

ROYAL ACADEMY OF  
**DANCE**

# **DANCE SCHOOL INFORMATION PACK**



Photo by: Richard Allen

**Academic Year 2020/21**

# 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: 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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# I Term dates

## Autumn term 2020

- Term Begins: Monday 7 September 2020 (7 weeks)
- Half Term: Monday 26 October – Saturday 31 October 2020
- Term Ends: Saturday 5 December 2020 (5 weeks)

**Total number of weeks: 12 weeks**

## Spring term 2021

- Term Begins: Monday 4 January 2021 (6 weeks)
- Half Term: Monday 15 February – Saturday 20 February 2021
- Term Ends: Saturday 27 March 2021 (5 weeks)

**Total number of weeks: 11 weeks**

## Summer term 2021

- Term Begins: Monday 19 April 2021 (6 weeks)
- Half term: Monday 31 May – Saturday 5 June 2021
- Term Ends: Saturday 10 July 2021 (5 weeks)

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

*(Please note: No classes on bank holiday Monday 3 May)*

Please note that all classes break for half term except the following adult classes:  
Ballet Beginners, Ballet Improvers Level 1, 2 & 3 and Ballet Advanced/Professional

For information on timetables, term dates, class styles, and fees, please visit:

<https://www.royalacademyofdance.org/classes/our-dance-school-in-london/additional-information/term-dates-timetables-fees/>

## 2 Enrolment

Please read all of the information in this document and make sure that you follow all aspects of the enrolment procedure.

### Application

We only accept online applications via the RAD website <https://www.royalacademyofdance.org/classes/our-dance-school-in-london/additional-information/apply/>. All the information you provide will be stored in accordance with our Data Protection Policy. Once you have submitted an application, please wait for us to get in touch with further information.

### Waiting lists

Please note there is limited number of participants per class. All new applicants will be added to a class waiting list and we will be in contact as soon as a place becomes available. We do not accept new applications after half-term and applications after this date will be carried over until the next term.

### Trial classes

Once a space becomes available in a suitable class, we will be in contact to offer a free trial session in an available class. All invitations will be sent in an email containing all the details you need, and the next steps that you need to take. No preparation is needed for the trial session which will take place in a normal weekly class. The trial is mainly to check that we have allocated your child to the correct level of class, and to also ensure that your child and their teacher are happy before committing. Please note that parents are not permitted to watch trial assessments.

### Permanent enrolment

After the trial class you will be sent a follow up email explaining what to do next. Parents/Guardians must then contact the RAD Dance School **by email** to advise whether or not their child would like to continue permanently within 3 days of the trial class. Failure to do this may result in your student's space being offered to another student on the waiting list. Provided the teacher advises that the class is suitable for the student they will be enrolled in the class. A student's place in the class can only be confirmed in writing by the Dance School office.\* A pro-forma invoice will then be raised and sent to the email address supplied. We ask that you pay your invoice upon receipt, failure to do so will result in your student's space being excluded from class until full payment is received. Once permanently enrolled, each student will be automatically re-enrolled for the following term and an invoice will be emailed to you before the next term begins - you do not need to notify us that you wish to continue each term. However, if you wish to make any changes to the classes into which you are enrolled, then please follow the guidance on page 8.

\*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.

### Vocational enrolment

A copy of the certificate from the previous vocational grade must be submitted to the Dance School prior to enrolment. (See prerequisite qualifications below).

Advanced Foundation:  
Advanced 1:  
Advanced 2:

Intermediate Certificate  
Advanced Foundation Certificate  
Advanced I Certificate

Intermediate Foundation and Intermediate students **will be asked to attend a trial session** to assess whether the level is suitable.

## 3 Class information – Covid 19

In advance of re-starting classes the RAD has worked to ensure that the required government guidelines are in place to help you, our staff and teachers stay safe and COVID-secure. We do however need your support in this effort when you attend our classes. We have created this guide to inform you on how we can work together to do this. It is vital that each and every one of us follow the practices set out in order to protect ourselves and others. Staying safe is very much a joint effort.

