



# **ADULT CLASSES INFORMATION PACK**



Photo: Elliot Franks

**Autumn 2019 – Summer 2020**

# Welcome



Photo by: David Tett

Dear Dance School Students,

It is my pleasure to welcome you to the Dance School and to thank you for being a vital part of the RAD.

This is an exciting time for the RAD as we approach our centenary – a chance to reaffirm our core values while looking forwards to a new century, and a new building. It is my goal to provide all of our students with an enjoyable and rewarding dance experience, with classes that reflect the needs of our students and the dance world outside our walls.

In response to the results of our student survey earlier this year we have adjusted our schedule to try to better meet expectations, and added some new classes and opportunities that we trust you will find interesting.

Wishing you a wonderful year of dance.

Gerard Charles



Photo by: Hannah Relfe

Dear Dance School Students,

I would also like to take this opportunity to welcome you to the RAD Dance School.

My aim is for every student to understand and experience the passion and enjoyment that all our genres of dance can bring, helping each dancer build their confidence and achieve their dreams. I hope your time here in the dance school is as enjoyable and profitable as my own career and schooling in dance was.

I look forward to seeing you in your classes or meeting you around the building.

Happy dancing!

Joanne Ward ARAD PDTC Dance School Principal

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All information is correct at the time of publication. If you have any questions, please contact the Dance School Office. The RAD reserves the right to alter the advertised programme and faculty without prior notice ([Clause 33](#) Dance School Terms and Conditions).

# I Class descriptions

We offer classes for adults in a range of dance styles, taught by experienced teachers in purpose-built facilities at our headquarters. Whether you are a beginner, an experienced dancer or just looking for a fun and enjoyable way to get fit, we have a class to suit you.

For further information about the RAD Dance School and student courses, visit <https://www.royalacademyofdance.org/classes/our-dance-school-in-london/>.

## Classical Ballet – Non-Syllabus Classes

**Please note that these classes are booked online via the **Adult Classes** webpage and payment is made at the time of booking:**

### **Beginners/Beginners Plus** – *applications cease after half term*

Suitable for those with very little or no previous experience in dance, this class teaches the basics of ballet technique with a view to moving up a level after a year.

**Beginners:** The 7.00pm Monday class is aimed at complete beginners with no prior experience.

**Beginners Plus:** The 8.15pm Monday class is more suited towards students who have had a small amount of experience but still consider themselves to be a beginner to Ballet.

### **Improvers Level 1** – *applications cease after half term*

For those with some previous ballet experience and who already have a good grasp of ballet technique, this class will enable you to progress through the levels as you improve your technique.

### **Improvers Level 2** – *applications cease after half term*

This class is suitable for those with at least two years of recent training in ballet technique and wish to develop their skills and technique with a view to moving up to Level 3.

### **Improvers Level 3** – *applications cease after half term*

For those with at least three years of recent ballet training, who have developed a strong ballet technique and want to take on a challenging class.

### **Advanced** – *applications cease after half term*

For those at advanced level, or professional dancers who would like a fast-paced and challenging class. You can move up in to this class from Improvers 3 level on the teacher's recommendation only.

## Classical Ballet – syllabus classes

**Please note that application to the following classes must be completed through the **RAD Dance School** and cannot be booked online:**

### **Adult Intermediate Foundation** – *applications cease after half term*

This gives adults the opportunity to work towards a Vocational graded examination. The Intermediate Foundation syllabus provides an in-depth study of ballet, developing the technique, music and performance skills and introduces pointe work for female candidates. Students must have at least two years of recent ballet training to apply for Intermediate Foundation. Students

will be assessed by the teacher in their first few classes. Entry into the class does not guarantee entry into the exam.

### **Adult Intermediate – applications cease after half term**

The adult Intermediate class follows on from the Intermediate Foundation, and further works on the development of technique, music and performance skills. To apply for this class, you should either have at least three years of recent ballet training, have completed the Intermediate Foundation exam, or have achieved RAD Grade 6 ballet (or equivalent). Students will be assessed by the teacher in their first few classes. Entry into the class does not guarantee entry into the exam.

### **Advanced Foundation, Advanced 1 and Advanced 2 – applications cease after half term**

The Examinations syllabus provides an in-depth study of ballet developing technique, music and performance skills. To apply for this class, you should have completed the preceding qualification. Students will be assessed by the teacher in their first class. Entry into the class does not guarantee entry into the exam. Please note, Advanced Foundation, Advanced 1 and Advanced 2 classes are mixed age classes.

