ROYAL ACADEMY OF DANCE

AQA GCSE Dance

Information and Application Pack

for entry in September 2019

Contents

3 Introduction

3 Why should I study GCSE Dance?

4 What our students say

4 Course details

5 GCSE Dance structure

5 Provisional GCSE term dates 2019/20

6 Fees 2018/19

6 Find us

7 GCSE/GCE AS & A Level terms and conditions

9 Dance Studies Student Application Privacy Notice

11 GCSE student application 2019/20 and online submission information

13 Emergency contact details and photographic consent

13 Medical consent

14 Terms and conditions confirmation

14 Equality and diversity monitoring

Royal Academy of Dance
36 Battersea Square
London SW11 3RA
United Kingdom

T: +44 (0)20 7326 8000
F: +44 (0)20 7924 3129
E: dancestudies@rad.org.uk

www.www.royalacademyofdance.org
www.radenterprises.co.uk
www.stepintodance.org

/RoyalAcademyofDance
/RADheadquarters
Royal Academy of Dance

Royal Academy of Dance® is a charity registered in England and Wales No. 312826

Photo: Elliott Franks; Cover photo: Foteini Christofilopoulou

Introduction

Thank you for considering GCSE Dance at the Royal Academy of Dance (RAD). Our students receive the highest standards of teaching from tutors who bring a wealth of experience and knowledge to the programme. Students also benefit from our strong links with the professional dance industry and other academic institutions through professional dance workshops and tutorials. Former students have gone on to study dance-related subjects in higher education, or to develop their careers in teaching, choreography, performance and dance administration.

Classes are held at our headquarters in London, an environment dedicated to dance.

Staff and faculty

Gillian Lenton is the Head of Dance Studies and has has run the GCSE and A Level Dance courses at the RAD for over 20 years. She gained an MA from the University of Surrey and a BA (Hons) and PGCE from Crewe Alsager College of Higher Education. Gillian is a freelance teacher for the NRCD and other dance organisations, regularly teaching around the UK and delivering CPD nationally on Key stage 3, GCSE and A Level. She has contributed to a number of education publications and also teaches KS3 & 4, AS and A Level Dance and A Level Theatre Studies at Weald of Kent Grammar School.

Administrative staff

Dance Studies Officer
Louisa Dalton
E: dancestudies@rad.org.uk
T: 020 7326 8995

Wednesday, Thursday and Friday 9am – 5pm and Saturday 8am – 4pm (term time)
Tuesday, Wednesday, Thursday and Friday 9am – 5pm (non-term time)

Why should I study GCSE Dance?

GCSE Dance is for anyone with an interest in dance and performance. Students join the course with experience in different styles including, street dance, jazz, ballet and hip-hop.

You will:

- develop your fitness, strength and flexibility,
- improve your confidence in performing and choreography,
- develop your dance technique by taking contemporary class each week, and
- study various dance forms and choreography.

Progression and career opportunities

GCSE Dance provides a foundation for a career in dance, performing arts, and further studies, including A Level Dance. It will develop skills that are recognised by universities and employers, such as problem-solving, creativity and teamwork.

Workshops

During the year, you'll get to take part in a workshop, giving you the chance to work with RAD guest teachers or professional dance companies. Previous workshops have been led by teachers and artists from companies including, Rambert Dance Company, Siobhan Davies Dance, and Akram Khan.

Theatre trips

To support your studies, you will also attend a live dance performance in London. Previous trips included works by New Adventures, Boy Blue Entertainment, and Akram Khan Company.

Previous results

In 2017/18, students achieved a 100% pass rate:

- Grade 9 5%
- Grade 8 25%
- Grade 7 25%
- Grade 6 30%
- Grade 5 5%
- Grade 4 5%

What our students say

'It's a nice, warm and friendly environment to work in…You meet lots of different people from all over the place and it is good company to have. I would definitely recommend this course to anyone and I am thinking about coming back to study the A Level course.'

'The RAD is a great opportunity to meet new people, and I have learnt so much here. It definitely stretches you and helps you to understand new ideas.'

'A great opportunity to meet passionate people. I have learnt so many techniques that have been new to me. It's so exciting!'