There will be some new ways of working and changes to our normal procedures, practices and routines which will require us all to adapt. These changes are outlined below and are based on government guidance and explained in our risk assessment for the activity. It is therefore vital that this information is read carefully before you attend class. If you have any questions please contact us in advance of the term start date at [danceschool@rad.org.uk](mailto:danceschool@rad.org.uk) . Please note there are some FAQs which may answer some initial questions at the end of our shared guidelines.

Together, we aim to create the best possible COVID-secure environment for us all so that we continue to enjoy our shared activities.

### Before attending class

- Please ensure you are well and it is safe for you to attend class by the latest government guidance: <https://www.gov.uk/coronavirus>
- **Do not** leave home and **do not** attend class if you or anyone you live with has coronavirus or any of the following symptoms: a high temperature, a new continuous cough, a loss of, or change to, your sense of smell or taste
- Check with the NHS if you have symptoms: <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

### Before traveling to class

- Changing room facilities will not be available at the RAD. Students should come dressed for class and ready for their activity, wearing the required dance/activity clothing underneath any additional clothing required to travel in to stay warm.
- Students should travel home to change/shower after class.
- Changing rooms will only be accessible for essential needs and for students with disabilities or special needs. In these cases social distancing rules should be maintained and facilities should be used as quickly as possible.
- Students should come to class ideally carrying no bag and arrive with only their required dance shoes in hand. If a bag is required we ask that this is small and carries only essentials.
- Additional luggage will not be able to be accommodated within the RAD building or in the studio.
- Always wear clean, freshly washed clothes each day to class to avoid cross contamination from other activities or places where clothes may have been worn previously.
- Students wear slip on outdoor shoes that are easy to put on and off.
- Students must wear a form of dance shoes. Bare feet will not be permitted.
- If age 11 or older a face mask should be worn on entry to the building and moving around RAD Headquarters. Please inform us by emailing [danceschool@rad.org.uk](mailto:danceschool@rad.org.uk) in advance of the term start date regarding an exemption.
- Before travelling to the RAD please check government guidelines regarding the use of public transport when planning your journey: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers> .
- Parking is not available at RAD, nor will you be able to drop off and pick up in the courtyard so we would advise you to park locally and walk to the Academy.

### On arrival at the RAD

- Class times and arrival will be staggered and students will be provided with an arrival time and a collection time (for students under 18). Please note the following procedures will be in place and **must be** followed at all times:

### Arrival/drop-off at the RAD

- Students should **not arrive prior** to the arrival time given, if students arrive early they will be asked to leave and return at the time given
- Students should arrive promptly, if students arrive late they may have to wait whilst another group is looked after before a member of staff can assist them
- Students under 18 years of age, **must be accompanied** by an adult until the student has been granted access to the building and has passed all of the required entry checks (please see below for entry checks in place)
- **Only one adult must** accompany the student to the RAD
- On arrival students and parents/guardian (if applicable) will be asked to queue following social distancing measures, standing 2m apart
- Staff will speak to each student and parent/guardian and carry out entry checks before the student will be able to enter the building (see below for details regarding entry checks)
- Following the student being granted access to the building, parents/guardians should leave the courtyard without delay, as space within the courtyard is limited and we want this to be a safe place for all by helping to limit the number of people in the area.

### Collection/leaving the RAD

- A collection time will be provided to students under 18 years. Do not arrive early or you will be asked to leave and return at the time given.
- Please ensure you arrive on time to collect the student to avoid delays.
- If you do arrive late, please note you may have to wait longer to collect the student as staff may be assisting with other groups.
- Please note the point of collection or exit for students may different to the point of arrival/entry.

### Entry checks

- No access to the building will be granted until the below entry checks have been passed:
  1. The student has provided their name and the class they are attending
  2. The student declares and confirms that they do not have any symptoms of coronavirus
  3. If 11 years or older, the student is wearing a face covering/mask unless the student has a valid exemption not to wear a face covering. Please inform us by emailing [danceschool@rad.org.uk](mailto:danceschool@rad.org.uk) in advance of the term start date regarding an exemptions
  4. The student has sanitised their hands and feet on the disinfectant mat outside the entry door
  5. The student has had their temperature checked - **adults only** (aged 18+)