### **Adult Discovering Repertoire Level 2 – applications cease after half term**

A classical ballet performance programme, an innovative new concept in training and assessment from the RAD. Uniquely, the programme includes well-known classical repertoire, meaning students will learn and dance choreography that they have seen on stage, set to music that they know and love. Level 2 is equivalent to Grade 5/Intermediate Foundation, and in this level, students will learn modified variations from *Coppélia* and *Giselle*. Students are able to take an exam in this when certain criteria have been reached, if required.

## **Other classes available to students aged 18+**

**Please note that application to the following classes must be completed through the RAD Dance School and cannot be booked online:**

### **Street Dance Level 2 (14–25 years)**

High energy and stylised, learn routines incorporating popping, locking, funk and hip hop - all to your favourite commercial and popular music tracks whilst getting a great work out. Previous experience in Street Dance is required.

### **Classical ballet with a Focus on Pointe A and B**

A classical ballet class with a strong focus on the development of Pointe work, suitable for those with at least three years of recent ballet training, who have developed a strong technique and have some experience of pointe work from their syllabus classes. **Students will be assessed by the teacher in their first class and those not yet ready will be required to undergo further dance training before being admitted.**

### **Pointe A (Intermediate levels)**

Following a structured warm up, students will study at least 30 minutes of pointe work. This is a fantastic opportunity for students at Intermediate Level (or Intermediate Foundation level with recommendation from a Dance School teacher) and above to strengthen and develop their technique in this key area of classical ballet, whilst also working on their performance and artistry skills.

**Pointe B (Advanced levels)**

Following a structured warm up, this 1 hour 30 minute class will give students a minimum of 45 minutes of pointe work. This is a fantastic opportunity for students at Advanced levels and above to further strengthen and develop their technique in this key area of classical ballet.

## 2 Application

### Non-Syllabus Classes

All adult non-syllabus classes must be applied for online at <https://www.royalacademyofdance.org/classes/our-dance-school-in-london/adult-dance-classes/how-to-apply/>.

Classes must be paid for **at point of application**. Students who have not paid their fees **will not** be allowed into class.

Please note that each class has a maximum capacity. If a class is full, you will be required to choose an alternative.

Adult non-syllabus classes operate on a termly bases. They are booked at the beginning of each term and students are not automatically re-enrolled into the class for the next term. Places for the next term cannot be reserved, but enrolled students will be notified when application for the next term has opened.

Term fees are quoted as part of the online application and are reflective of the number of weeks left in the term. The online booking system details the number of classes remaining and when the next class will take place. Students do not receive a discount for classes that they don't attend.

Applications for Adult Beginners, Improvers, Advanced and syllabus classes will cease at half term to allow the class to develop the skills learnt in the first part of term. Applications will reopen at the end of the term for the following term.

All new students are subject to a half-termly assessment period once fully enrolled after their trial class. It can be difficult for a teacher to fully assess a student in the first class especially if there are multiple new joiners. Therefore, within the first half term/6 weeks an alternative class may be suggested on recommendation from the teacher and you will be contacted by a member of the Dance School Office staff if this applies.

### Syllabus Classes

Our adult syllabus classes being at the Inter-Foundation level. All adult **syllabus** classes must be applied for online via the RAD Dance School section of the website: <https://www.royalacademyofdance.org/classes/our-dance-school-in-london/additional-information/apply/>

Once you have sent in your application please wait for a member of the Dance School team to get in touch with further information. **Please refer to the Dance School Information Pack for full details of the enrolment procedure for syllabus classes.**

**Payment is due before classes commence at the beginning of each term**, and will be specified on a termly invoice sent via email. Students who have not paid their fees **will not** be allowed into class.

For questions regarding Adult Classes and 18+ classes please contact the Dance School Office at [danceschool@rad.org.uk](mailto:danceschool@rad.org.uk).

### 3 Adult class timetable 2019/2020

## ADULT CLASSES TIMETABLE – AUTUMN 2019

Adult Syllabus Classes, Street - Applications welcome from new students up until half term through the Dance School Application Page.

Adult Ballet Beginners, Improvers 1, 2, 3, Advanced Ballet – Bookings welcome from new students up until half term through our Adult Classes page.