'Life at the RAD is fantastic and I love doing GCSE here as I get to meet new people and experience learning in a new environment. It's nice to have a change from the classrooms at school. And the teachers here are great and really helpful, with lots of interaction.'

Course details

Entry requirements

You must be aged 13-16 (in Year 9 at school) by September 2019, with some dance experience. You will also be asked to choreograph a two-minute solo, as well as to complete a written task. Details of these can be found on page 12.

Content

This course focuses on the aesthetic and artistic qualities of dance. This includes the use of dance movement as a medium of expression and communication in the performance, and the creation and appreciation of dance.

Modes of assessment

Practical and written exams will be held between April and May/June of the second year.

Course structure

The information below is from the new AQA specification, accredited by Ofqual in March 2016 for teaching in September 2016.

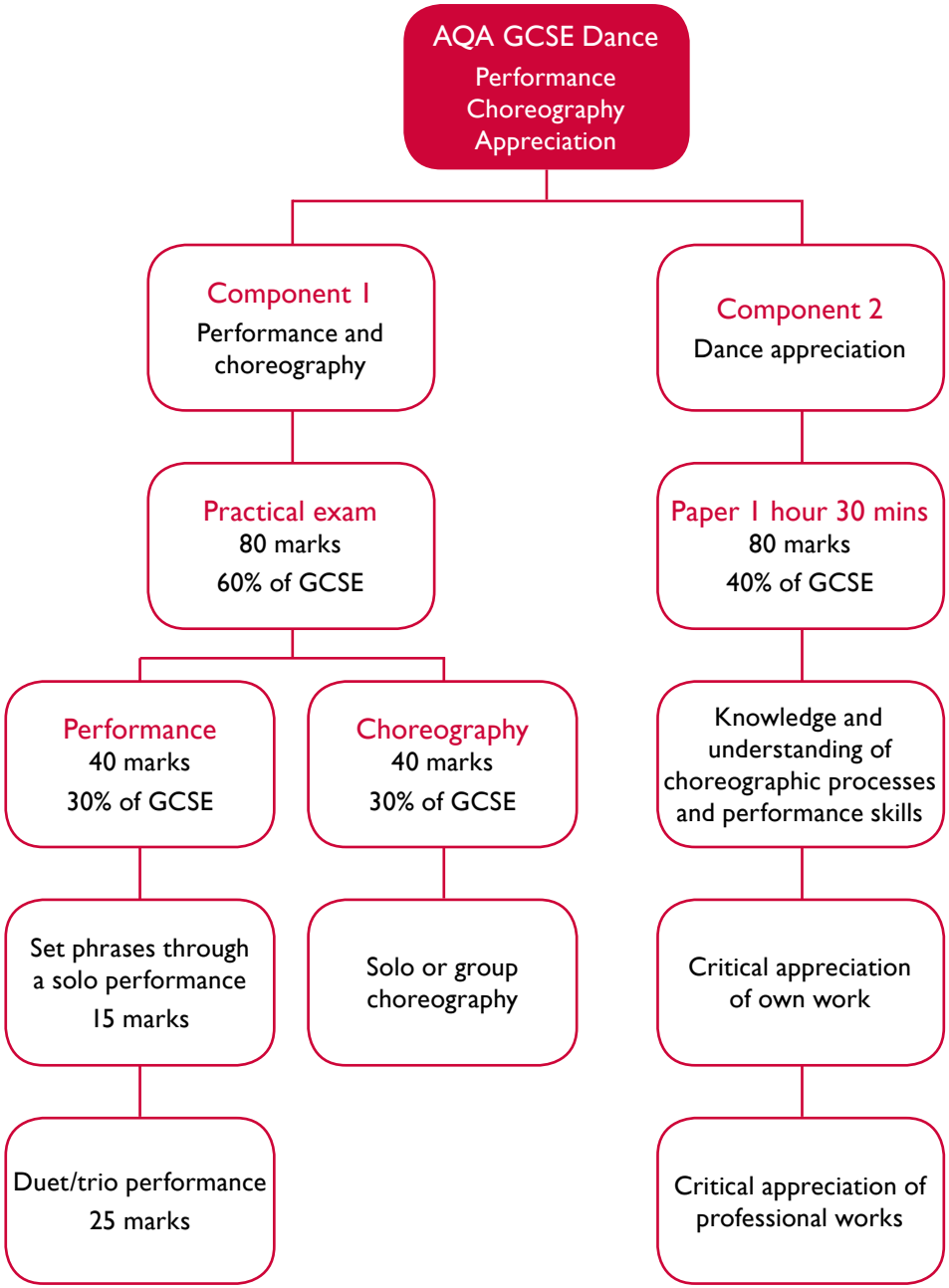
Component 1: Performance and choreography