### In class

- On arrival outside the dance studio, students will be required to remove their outdoor shoes and change into their dance shoes, outdoor shoes will remain outside the studio. Students should wipe their feet on a disinfectant mat outside the studio and use hand sanitiser to cleanse their hands before entering one by one.
- If age 11 or older a face mask should be worn on entry to the building and moving around RAD Headquarters. In the dance studio we will ask all teachers to wear a mask. In the interests of assuring the safest possible environment at the RAD we strongly recommend the use of face masks in the studio at all times if age 11 or older. We understand that the guidance regarding face coverings are subject to review around Easter; we will adhere to the guidelines available and update you accordingly.
- Dance studios have been marked with 2m social distancing. An X marks the spot for students to stand in the centre or at the ballet barre.
- Students will be advised by teachers where their spot is and how to move around the studio safely.
- Students should avoid contact with the floor, where possible, which includes sitting on the floor before, during or after class.

- Students should listen carefully to teachers and assistants throughout their time in the studio and within the building.
- Class numbers have been restricted to fall in line with government guidance.
- Once groups have been set, students will be unable to change group/class for the duration of the course. Therefore no change of class requests can be taken once the term has begun. Similarly trial classes will be restricted and will not take place throughout the term once the group is set.
- Students should ask teachers and assistants for advice during class if they are unsure of the instructions given or have any concerns.
- Dance studio ventilation will be carefully monitored by our Facilities team. For this reason students must not alter open or closed windows/doors at any time.

### Going to the toilet

- Students, where possible go to the toilet in their own home prior to travelling to the RAD to help limit the use of the facilities within the building.
- If required to use the toilet within the building, students will be given access to the nearest available facility.
- Only one person will be allowed in the toilet at any one time. Please be as quick as possible so that others do not wait too long.
- Users should wash their hands using soap and water provided continually for 20 seconds and follow signage advising on good hand washing technique.

### When you arrive home

- Please ensure you wash your hands, thoroughly, as soon as you get home. Wash your clothes and PPE in preparation for your next class at the RAD.

### Rules to keep everyone safe

- Entry to the RAD building is strictly **only** provided to students who are attending class (at their arrival time) and required staff. No access to the building will be granted to members of the public or parents/guardians. Only in the case of a medical emergency will parents/guardian be given access via a member of staff dealing with the situation.
- Parents/guardians **must accompany students throughout the entry checks and take full responsibility for the student they are escorting until a member of staff advises they are able to leave.**
- If the entry check requirements listed are not met the student will not be granted entry to the building and asked to leave immediately.
- Students will be escorted through the building by a member of staff using a one way system and must carefully follow staff. Students are not permitted to move around the building unaccompanied.
- Students should maintain social distancing as much as possible within the building and respect others.
- Any break time must be taken outside of the building unless short and able to wait in the studio and no food should be consumed within the building.
- Water will only be allowed to be taken into the studio for Vocational level classes.
- Any student that does not obey the instructions of staff may be asked to leave and not be granted access to class in the future.

### Frequently Asked Questions

#### Will I / my child be safe at the RAD from COVID-19?

We will do everything we can to ensure that the Academy is a safe environment for all students and staff at all times. However, no organisation can guarantee that students, staff and teachers will be 100% safe from the virus at all times. What we can guarantee is that we are adhering to all government guidance and we ask you to join us in keeping our setting as safe as possible by following the procedures we have put in place.

#### The dance studios / school / fitness centre somewhere else in London are doing things differently, why are you not doing the same as them?

Every setting is unique and will be making choices and implementing a plan that is best for their users depending on their building and the way in which it operates. It is not possible to compare one setting to another.

#### I haven't seen my teacher or friends for a long time. How should we say hello to each other?

We are aware that students have been training at home for some time and will be pleased to see friends and teachers they have not seen for a while. We understand that you want to say hello but we ask that you do this from a distance and avoid physical contact, perhaps do so with a big smile, nod of the head or a ballet curtsey instead to ensure we keep everyone safe as we return to the studio.

### **Is more regular cleaning taking place within the RAD building?**

Yes, the RAD's cleaning processes will be increased around the building with frequent cleaning taking place across all areas and frequency will be based on use and rotation of staff and student groups in line with government guidance.