NON-SYLLABUS BALLET				
CLASS	DAY	TIME	STUDIO	TEACHER
BEGINNERS LEVEL	Monday	7.00 - 8.15pm	Ashton	Josh Tuifua
BEGINNERS LEVEL	Wednesday	8.15 – 9.30pm	Ashton	Alex Simpkins
BEGINNERS PLUS LEVEL	Monday	8.15 - 9.30pm	Ashton	Josh Tuifua
IMPROVERS LEVEL 1	Wednesday	7.45 – 9.00pm	Espinosa	Raquel Ashton
IMPROVERS LEVEL 1	Thursday	8.00 – 9.15pm	De Valois	Jasmin Armstrong
IMPROVERS LEVEL 2	Monday	7.45 – 9.00pm	Espinosa	Lucie Walker
IMPROVERS LEVEL 2	Tuesday	7.45 – 9.00pm	De Valois	Jasmin Armstrong
IMPROVERS LEVEL 3	Thursday	7.00 - 8.15pm	Genée	Raquel Ashton
ADVANCED	Thursday	8.15 - 9.30pm	Genée	Raquel Ashton
SYLLABUS BALLET				
DISCOVERING REPERTOIRE L2	Monday	7.30 - 8.30pm	Bedells	Reena Bhattacharjee
ADULT INTER-FOUNDATION	Monday	6.45 – 8.00pm	Karsavina	Michelle Harrison
ADULT INTER-FOUNDATION	Wednesday	7.00 - 8.15pm	Ashton	Alex Simpkins
ADULT INTER-FOUNDATION	Thursday	7.30 - 8.45pm	Ashton	Ruth Henry
ADULT INTER-FOUNDATION	Saturday	3.45 – 5.00pm	Genée	Hilary Clark
ADULT INTERMEDIATE	Wednesday	6.45 – 8.00pm	Karsavina	Rebecca Peters
ADULT INTERMEDIATE	Thursday	7.15 - 8.30pm	Espinosa	Louise Jefferson
ADULT INTERMEDIATE	Friday	7.45 - 9.00pm	Ashton	Michelle Harrison
OTHER STYLES				
STREET (16-25 years)	Friday	6.30-7.30pm	Karsavina	Chris Bean

**Additional Adult Class Discount:** Where two Beginners, Improvers or Advanced/Professional level ballet classes are booked together you will receive a 10% discount on the second class.

## 4 Term dates 2019/20

**Please note that all classes break for half term, except for Adult Ballet Non-Syllabus classes (Beginners, Improvers and Advanced/Professional levels)**

### **Autumn term 2019**

- Term Begins: Monday 9 September 2019
- Half Term: Monday 21 October to Saturday 26 October 2019
- Term Ends: Saturday 7 December 2019

**Total number of weeks: 12 weeks**

### **Spring term 2020**

- Term Begins: Monday 6 January 2020
- Half Term: Monday 17 February – Saturday 22 February 2020
- Term Ends: Saturday 28 March 2020

**Total number of weeks: 11 weeks**

### **Summer term 2020**

- Term Begins: Monday 20 April 2020
- Half term: Monday 25 May – Saturday 30 May 2020
- Term Ends: Saturday 11 July 2020

**Total number of weeks = 11 weeks (10 weeks for Friday classes)**

*(Please note: No classes on bank holiday Friday 8 May)*

## 5 Fees 2019/20

### Syllabus Classes (these classes break for half term)

	Autumn Fee (12 week term)	Spring Fee (11 week term)	Summer Fee Friday Classes (10 week term)	Summer Fee (11 week term)
Adult Intermediate Foundation	£156.00	£143.00	£130.00	£143.00
Adult Intermediate	£156.00	£143.00	£130.00	£143.00
Adult Discovering Repertoire	£132.00	£121.00	£110.00	£121.00

### Non-syllabus Classes (these classes do not break for half term)

	Autumn Fee (13 week term)	Spring Fee (12 week term)	Summer Fee Friday Classes (11 week term)	Summer Fee (12 week term)
Beginners	£195.00	£180.00	-	£180.00
Beginners Plus				
Improvers Level 1				
Improvers Level 2				
Improvers Level 3				
Advanced				

### Older Learners Classes (these classes break for half term)

	Autumn Fee (12 week term)	Spring Fee (11 week term)	Summer Fee Friday Classes (10 week term)	Summer Fee (11 week term)
Silver Swans	£132.00	£121.00	£110.00	£121.00
Silver Swans Wandsworth	£96.00	£88.00	£80.00	£88.00
Move to the Musicals	£96.00	£88.00	-	£88.00
Move to the Musicals Wandsworth	£48.00	£44.00	-	£44.00

**Additional Adult Class Discount:** Where two Beginners, Improvers or Advanced/Professional level ballet classes are booked together you will receive a 10% discount off the second class.

## 6 Adult dance school uniform

If you are looking for suggestions, we would advise wearing comfortable clothing that allows you to move and appropriate shoes should be worn for all adult dance classes including adequate support bras/jock straps when necessary. For example; RAD t-shirts/vest tops with leggings or the RAD tracksuit would be suitable. These items are available from the RAD shop.

**Ballet/Silver Swans:** ballet attire is not essential for Beginners, Improvers or Silver Swans classes but ballet shoes are necessary.

**Move to the Musicals:** soft soled shoes (either ballet or jazz shoes would be appropriate)

Female students should have their hair neatly tied back and in a bun if possible for ballet. In the interests of safe dance practice, jewellery must not be worn, unless for religious or cultural reasons.

