in advance

An option to pay by the half is available only when joining a new class

A 10% discount will be applied when attending a second class or to a sibling from the same immediate

Term fees are changeable dependant on the number of weeks per term

All fees are to be paid in full within the first two weeks of each term

The school reserves the right to charge a £10 administration fee on any late payments

Pricing

CLASS LENGTH	PRICE PER 10 WEEK TERM	Elite Programs	PRICE PER 10 WEEK TERM
30 Minutes	£ 52.00		
45 Minutes	£ 58.00	Junior Elite Dancer*	£ 130.50
1 hour +	£ 61.00	Senior Elite Dancer*	£ 137.25

Pricing: The above pricing applies when payment terms are adhered to. Late payment charges will be applied to all late payments and non-payment can affect students access to classes.

*Our Elite dancer program allows students unlimited access to the Test Valley class timetable. Students have the opportunity to attend multiple classes across various dance genres including ballet, tap, modern, contemporary, acrobatic dance, jazz & limbering

Payments

Once enrolled, you will be sent an invoice

Fees are to be paid by cash, cheque or online payment

Cheques to be made payable to the TEST VALLEY SCHOOL OF DANCE

Online payments to the Test Valley School of Dance - Santander, Sort code: 09-01-28, Account no: 57392108

THE TEST VALLEY SCHOOL OF DANCE WILL:

Deliver high quality training in dance. This includes teaching staff, lesson content, and other opportunities.

Ensure that teachers have secure subject knowledge and remain abreast of current health and safety and methods of best practice.

Demonstrate to students with a positive attitude, the values and behaviour expected of them.

Inform students of any changes to sessions or the course that will affect them or their family as soon as possible.

Provide a safe, appropriate and inclusive environment for dance.

Work with parents and guardians in the best interests of their students.

Ensure that opportunities available are maximised, with particular reference to working with professional artists and companies.

Encourage and support all students in reaching their full potential as dancers and treat students with respect at all times.

Communicate openly and be honest about feedback and advice given.

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Parent / Guardian Terms and Conditions

Parents or guardians agree to keep the school up to date with any changes or updates in personal details held by the school

Parents are kindly asked to wait outside of the class to allow the children to concentrate and reach their full potential.

Classes missed due to illness or absence will not be refunded

Classes cancelled by the school will be made up at a suitable date or credited against next terms account.

Classes cancelled due to extreme circumstances, such as severe weather incidents will not be refunded, but an alternative class will be arranged where possible.

The school holds no responsibility for personal injury or lost or damage to personal items

The Test Valley School of Dance are proud to offer fun and inspiring dance classes in a variety of theatre disciplines.

We aim to offer high quality training whilst following the prestigious Royal Academy of Dance syllabus as well

training students under the ISTD syllabus for Tap and Modern & Jazz, Acrobatic Arts and ID Dance for Contemporary.

This allows students to achieve recognised dance qualifications

Students are expected to behave in a respectful manner. In return, students can expect that Test Valley School of Dance Teachers will treat them with respect, and provide a consistently high level of training and care.

School Code of Conduct

The Test Valley School of Dance is designed to enable young dancers to equip themselves with the skills and behaviour to develop as dancers and a fun yet structured environment. Students are expected to behave in a respectful manner. In return, students can expect that all School staff will treat them with respect, and provide a consistently high level of training and care.

WHAT IS EXPECTED FROM THE TEST VALLEY SCHOOL OF DANCE PUPILS:

Attitude: Students should: Focus in sessions: concentrate, listen and apply corrections.

Be enthusiastic, committed and interested in learning.

Act in a respectful and supportive manner to staff and fellow students at all times.

Support, encourage and work sensibly with fellow students at all times.

Take responsibility for their learning and carry out homework or any practice of corrections in between sessions.

Appear in correct uniform in a presentable manner at all times.

Communication: If something is not understood, students should ask a teacher who will be happy to spend time explaining.

Students or parents should inform the teacher of any illness or injury prior to the beginning of each class, to ensure that they are being taught safely.

Students should inform the tutor immediately if they are injured or fall ill during a session.

Illness: Students are expected to attend and participate in classes when possible.

If a student has a contagious illness they should not attend a class.

To inform the teacher of an incidence of known absence, please phone or text Hannah 07709 868 821.

Safety and courtesy: If students are more than 10 minutes late to a practical class, they will be expected to warm up on their own before joining the class.

No food or drink except bottled water or squash should be brought into the studio. Eating in class and chewing gum is forbidden.

Mobile phones should be switched off or left on 'silent' mode. If a student should need to monitor their phone the phone should be handed to the teacher at the start of the lesson who will inform the student of any activity.

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Student Details		
Student Name	Last Name	Date of Birth
Postal Address		
Contact Telephone Numbers		
Contact Email Address		
Additional Email Addresses		
Branch / classes of interest?		
Where did you hear about the school?		
Additional Information.		
Learning difficulties		
Medical / Injury Information		
Allergies		
Primary Contact Details		
First Name	Last Name	Relationship to Student
Mobile Phone Number		
Emergency Contact Details		
Check box if same as above, or complete the boxes below		
First Name	Last Name	Relationship to Student
Telephone Number (s)		
Permission: use of photographs and video		
IF YOU DO NOT, or only PARIALLY agreed for your child to be involved, please elaborate here		

By completing and signing this enrolment form, you are agreeing to comply with the school policies (see school website). This form will be valid at all times during your child's training with us. If you wish to change your decision at any time, you must contact the school administrator to request a new enrolment form.

In the unlikely event of an Emergency, I authorise the school teacher, or such person who may act as the responsible deputy, to give consent for my child to receive emergency treatment.

SIGNATURE OF PARENT / GUARDIAN: _____

DATE: / /

For office use only

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TVD DATA CONSENT FORM

HOW WE USE YOUR INFORMATION

The Test Valley School of Dance will process your confidential information – which includes your names, contact details, date of birth, IP address and relevant medical history, only for the purposes listed below. The data will be stored securely, no longer than necessary and solely for the completion of those organisational activities.

I confirm that I agree to The Test Valley School of Dance using my personal data in the following way:

- For the purpose of administration in connection with Dance and Conditioning classes
- Compiling and maintaining Dance School registers and attendance records
- Dance Show programs and DVD credits
- Supply of information and examination paperwork to the Royal Academy of Dance and The Imperial Society of Teachers' of Dance and other affiliated dance examination boards.
- Dance Festival entries for Solos, Duets and Trios / Quartets only.

*To ensure the confidentiality of data and compliance with the General Data Protection Regulation (GDPR) any third parties contracted by the Test Valley School of Dance are under a strict data protection agreement.

The Test Valley School of Dance will not publish or share your confidential data with any other third parties than mentioned herein.

Please tick the boxes below to confirm ALL the ways in which you agree to being contacted by The School

- Yes please, I would like to receive communications by email
- Yes please, I would like to receive communications by phone

By signing this form, I moreover declare that I agree to adhere to the Test Valley School of Dance policies as published on their website / displayed at their venues.

Signed.....

Date.....

Print Name.....