### **Can I make a face mask?**

Yes, guidance on how to make and wear a face mask can be found at:

<https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering>

## **Other facilities at the RAD**

There is an RAD shop onsite which stocks uniform for syllabus and for all other dance styles that we offer.

Shop opening times:

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

## **Making Changes to Classes**

Change of class and additional class requests can be sent via our website, or by email to [danceschool@rad.org.uk](mailto:danceschool@rad.org.uk). These will be reviewed by a member of the Dance School team and you will be contacted with the decision. Students **must not** change to another class without written confirmation.

## **Withdrawing from the Dance School**

Students must give notice, in writing, to withdraw from class/classes. All requests must be made in writing **by the termly deadline** using the online form at <https://www.royalacademyofdance.org/classes/our-dance-school-in-london/additional-information/cancel-add-change-class/>. Withdrawal deadlines are published at each half term on the RAD website, in newsletters and on the Dance School Noticeboard. **Failure to notify the office by the deadline will result in late withdrawal fees** (see our Terms and Conditions).

## **Watching Days**

Our Watching Days give you the chance to see how your child has progressed in class. Watching days take place in the normal class time towards the end of each term and dates are published around half term. The dates will be available online on our website, and are included in our half term e-newsletter, as well as posted on the noticeboards in each reception. Hand-outs are also available from the holders by each noticeboard. Each student is permitted to bring two guests to their Watching Day (children are permitted at the teacher's discretion).

Filming and photography is not permitted due to both safeguarding and copyright issues. Individual photographs of your child can be taken at the end of the class if time allows.

Please note that we are unable to accommodate parents and guardians watching on any alternative dates to the ones published due to the disruption that this causes and safeguarding measures.

## Other procedures

### Safe Touch

Due to the nature of dance classes, some physical contact between the RAD teacher and student may be necessary. If you would like to discuss this further, please contact the Dance School Principal or Manager.

### Photography and filming

While at the RAD Dance School, photographs and/or footage may be taken of students for use in promotional materials and on our websites. In conjunction with the RAD's Data Protection and Visual and Social Media policies, RAD Dance School will not publish or post any images/footage of students without prior written consent. Images/footage will only be used for the purpose(s) stated on the permission form and they will only be kept for the length of time indicated. You can opt out of this during your online application.

### Trainee RAD teachers

Occasionally trainee teachers from the RAD Faculty of Education programmes observe our classes. If you have any concerns about this, please contact the Dance School Manager.

### RAD Safeguarding Policy

We have a formal policy and procedures on safeguarding children and vulnerable adults, which can be viewed at <https://www.royalacademyofdance.org/about-us/corporate-governance/rules-regulations-and-policies/>. We also have Designated Safeguarding Officers (DSOs) and Senior Safeguarding Officers (SSOs). To find out the DSO responsible for the Dance School, or to discuss any safeguarding concerns please contact the Dance School Manager on 0207 326 8043.

# 4 Information on Dance School assessments

## Types of assessment

We offer RAD examinations, class awards, solo performance awards, demonstration and presentation classes at the following levels:

<b>Dance to Your Own Tune</b>	(Demonstration Class), the curriculum for children from 2½ to 5 years.
<b>Graded syllabus</b>	Pre-Primary in Dance, Primary in Dance and Grades 1 – 8.
<b>Vocational Graded Examinations</b>	Intermediate Foundation, Intermediate, Advanced Foundation, Advanced 1, Advanced 2.

Graded and Vocational Graded Examinations can be taken at the same time.

## Entry to assessments

Assessments are offered at the end of each term during the 3-week exam session specified by the Exams Department. Classes are typically entered for their assessments after 4/5 terms of study, but this is at the discretion of the class teacher.

Due to the high number of assessment entries, examiner allocation and studio and teacher availability, **you cannot select a date for your child's assessment**. This will be allocated by the Dance School Manager in conjunction with the Exams Department.

Please also be aware that assessments can take place **at any time** during the exam session **including weekends and school time**. Should your child's assessment fall during school time, an RAD School Absence Authorisation letter can be provided for you to send to your child's school. This is recognised as a valid absence authorisation.