All uniform or regular clothing left in the studios, changing rooms or accidentally mislaid will be retained by the RAD until claimed or given away to charity, within three months, whichever is earlier.

The uniform can be obtained from [www.radenterprises.co.uk](http://www.radenterprises.co.uk), by post, or at the RAD Shop, headquarters, Battersea. If you have queries, please feel free to drop into the shop or contact the manager on +44 (0) 20 7326 8914.

### Adult Vocational Classes

Please note: The correct uniform is necessary for all vocational students when entering for their exam. In regular classes, any style of female leotard may be worn, as long as it is of the colours specified below. Please note, some teachers may have uniform preferences.

Female students	Male students
<ul style="list-style-type: none"> <li>• <b>Royal Blue</b> leotard (Brand: Freed &amp; Style: Alice C or Bethany) OR</li> <li>• <b>Black</b> leotard (Brand: Freed &amp; Style: Jane, Alice C or Bethany)</li> <li>• Pink ballet tights</li> <li>• Pink ballet shoes</li> </ul> <p><b>Inter Foundation Exam:</b></p> <ul style="list-style-type: none"> <li>- Pink soft shoes with ribbons</li> <li>- Pink pointe shoes with ribbons</li> </ul> <p><b>Intermediate Exam:</b></p> <ul style="list-style-type: none"> <li>- Pink soft block shoes with ribbons*</li> <li>- Pink pointe shoes with ribbons</li> <li>• Short Ballet Skirt in colour matching leotard (Optional for class but may be necessary for exam - please consult with teacher before buying)</li> </ul> <p>* Soft ballet shoes should not be worn from Intermediate level upwards.</p>	<ul style="list-style-type: none"> <li>• <b>White</b> sleeveless or short-sleeved leotard</li> <li>• <b>Navy</b> stirruped tights (Brand: Freed)</li> <li>• White socks</li> <li>• White Ballet shoes</li> </ul>

## 7 Class information

### Arrival at the RAD

You must **sign in and out** at reception when arriving and leaving the building.

### Payment

Payment for classes is made online at the time of booking. You will receive a receipt via email. We do not offer free taster sessions for adult classes.

Where a student enrolls for RAD Dance School classes which are not included on the adult class list (syllabus classes (Discovering Repertoire, Intermediate Foundation to Advanced 2), Classical Ballet with a Focus on Pointe Work A and B, and Silver Swans) customers should refer to the main Dance School Terms and Conditions.

### Directions

Find out where we are at <https://www.royalacademyofdance.org/about-us/find-us/>

### Timeliness

You should arrive 10 minutes before the class to warm-up, and allow the class to start on time. If you are more than 15 minutes late, it will be at the teacher's discretion as to whether you can join the class. You are also asked to leave the building no later than **9.45pm**.

### Missed classes

We regret that it is not possible to make up missed classes by attending another on the timetable.

### Teacher/studio change

In the event of a studio change or cover teacher, there will be signs posted on the Dance School Notice boards and on the studio doors. Please ask at reception if you are not sure where to go.

### Clothing Requirements

Please consult the Adult Uniform list.

Ballet shoes are mandatory for all ballet classes and can be bought from [www.radenterprises.co.uk](http://www.radenterprises.co.uk). Please call 0207 326 8080 for all orders and enquiries.

### Changing facilities

For classes in the **main building**, you should use the changing rooms behind the cafeteria area. For classes in the **Fonteyn Centre**, you should use the changing rooms on the ground floor.

Main Building	Fonteyn Centre
Bedells studio	Ashton studio
Benesh studio	De Valois studio
Espinosa studio	Karsavina studio (accessed via both buildings)
Genée studio	
Karsavina studio (accessed via both buildings)	

Please ensure you have read the **Changing Room Guidelines** enclosed in this pack on page 15.

Occasionally there may be signs posted on changing room doors indicating the area has been allocated to a specific group of students, please ignore these notices – Dance School students are allowed to use the changing facilities on the ground floor in both buildings. However, if in doubt please check with reception.

### **Other facilities at the RAD**

You are welcome to wait in the cafeteria area between classes. Seating in the main reception area is only for other visitors and may not be used by the Dance School customers. Drinks and food must not be consumed in the main reception, please use the cafeteria.

There are water fountains positioned around the building for use by the students. We do ask that you bring a refillable water bottle with you as cups or glasses cannot be taken into the studio.

Male and female toilets are available on the ground floor of the main reception and in the Fonteyn Centre.

There is also a RAD shop onsite which stocks uniform for syllabus and all other Dance Styles offered by the Dance School.