Performance: Solo performance and duo/trio	30% of the total marks
Choreography: Solo or group	30% of the total marks

Component 2: Dance appreciation

Written paper	40% of the total marks

GCSE Dance structure



Provisional GCSE term dates 2019/20

Saturdays 3.00–6.00pm

Autumn: Total 11 weeks

Term starts: Saturday 14 September 2019

Half term: Saturday 19 – Saturday 26 October (inclusive)

Term ends: Saturday 7 December 2019

Spring: Total 11 weeks

Term starts: Saturday 4 January 2020

Half term: Saturday 15 – Friday 21 February (inclusive)

Term ends: Saturday 21 March 2020

Easter Exam Rehearsal Intensives Period

Approximately 40 hours between the following dates:

- Saturday 28 March 2020 (Easter weekend Friday 10 – Monday 13 April)
- Saturday 4 – Thursday 9 April 2020
- Tuesday 14 – Sunday 19 April 2020

Timetable and studios to be confirmed nearer the time.

Attendance is compulsory for GCSE Year 2, GCE A Level and AS students only

Summer: Total 8 weeks

Term starts: Saturday 25 April 2020

Half term: Saturday 23 – Friday 29 May (inclusive)

Term ends: Saturday 20 June 2020

End of year performance: Saturday 20 June 2020

Fees 2018/19

Please note that fees will be subject to annual review for the year 2019/20 and will be confirmed shortly.

Term	GCSE Year 1	GCSE Year 2
Autumn	£283.00	£283.00
Spring	£283.00	£283.00
Summer	£284.00	£284.00
Extra Rehearsals/Easter Intensives (up to 40 hrs)	N/A	£150.00
Total Fee	£850.00	£1000.00

Tuition fees are charged for the whole academic year. Fees for GCSE Year 2 are shown as a guideline but may be subject to increase.

1. The tuition fee for the academic year will be in your confirmation letter.
2. The tuition fee does not include any extra coaching after the first 40 hours – outlined in the fees table above or external awarding body examination fees.
3. The fee can be paid for the whole academic year, or in three instalments.
4. A £50.00 non-refundable deposit is payable to secure your place on the course. This amount will be due when confirmation of your place has been given in writing following successful application. The deposit will be deducted from the total course fees when payment for the first term/academic year is received.

Additional expenses

The GCSE course fees do not include the following additional expenses:

- **Theatre trips**

  During the course, trips are arranged, which require an extra fee. In previous years these have included visits to watch Matthew Bourne's *Swan Lake* and *Nutcracker!*, Rambert Dance Company at Sadler's Wells.
  Approximate ticket cost: £20–40

- **External awarding body entry fee**

  The exam entry fee for 18/19 is £37.55, this may be subject to change for 19/20 entry. The awarding body (AQA) will invoice the RAD after entries have been submitted and we will then contact you regarding payment of this fee.

- **Transferred candidate fee**

  The transferred candidate fee for summer 2019 is £35.35. This is applied when you take an examination at a centre other than that at which you are entered for the exam, e.g. if there were a clash with other exams during the examination period at your school/college, you would not be able to sit your examination at RAD headquarters.

  We will contact schools/colleges regarding clashes, however, it is your responsibility to ensure we are made aware of any clashes, otherwise you will be liable for a late tranferred candidate application. The fee for this is much higher than that of a straightforward application.

Find us

By train: to Clapham Junction, followed by a 15 min walk. Or, take the **170** bus which stops outside the RAD.