For more information about RAD examinations and assessments, please see the website:

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

# 5 Age guidelines and class descriptions

## Age guidelines

<b>Family Dance</b>	2 ½–3 years	
<b>Dance to Your Own Tune 1</b>	3 years	
<b>Dance to Your Own Tune 2</b>	4 years	
<b>Pre Primary</b>	5 years	
<b>Primary</b>	6 years	
<b>Grade 1</b>	7 years	
<b>Grade 2</b>	8 years	
<b>Grade 3 +</b>	9 years with some ballet experience	
<b>Discovering Repertoire Level 2</b>	12 years + (Grade 5+)	
<b>Ballet for Beginners</b>	13–17 years	
<b>Boys Ballet</b>	Level 1: 5–8 years	Level 2: 9–11 years
	Level 3: 12–17 years	Boys Beginners: 9 years+
<b>Creative</b>	4–8 years	
<b>Contemporary</b>	Level 1: 9–12 years	Level 2: 13–17 years
<b>Jazz Juniors</b>	4–7 years	
<b>Jazz</b>	Level 1: 7–10 years	Level 2: 11–17 years
<b>Street Starters</b>	4–8 years	
<b>Street Dance</b>	Level 1: 9–13 years	Level 2: 14–25 years
<b>Song &amp; Dance</b>	Level 1: 7–11 years	Level 2: 12–17 years

## Level prerequisites

**Pre Vocational:** Grade 3 with Distinction

**Classical Ballet with Focus on Pointe Work A:** Intermediate levels

**Classical Ballet with Focus on Pointe Work B:** Advanced levels

**Advanced Non Syllabus Ballet:** Advanced Foundation +

## Family Dance Movement Class (2 ½–3 year olds)

A fun and creative movement class for toddlers aged 2½ and above and their parent, grandparent or carer. Taught by a highly experienced and respected RAD teacher and accompanied by a pianist, these classes are a perfect introduction to movement and dance and provide a good springboard into the RAD Pre School curriculum. The classes are designed to improve the children's confidence and co-ordination and develop their social skills. Using an array of props and lively music, the classes guarantee to capture the children's and adult's imagination.

## Dance to Your Own Tune, levels 1 & 2 (3-4 year olds)

Movement, music, and magic in our curriculum for children aged 3-4 years. Taught with a live pianist, these are lively but structured classes that develop children's physical skills and encourage creativity, expression, and musicality. And, behind all the fun, they'll actually be prepared for a transition to ballet and other dance genres at higher levels.

## Pre Primary and Primary in Dance (5–6 year olds)

These structured classes develop students' physical skills, stamina, creativity, expression and musicality using a range of movements and musical styles. The syllabi prepare students for a successful transition to ballet and other dance genres at higher levels.

## RAD Graded Ballet (Grades 1–8)

The Graded Examinations in Dance Syllabus consists of three dance disciplines:

- **Ballet** - the foundation and the most important part of the syllabus.
- **Free Movement** - influenced by and incorporating movements in common with other dance styles such as Natural Movement, Contemporary and Classical Greek Dance.
- **Character** - the theatrical presentation of national dance using original ethnic dance and music which has been freely adapted for the theatre. Styles selected because of their historic importance in the development of the nineteenth century full-length classical ballets.

### **Solo Performance Award (Grades 1–5)**

In addition to an examination at each level, we offer optional Solo Performance Award exams. This is an excellent opportunity for students to present three dances to an RAD Examiner where they will be assessed on technique, musicality, performance and recall. A great benefit of this is that students are able to treat this like a real performance. They also have the option of enhancing their uniform to make simple costumes.

Students can only join this class at the start of a term and must already have taken an exam in the corresponding exam level of the Solo Performance Award class. **This class runs for one term only** and the Award is taken towards the end.