### **Shop Opening Times**

- Monday 10am–6pm
- Tuesday 10.30am–6pm
- Wednesday to Thursday 10am–6pm
- Friday 10am–5.30pm
- Saturday 9am–3.30pm

### **Health & Safety**

Please also ensure that you stay hydrated - a water cooler can be found on the ground floor of the Fonteyn centre as well as in the cafeteria area. Water bottles may be taken into the studios for class. Please notify your teacher before the start of class if you have had a recent injury.

### **Disabled access**

Entrances to both the main building and the Fonteyn Centre are ramped for access, and a toilet equipped for those with disabilities is situated on the ground floor of the main building. A lift provides access to studios on the first and second floors. Reception staff are happy to provide assistance for access to the shop. This is located on the ground floor but does have one step. Designated car spaces for disabled users may be booked in advance by calling +44 (0)20 7326 8000 (also for any other assistance you might need). Guide and hearing dogs are welcome. Please take care when crossing our cobbled courtyard - as this area is listed, it restricts any works to improve access.

### **Re-enrolment to classes**

The enrolment for adult classes will lapse after the term has ended and participants will need to re-enrol online and pay the term's fees before attending classes.

### **RAD Safeguarding Policy**

We have formal policy and procedures on safeguarding children and vulnerable adults, which can be found at [www.royalacademyofdance.org](http://www.royalacademyofdance.org). The RAD also has Designated Safeguarding Officers (DSOs) and Senior Safeguarding Officers (SSOs). To discuss any safeguarding concerns please contact the Dance School Manager on 0207 326 8043.

## 8 Code of Conduct

### Expectations in respect of all students admitted to the school at RAD headquarters in London.

The aim of the RAD Dance School is to ensure that all students experience dance in a fun, friendly, and safe environment. In order to achieve this, please take note of the following guidelines. We would like to stress that these points are of great importance in assuring the wellbeing of **all students** in the school.

Any student unable or unwilling to comply may be asked to withdraw from the school.

### Rules and Regulations

#### Customer Incidents

Aggressive, abusive or anti-social behaviour is not tolerated from our customers or students in any part of the premises or at any time, whether toward RAD staff, visitors or other Dance School customers or students. The Dance School is also only one part of the wider RAD organisation and we therefore ask that you remember our headquarters is a workplace for many different people. Please conduct yourselves in an appropriate manner and respect RAD staff, visitors and policies at all times. All customer incidents will be reported and investigated accordingly.

Any customer incident reported to management may result in their account being suspended, with the possibility of being fully withdrawn from the Dance School. Serious incidents may result in immediate withdrawal from the Dance School.

#### Punctuality

It is vital that you arrive in good time. If you are late for class, you may miss important information and impede the learning of others. Admittance to class after the class has begun is at the teacher's discretion.

#### Attendance

Regular attendance is extremely important. If you do not attend on a regular basis, then your development and that of the class will be affected. You cannot make up missed classes by attending another class for which you are not registered.

#### Discipline

Students are expected to behave in an orderly, civilised and well-mannered way and to show respect to their teachers, other students and RAD staff. Failure to comply with the rules and regulations may result in withdrawal.

#### Mobile phones

The use of mobile phones in the changing rooms is strictly prohibited. In the past, people have used apps such as FaceTime to make calls in the changing areas which has led to complaints and concerns about privacy.

#### Uniform

It is extremely important that you come to classes dressed in appropriate attire which is comfortable to move in. Ballet shoes are mandatory for ballet classes.

### **Personal property**

You must keep valuable personal items with you at all times. The RAD cannot be held responsible if items go missing.

### **Remuneration and fees**

As per the Terms and Conditions for adult classes, fees for non syllabus classes must be paid at the time of online application. Fees for syllabus classes will be invoiced and fees must be paid before the first class of each term. Failure to pay may result in withdrawal.

### **Car parking**

Parking is not permitted in the RAD car park under any circumstances. The car park is reserved for RAD staff, freelancers, examiners and faculty only.

### **Reception area**

It is forbidden to eat or drink anything other than water in the reception areas. Please use the café area.

### **Safeguarding**

The RAD and Dance School have a 'duty of care' to provide a safe environment for and to promote the health and well-being of children under the age of 18 years and vulnerable adults. The RAD will take all reasonable steps to ensure that safeguarding and promoting the welfare of children and vulnerable adults is embedded in our contact with them through the training and activities we provide.

The RAD believes that the welfare of the child is paramount, and that all children and vulnerable adults regardless of age, disability, gender, race, sexual orientation or identity, or religious belief have the right to equal protection from all types of harm or abuse.

The RAD's **Policy and Procedures on Safeguarding Children and Vulnerable Adults** can be found on the website here: <https://www.royalacademyofdance.org/about-us/corporate-governance/rules-regulations-and-policies/>

All RAD staff, Dance School customers and students are expected to comply with the RAD's safeguarding policy. Failure to do so may result in withdrawal. Please report any concerns or incidents to the Dance School Manager.