By tube or bus: (Piccadilly, District & Circle Lines) to South Kensington or Sloane Square. Take the **49** or **345** bus from South Kensington or the **19** or **319** bus from Sloane Square. Both buses stop at Battersea Bridge. Walk for 10 minutes along Battersea Church Road/Westbridge Road to the RAD.

Or from Victoria station (Victoria, District & Circle Lines) take the **170** bus from stop R and alight at Battersea High Street.

GCSE/GCE AS & A Level terms and conditions

After reading, please complete, sign and return the confirmation form on page 15 to the Dance Studies Officer, Training Department, 36 Battersea Square, London, SW11 3RA

Fees, deposits and refunds

1. A £50.00 non-refundable deposit is payable to secure a place on the course. This will be due when confirmation of your place has been given in writing. The deposit will be deducted from the total course fees when payment for the first term/academic year is received.
2. Tuition fees are charged for the whole academic year (excluding examination fees). Payment can be made in full for the whole academic year or for each term (3 terms per year). Written notification will be required to inform the RAD on the way each student will pay their fees (i.e. installments or annually)
3. Students are expected to attend all classes.
4. Full fees are due when a student starts before the first half of term. If a student joins after the first half of term, half the term fees are due for the first term.
5. Refunds will not be given for non-attendance other than for the reason set out in Clause 13 or where the Code of Conduct has been invoked as set out in Clause 31.
6. Refunds will not be given where a class has to be cancelled and rescheduled for the reasons set out in Clause 14.
7. Fees are currently exempt from VAT.

Payment

8. Invoices must be settled either prior to the start of the academic year, or if paying by instalments, by the start of each term.
9. A payment registration form must be completed at the time of enrolment.
10. Payment can be made:
    - **10.1** By bank transfer to: HSBC Bank Plc
      31 Holborn Circus Sort Code: 40-11-58 A/C no. 90055948
      A/C name: Royal Academy of Dance
      Reference: Student account number found on cover letter and invoice.
    - **10.2** By telephone 020 7326 8018 / 8016 / 8904 for credit/debit card transactions.
    - **10.3** By post, to the Exams Officer (Dance Studies Officer), Royal Academy of Dance, Training Department, 36 Battersea Square, London, SW11 3RA. Cheques should be made payable to 'RAD' and the student name and account number should be written on the reverse.
    - **10.4** In person to the Finance Department, Second Floor, 36 Battersea Square, London, SW11 3RA (Monday – Thursday 10.00am – 6.00pm, Friday 10.00am – 5.30pm on Friday)
11. We will not accept any liability for cash or cheques left at reception, given to teachers or any other persons not authorised to receive money. All payments must be made in accordance with Clause 10 above.

NB. Please notify the Dance Studies Officer when you make a payment in order for your transaction to be recorded on the system.

Register, attendance and absence

12. A register for each class is maintained by the teacher, recording student attendance for safety and security.
13. If a student is absent from class for four or more consecutive weeks due to medical reasons, a refund of 90% of the fees for classes not attended will be given on production of a medical certificate. This must be provided within 30 days of the absence, or no refund will be given.
14. If a class is cancelled due to the sickness of the teacher, a health epidemic or any other seen or unforeseen event, we will try to reschedule it. This may be on a different day or a different time from when originally scheduled, and might involve an extension to the term time dates. No refunds will be given in this case.

Late payment

15. The payer will receive both verbal and written notice if payment has not been received in accordance with these terms and conditions.
16. We reserve the right to charge a late payment fee if an invoice remains unpaid after the first class of a new term.
17. If any payment (aside from the forthcoming summer term) remains outstanding by 20 January, we reserve the right to refuse to enter students for their exam and withdraw them from the course.

Right to attend, change classes, withdrawal and termination of attendance

18. If an invoice has not been paid at the start of term, or upon enrolment in accordance with Clause 8, the student will not be admitted to any classes until the invoice has been paid in full.
19. We reserve the right, at any time during the term, to withdraw a student from a course or ask a student to leave a class if any fees remain outstanding after the start of term.
20. Students are required to give one term's written notice if they wish to withdraw from the course, otherwise they will be invoiced for the next term and proceedings will be taken to collect any debts if they remain unpaid.
21. The Head of Dance Studies reserves the right to withdraw a student due to unsuitability for the course. Should this take place, the RAD will communicate this in writing and refund the remaining term's fees pro rata.

Library

22. The Philip Richardson Library is a specialist library which holds rare, signed, and out-of-print material. Acceptance onto the course automatically enrols all GCSE, AS & A Level students as a member of the library and entitles them to borrow books, CDs and DVDs.

23. Library membership is granted for the duration of the course and students will be issued with a library membership card in the first week of the course, provided that their course fees have been paid.

24. Students must present their library card in order to borrow items from the library.

25. Fines are charged for overdue items and items lost or damaged while on loan will be charged to the borrower at the full replacement cost, together with delivery charges where applicable, plus a £10.00 administrative fee.

Examination entry

26. All students studying GCSE or A Level Dance will be entered for their examination by the RAD.

27. If students attend another school in addition to the RAD, after obtaining consent from the student, we will contact the school to obtain students UCI and ULN number as well as any details of access arrangements in place.

28. If the school does not provide us with the relevant information for examination entry, we will require the student and/or parent/guardian to liaise with the school in order to obtain this information and share it with the Examinations Officer at the RAD by the 31 January.

29. If the RAD does not receive a student's entry information (UCI, ULN number and access arrangements) by 31 January, the RAD will not be able to enter the student in for their examination.

Waiver

30. Physical contact may be necessary by members of the teaching faculty. If you have any concerns regarding this, please contact the Dance Studies Officer.

Code of Conduct

31. A Code of Conduct will be issued to students at the beginning of the year. Failure to observe this may result in being asked to leave. We reserve the right to refuse any student prior to or after enrolment. No refund will be given if the Code of Conduct has been invoked.

Policies

32. At the beginning of the course, students will be asked to agree to the following policies

- Drugs and Alcohol Policy
- Visual Media Policy
- Complaints & Appeals Policy

Content

33. We reserve the right to alter the advertised programme and faculty without prior notice. The information in this and any other printed or electronic brochure/notice was correct at the time of publication.

GDPR

34. The Royal Academy of Dance Group of companies holds information about our customers to enable us to carry out our business as a membership, dance education and training organisation. This information includes the contact details you supply to us and may also include information on examinations, courses and student records. If you wish to receive information from the Royal Academy of Dance about activities and events relating to your course, please tick the relevant box on the Terms and Conditions Confirmation on page 15.

35. If you wish to receive the organistation wide e-news from the Royal Academy of Dance, please tick the relevant box on the Terms and Conditions Confirmation on page 15.

Copyright and trademarks

36. ROYAL ACADEMY OF DANCE, RAD, RAD PRE-PRIMARY IN DANCE and RAD PRIMARY IN DANCE are registered trademarks® of the Royal Academy of Dance. RAD INTERMEDIATE FOUNDATION, RAD INTERMEDIATE, RAD CLASS AWARD, RAD SOLO PERFORMANCE AWARD and CBTS are unregistered trademarks™ of the Royal Academy of Dance. The use or misuse of the trademarks or any other content of this publication, without prior written permission from the Royal Academy of Dance, is strictly prohibited.

Changes to the terms and conditions

37. The RAD reserves the right to change these terms and conditions at any time providing 30 days notice is given to students and/or parents/guardians.

Agreement to the terms and conditions

38. Parents and guardians of students attending courses are required to sign their acceptance of the terms and conditions for each student related to or their responsibility by signing the confirmation below, and returning it to the RAD prior to the start of a new term or by a specified date. The RAD accepts electronic signatures as if signed in the original.

Dance Studies Student Application Privacy Notice

The Royal Academy of Dance, including Royal Academy of Dance Enterprises Ltd is committed to protecting and respecting your privacy.

This Privacy Notice explains:

1. how, when and why we collect personal information from people
2. how we use the information and the lawful basis on how we process it

This Privacy Notice also tells you about your privacy rights and how the law protects you.

We only use personal information if we have a proper reason to do so and this includes if we share information outside of the Royal Academy of Dance.

How do we collect information from you?