### **Data Protection Policy**

RAD staff members are not at liberty to disclose any information relating to other Dance School students. Student information is confidential and retained in accordance with the RAD Data Protection Policy.

The RAD and Dance School's Privacy Policies are outlined in our **Terms and Conditions** and can be found on the website.

### **Visual and Social Media**

The RAD has published a **Visual Media Policy** and a **Social Media and Digital Communications Policy** which can be found on the website here: <https://www.royalacademyofdance.org/about-us/corporate-governance/rules-regulations-and-policies/>

The RAD and Dance School will not publish or post any images (static or moving) of children under the age of 18, across any of our online channels without prior written consent (and then with minimal personal information).

We ask that all parents, guardians and students ensure that they use social media and the internet in a safe and positive way while on RAD premises, and while utilising Wi-Fi on-site. This includes the way in which the RAD is represented when posting, commenting and blogging on any website. Please report any concerns regarding this subject to the Training Department.

## Health and Safety

- A record of anyone who has entered the building is kept at our reception.
- Students should wear shoes at all times when walking around the building and make sure that ribbons and laces are tied properly. Outdoor shoes are not to be worn in the studios.
- It is essential that students are in the right place at the right time – if late for class they may miss vital information, impede the learning of others, and place themselves at risk of injury should they miss the warm-up section of the class.
- It is important that students always keep themselves warm between classes in order to protect against injury.
- Students should drink plenty of water, and ensure they keep their energy levels up by eating a healthy snack in between classes.
- Any student who hurts themselves in class or feels unwell should tell their teacher or member of staff immediately.
- The RAD is a work place, and respect must be given to all staff. There must be no running or shouting in the building or grounds at the RAD.
- **Smoking is not permitted** anywhere on the premises.
- If the fire alarm sounds, students, parents and visitors should follow the **Fire Evacuation Policy** included in this information pack.
- No games are permitted in the courtyard as vehicles are constantly coming and going.
- **Parking is not permitted** in the RAD car park under any circumstances. The car park is reserved for RAD staff only.
- Visitors are asked to drive carefully when dropping off and collecting students.
- The consumption of alcohol on RAD premises is strictly forbidden. You should not attend classes whilst under the influence of alcohol if this is likely to affect your ability to participate in a safe and responsible manner.
- You should not attend classes under the influence of illegal drugs. You must inform the Dance School should you need to take prescribed medication at the RAD or carry it with you. This should, however, already be disclosed in the Medical Conditions section of your application.

## 9 Changing room guidelines

The Royal Academy of Dance (RAD) Safeguarding Policy and Procedures states the RAD has a 'duty of care' to provide a safe environment conducive to promoting the health and well-being of both children and young people under the age of 18 years, and vulnerable adults.

There are no specific legal requirements regarding the use of changing facilities. This document is intended as guidance to visitors including parents and students in their use of RAD changing room facilities at RAD HQ and other RAD venues so that we can provide a safe environment for children and young people in all areas.

1. Whenever possible children and students should arrive wearing dance wear, uniform or a base layer of clothing. No one should feel pressurised to change or shower in our changing rooms and therefore all are encouraged to come ready to participate.
2. Separate male and female changing rooms are provided and where possible a family changing room made available. Where it is not possible to provide separate changing rooms, arrangements such as screens or curtains should be used to divide the space. Windows and glass doors should also be covered.
3. Adults (staff or participants) are not required to use the same changing rooms as children and students at the same time, but where this is absolutely necessary due to the facilities available, arrangements are made for the changing room to be supervised by at least one member of RAD staff and the privacy of children and adults maintained.
4. All facilities are clearly marked. Visitors and students should use their designated changing room or refer to staff / reception if they are unsure which room to use or where to change.
5. Parents/guardians/carers must take responsibility for supervising their children in changing rooms.
  - a. Children under 8 years must be supervised by parents/guardians or carers whilst changing and until the activity commences.
  - b. Parents/guardians/carers of children 4 years and under should remain nearby and contactable during the activity in case their child requires assistance.
6. Adults supervising children in changing rooms must be the same gender as the child. Where this is not possible, the family changing room should be used.
7. No one should enter male / female changing rooms whilst they are being used by members of a different gender to them, with the exception of the family changing room.
8. Where family changing rooms are not available a parent, guardian or carer may in exceptional circumstances take a child under 8 into a changing room for a gender that is different to the child (but the same as the parent, guardian or carer), where there is no parent, guardian or carer of the same gender as the child.

9. Mobile telephones or other photographic or filming devices must not be used for taking images or filming under any circumstances.
10. FaceTime, WhatsApp or other video calling applications must not be used in the changing rooms under any circumstances.
11. Mobile telephone calls should not be taken / made in changing rooms unless absolutely necessary.
12. The RAD cannot guarantee that children will be supervised by RAD staff while using the changing room facilities (see point 4 above), but younger children will be chaperoned by RAD staff to / from the changing room before and after the RAD exam, activity or class and between activities when they are attending more than one during a day
13. Where possible, facilities for students to safeguard their personal belongings should be available. The RAD takes no responsibility for personal belongings left in changing rooms.
14. If, in exceptional circumstances, the RAD should have concerns about bullying, fighting or other behaviour taking place that needs to be managed, it is possible that the RAD would request for all young people to be supervised, either by parents/guardians/carers or RAD staff, as appropriate when using changing facilities.
15. Any concerns or incidents must be immediately reported to a member of staff or the receptionist.

## 10 Fire evacuation

Visitors should familiarise themselves with the nearest fire exit. Teachers / hirers will direct class / activity members to the nearest fire exit and meeting point in the event of fire alarm activation. The fire assembly point in the car park is sign posted and everyone will be made aware of the correct location. The fire evacuation procedure is posted on signage around the RAD headquarters. Please ensure that fire exits are kept clear at all times.

### On discovering a suspected fire

- Raise the alarm by using the nearest alarm call point.
- Shout '**Fire, fire, fire!**'
- Fire marshals may attempt to put out the fire, but only if safe to do so.

### On hearing the fire alarm

- All parents, guardians and visitors must follow the instructions of the fire marshals.
- Evacuate the building, **without using the lift**, via the safest route to the nearest fire exit. Take nothing with you.
- Children in classes will be evacuated by their class teacher.
  - Parents of children in classes should not collect their children from the fire evacuation point unless instructed to do so.
- Parents, guardians and visitors should evacuate children that are not in classes at the time the alarm sounds, and proceed to the meeting point.
- **No one should re-enter the building or leave the fire assembly points, until instructed by the fire brigade that it is safe to do so.**
- Report to the lead fire marshal if there is a problem.

Please note the following clause for the protection of the fire marshals and others in the building:

### In the event of people not responding to the need to evacuate

- Leave the building to ensure your own safety and report to the Lead Fire Marshal

**Only re-enter the building OR leave the assembly point when it is safe to do so and the Lead Fire Marshal or fire services have given authorisation.**

## 11 Terms and Conditions

Where a student enrolls for RAD Dance School classes which are not included on the adult class list (syllabus classes (Discovering Repertoire, Intermediate Foundation to Advanced 2), Classical Ballet with a Focus on Pointe Work A and B, and Silver Swans) these adult specific terms and conditions do not apply, and customers should refer to the main Dance School Terms and Conditions.

### Fees, deposits and refunds

1. A fee is charged for each class enrolled per term.
2. Participants enrol for termly classes and these fees must be paid online at the time of booking. **We do not offer free taster sessions for Adult Classes.**
3. Fees will only be pro rata when a participant starts part-way through a term.
4. Refunds will not be given for non-attendance other than for the reason in accordance with [Clause 12](#).
5. Refunds will not be given where a class has to be cancelled and rescheduled for the reasons in accordance with [Clause 13](#).
6. Fees are currently exempt from VAT.

### Payment

7. Payment is made **prior** to starting classes.
8. All fees must be paid online via *Stripe* at the time of application.
9. Students attending Move to the Musicals classes are able to pay on the day of their class, directly with the Finance Department. Please note the Finance department's opening hours are: **Monday – Thursday 10.00am to 1.00pm and 2.00 – 6.00pm, Friday – 10.00 to 1.00pm and 2.00 to 5.30pm on Friday** for credit/debit card payment. If attending the 2pm class it is advised to please pay after class.
10. The RAD no longer accepts cash, cheque or direct debit payments for term fees. All telephone or in-person payments must be made with the Finance Department. The RAD will not be held responsible for money left at reception or with teachers. All payments must be made in accordance with [Clause 8](#).

### Register, attendance and absence

11. A register for each class is maintained by the teacher and for the purposes of safety and security.
12. If a participant is absent from class or activity for four or more consecutive weeks, a refund of 90% of the fees paid for unattended classes will be given on the evidence of a medical certificate. This must be provided within one month of the absence otherwise no refund will be given.

13. If a class is cancelled due to the sickness of the teacher, a health epidemic or any other unforeseen event, we will try to reschedule the class. This may be on a different day and time from when the class was originally scheduled, and might involve an extension to the term time dates. No refunds will be given in this case.
14. Where a student misses a class or activity, it is not possible for a different class to be attended as a 'make up' class or activity. Students may only attend classes for which they are enrolled.
15. Where a student watches a class rather than participates, this still counts as attendance. No refunds may be given for classes where a student merely watches.