We obtain information about you when you

- complete an online application/registration form
- speak to us on the telephone or in person
- make a payment (over the phone)
- use our websites
- complete a survey
- when registering for our mailing list

What type of information is collected from you?

The personal information we collect may include:

Parent information

- name
- email
- telephone
- credit/debit card details

Student information

- name
- address
- email address
- date of birth
- gender
- telephone number
- academic school details (name, address, UCI and ULN number and access arrangements including evidence of SEND)
- predicted/achieved academic exam grades
- video showing applicants dance ability
- written task (write about a dance work/ own dance
- medical information
- emergency contact
- equality, diversity and inclusion monitoring information (e.g. religion)
- dance experience/level and training
- headshots (for exam entries)
- copy of passport or birth certificate (for exam entries)
- IP address
- information regarding the web pages you have accessed and when.
- photography and film consent

How is your information used?

We use your information to:

- process an application that you have made for a course (GCSE, A level, BTEC)
- deal with entries for an examination (AQA exam board, JCQ governing body)
- seek your views or comments on the services we provide;
- notify you of changes or confirmation of our services;
- send you communications which you have requested and that may be of interest to you, which may include information about new products, services, events, and activities.
- handle an enquiry or complaint you have made
- contact you in an emergency situation
- treat you in an emergency first aid situation
- create registers to share with teachers, faculty and course attendants

What is the lawful basis for processing my information?

The lawful basis for processing your information in these circumstances is explained below

Your information	Circumstances	Lawful basis
Parent information		
Name, telephone number and email address	To process your registration and ensure you receive information related to the Dance School	Contract
Credit/debit card details	To take payment for the classes you have registered to attend	Contract
Student information		
Name, address, email address, telephone number and DOB.	To process your registration and ensure you receive information related to the Dance School	Contract
Academic school details (name, address, UCI and ULN number and access arrangements including evidence of SEND)	To share information with JCQ and AQA in order to register students for their examination. To share information with police and emergency services, where there are safeguarding concerns or in an emergency situation	Contract
Predicted/achieved academic exam grades	To share with tutors on the programme to help with predicted grades and marking	Contract
Medical information	To establish any medical information that organisers or teachers should be aware of and Treat you in an emergency first aid situation	Consent
Emergency contact name, number and relation to you	Contact your nominated contact in an emergency situation	Contract
Equality, diversity and inclusion monitoring information (e.g. gender and religion)	Optional information for monitoring purposes.	Consent
Dance experience/level and training including a video showing applicants dance ability and a written task (writing about own dance or dance work)	To ensure that you are placed in the correct level of class	Contract
Headshots (for exam entries)	To share information with JCQ and AQA in order to register students for their examination.	
Copy of passport or birth certificate (for exam entries)	To share information with JCQ and AQA in order to register students for their examination.	
Photography and film consent	For future marketing and record of events	Consent

Privacy Notice review

We review this Notice annually or as and when changes in legislation or internal procedures require it. This Notice is reviewed by the Information Management Committee, Executive Board and Board of Trustees.

Corporate Privacy Notice

For further information and for details on how your information is used, please download the Corporate Royal Academy of Dance Privacy Notice.

GCSE student application 2019/20

To be completed and returned by 2 August 2019

Student details

Full name

Date of birth Age

Gender

(Please enclose a copy of your birth certificate/passport and two passport-sized photographs with the student's name on the reverse)

Home address

Postcode

Tel Student mobile

Student email

Parent email

School/college details

Name and address of school/college

Postcode Tel

Name of Exams Officer (if known)

13-digit UCI Number (obtainable from Exams Officer)

School year in September 2019

Details of any known access arrangement requirements

Dance experience (including styles/techniques studied, recent dance exams taken)

Please explain why you want to study GCSE Dance (200 words maximum)

How did you hear about the RAD GCSE Dance course?

Task 1: Practical task

Choreograph a two minute solo in your chosen dance style. It is advised that you choreograph your solo in your strongest style in order to show your technical ability. It is imperative that you choreograph your own solo dance as it is important for your choreographic skills to be shown.

Once this has been completed, please upload your video to Vimeo and send a link to dancestudies@rad.org.uk. We advise that you protect your video with a password, please ensure you send this alongside your video link.