### Late Payment

16. The payer will receive written notice if payment has not been received in accordance with these terms and conditions.
17. The RAD reserves the right to charge interest for any unpaid fees.

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

18. If an invoice has not been paid upon enrolment in accordance with [Clause 8](#), the participant will not be admitted to any classes until fees have been paid in full.
19. The RAD reserves the right at any time during the term to ask participants to leave a class if any fees remain outstanding after the start of term.
20. Enrolment for adult classes will lapse after the term has ended and participants will need to re-enrol online for the next term, once booking has been opened. An enrolment cannot be automatically carried over.
21. Where students are enrolled in RAD Dance School classes (syllabus classes (Discovering Repertoire, Intermediate Foundation to Advanced 2), Classical Ballet with a Focus on Pointe Work A and B, and Silver Swans), they will be automatically enrolled each term unless an online withdrawal form is submitted by the termly withdrawal deadline. In these cases, the withdrawal procedure set out in Clauses 23 - 29 of the main Dance School terms and conditions must be followed.
22. Change of class requests are to be made online via the RAD website at <https://www.royalacademyofdance.org/classes/our-dance-school-in-london/additional-information/cancel-add-change-class/> . These requests will be reviewed by a member of the team and you will be contacted with the outcome of the decision. Students **must not** change to another class without written confirmation from the RAD Dance School office.
20. Vocational classes – to be eligible to join one of the following classes you will be required to present a copy of your certificate from the previous vocational grade. The RAD Dance School has the following prerequisite qualifications/experience for Vocational grades:

Intermediate Foundation:                      Two years of recent ballet training

Intermediate:	Intermediate Foundation Certificate
Advanced Foundation:	Intermediate Certificate
Advanced 1:	Advanced Foundation or Intermediate Certificate
Advanced 2:	Advanced I Certificate

### Permissions (Medical & Photographic consent)

21. Medical: Participants are required to give permission for an authorised RAD First aider to give any immediate and/or necessary first aid treatment. This includes any emergency medical treatment recommended by competent medical authorities including emergency medical staff. Participants can opt out of this during online application.
22. Photographic: Upon application, participants are asked to opt in or opt out of photographic consent. Participants will be notified in writing when photographic sessions take place.

### Discounts

23. Additional adult class discount: where two Beginners, Improvers or Advanced/Professional level ballet classes are booked together, you will receive a 10% discount.

### Waiver

24. Physical contact may be necessary by members of the teaching faculty. If you have any concerns regarding this matter, please contact the Dance School Manager.

### Code of Conduct

25. A Code of Conduct for participants is available in the Adult Class Information Pack. Failure to observe this may result in participants being asked to leave. The RAD reserves the right to refuse any participant prior to or after enrolment. No refund will be given if the Code of Conduct has been invoked.

### Content

26. The RAD reserves 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.

### Data Protection

27. The Royal Academy of Dance, including Royal Academy of Dance Enterprises Ltd is committed to protecting and respecting your privacy. We only use personal information if we have an appropriate reason (lawful basis) to do so and this includes sharing information outside the Royal Academy of Dance.
28. We review how long we keep personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations. We hold your personal information on our systems for only as long as is necessary for the relevant activity, or as long as is set out in any relevant contract or agreement you hold with us.

29. Please be reassured that we will not release your information to other organisations unless in exceptional cases when we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime. In all other instances we would only share your information with another party, if you have given your explicit permission to do so.
30. The RAD Dance School's Privacy Notice can be downloaded from the website at: <https://www.royalacademyofdance.org/dance-school-privacy-page/>
31. The RAD's corporate Privacy Notice can be found on the website at: <https://www.royalacademyofdance.org/privacy-policy/>

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### **Changes to the terms and conditions**

33. The RAD reserves the right to change these terms and conditions at any time for the benefit of the business, staff or participants.

### **Agreement to the terms and conditions**

34. Customers are required to acknowledge their acceptance of the terms and conditions by checking the relevant box during online application.
35. The term and conditions must be accepted in order to enrol in classes at RAD Dance School. Applications cannot be submitted until the acceptance box has been checked (see [Clause 34](#)).

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Royal Academy of Dance  
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## 12 Contact us

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<https://www.royalacademyofdance.org/about-us/find-us/>

Web: [www.royalacademyofdance.org](http://www.royalacademyofdance.org)

Twitter: <http://twitter.com/RADheadquarters>

Facebook: <http://www.facebook.com/RoyalAcademyofDance>

Royal Academy of Dance Enterprises Ltd: [www.radenterprises.co.uk](http://www.radenterprises.co.uk)



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