Task 2: Written task

Write an evaluation of your solo.

a) What is your dance about?

b) How well do your movements communicate your dance idea?

c) Comment on your performance skills. What went well and what could you have improved upon?

Emergency contact details and photographic consent

This section should be completed by a parent/guardian where the prospective student is under 18 years-old. Students aged 18 or over should complete this section themselves. These details must be submitted before the student can participate in the GCSE course, will be held in the strictest confidence, and only be used in an emergency. One form should be completed for each student.

Student details

Name

Contact 1: Parent/Guardian contact

Name and relationship to student

Telephone number 1

Telephone number 2

Contact 2: Additional emergency contact name and telephone number

Name and relationship to student

Telephone number 1

Telephone number 2

Filming and photographic consent

As a GCSE/GCE student at the RAD, you agree to allow us to use images/video footage/audio of yourself for the purposes of the practical examination and as a requirement of the AQA examination body.

We will only keep this for as long as is appropriate for business purposes. All information you have provided is private and confidential, and your personal details will not be shared without your full knowledge and written permission.

Medical consent

Any personal information provided on this form is strictly private and confidential and for internal RAD purposes only.

Name of doctor

Doctor's address and telephone number

Student's name and medical number (if known)

Any medical conditions, relating to both physical and mental health, which may require treatment, medication or additional support from the RAD

Allergies and whether these allergies require any specific medical treatment

Medical consent

Where it would be contrary, in the doctor's opinion, to my/child/ward's interest, if there is any delay in seeking my consent, I hereby give permission for an RAD representative to give authority on my behalf for any treatment recommended by medical authorities.

Please note that a young person can give their own consent for medical treatment if they are over 16 years old.

Name of student

Date

Signature

Tick here if completing electronically in place of your signature ☐

I am the above named ☐ I am the parent/guardian of the above named ☐

Terms and conditions confirmation

I have read and agree to the Terms and Conditions of the Royal Academy of Dance for the GCSE/GCE A Level/AS courses.

Print name

Signature

Tick here if completing electronically in place of your signature ☐

Student name

Relationship to student

Date

If you wish to receive information from the Royal Academy of Dance about activities and events relating to your course, please tick here ☐

If you wish to receive the organisation-wide RAD e-news from the Royal Academy of Dance, please tick here ☐

Application process:

- You will receive an email acknowledging receipt of your application form within seven working days
- Applications are date stamped and processed in date order
- All applications are reviewed by the Head of Dance Studies and should we require any further information from you we will be in touch
- We will write to you confirming whether or not your application has been successful.

SUBMIT FORM

Equality and diversity monitoring

The RAD is working to make sure all the programmes offered at the RAD provide every child with equal opportunities. Please help us to monitor this by filling out the below form and submitting it with your application.

The information you give is in confidence and will not be seen by, nor made known to any member of the selection panel. It will be used only for statistical purposes to monitor the operation of the RAD's Equality, Diversity and Inclusion Strategy. *Please note that this is not mandatory.*

1. Ethnic origin

How would you describe your ethnic origin:

White

- ☐ White British
- ☐ Irish
- ☐ Other white please state:

Mixed

- ☐ White and Black Caribbean
- ☐ White and Black African
- ☐ White and Asian
- ☐ Other mixed background, please state:

Asian / Asian British

- ☐ Indian
- ☐ Pakistani
- ☐ Bangladeshi
- ☐ Chinese
- ☐ Other Asian background, please state:

Black / Black British

- ☐ Black Caribbean
- ☐ Black African
- ☐ Other black background, please state:

Arab or other ethnic group

- ☐ Arab
- ☐ Any other ethnic group, please state:

- ☐ Prefer not to say

2. Disability

Do you consider yourself to have a disability?

- ☐ Yes
- ☐ No
- ☐ Prefer not to say

3. Religion

Please tick the box that best describes you:

- ☐ Buddhist
- ☐ Christian
- ☐ Hindu
- ☐ Jew
- ☐ Muslim
- ☐ Sikh
- ☐ Spiritual
- ☐ Other religion or belief please state:

- ☐ No religion
- ☐ Prefer not to say