### **Pre Vocational Ballet (Grade 4 +)**

A non-syllabus class specifically designed for students from Grade 4 upwards to develop their technique and strength and gain a sound knowledge of the vocabulary required for Intermediate Foundation. This will ensure a more seamless transition from the Graded syllabus into Vocational levels. Entry into this class requires 70 marks or more in their last exam (Grade 3 and above), or a recommendation by their teacher with a trial class (no trial class is needed if gained 70+) and must be taken in addition to at least one Graded class. There will be an annual assessment to ensure the students are of the correct standard. *This class is by invitation only.*

### **Introduction to Pointe Work**

Introduction to Pointe Work is a new class added to the Dance School timetable for students who are enrolled in Pre-Vocational or Intermediate Foundation. The class is designed to help students strengthen and develop their technique in this key area of classical ballet which will support their Vocational training. *Entry into this class is by invitation only.*

### **Scholars**

*Scholars* is a new class added to the Dance School timetable for students who show an advanced and skilled level of ballet. Scholars is for students of Grade 3 and above. Students work to perfect technique, performance skills, pointe work (if applicable) and many other aspects to become a professional dancer. There will be performance opportunities for this class. *Entry into this class is by invitation only and students will require a trial class.*

**Levels: Junior (Grade 3+)**

**Senior (Intermediate Foundation+)**

### **RAD Vocational Ballet (Intermediate Foundation–Advanced 2)**

The Vocational Graded Examinations in Dance Syllabus provides an **in-depth study** of ballet, developing students' technique, music and performance skills and introduces pointe work for female candidates. This highly-focused and practical training prepares students for a dance, or dance-related, career. The syllabi are appropriate for students from the age of 11 years. Students wishing to study for Vocational Graded examinations should have the maturity and technical aptitude for demanding study.

### **Classical Ballet with a Focus on Pointe Work A (Intermediate levels)**

A classical ballet class with a strong focus on the development of pointe work. 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 and above (or Intermediate Foundation level with recommendation from a Dance School teacher) to strengthen and develop their technique in this key area of classical ballet, whilst also working on their performance and artistry skills.

### **Classical Ballet with a Focus on Pointe Work B (Advanced levels)**

A classical ballet class with a strong focus on the development of pointe work. 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 strengthen and develop their technique in this key area of classical ballet.

### **Advanced Non Syllabus Ballet (Advanced Foundation + only)**

A non-syllabus, classical ballet class for students of Advanced level. Students are given the opportunity to use their RAD syllabus training in this challenging and focused class.

### **Discovering Repertoire Level 2**

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.

**Boys Ballet (Level 1: 5–8 year-olds, Level 2: 9–11 year-olds, Level 3: 12–16 year-olds, Boys Beginners: 9 years+)**

A specialist non-syllabus class for boys which focuses on male ballet technique and choreography. Taught by a male RAD teacher, the classes develop core strength, musicality and presentation skills. Promoting fitness and well-being, Boys Ballet provides a core technique that will enhance performance in all other styles of dance, from jazz and tap to contemporary and street dance.

### **Ballet for Beginners (13–17 year olds)**

Suitable for students with little or no previous experience of ballet, these non-syllabus classes introduce the basics of ballet technique with an emphasis on fun and enjoyment. The study of ballet improves posture, general health and coordination whilst giving the opportunity to express and communicate through music and movement. The classes are taught by a highly experienced RAD teacher and accompanied by a pianist and are a perfect preparation for RAD adult ballet or Graded syllabus classes.

### **Jazz Juniors (4- 7 years)**

This fun and energetic class gives the perfect introduction to jazz dance by developing co- ordination, introducing technique and building confidence in a friendly and welcoming environment. The students will learn fun dance routines to varying music styles.

### **Jazz Level 1 (7–10 year olds)**

Students will begin to develop basic jazz dance technique including preparation for turning, leaps and isolation movements. Warm-up exercises are followed by a fun dance routine in a lively and energetic environment.

### **Jazz Level 2 (11–17 year olds)**

Following a jazz warm-up and technical exercises, students learn choreography in various styles including lyrical, commercial and musical theatre. Developing routines over a few weeks, students gain a sound knowledge of the style before moving on to new choreography. This fun and energetic general level class is taught by a professional teacher and choreographer.

### **Creative (4–8 year olds)**

Tell a story through dance in this inspiring and imaginative class! Participants are encouraged to express themselves through music, movement and improvisation. This class helps to prepare students for other dance genres including contemporary and jazz.

### **Contemporary (Level 1: 9–12 year olds, Level 2: 13–17 year olds)**

*Age guidelines for contemporary are not strict. Classes are levelled according to skill set and pace of the class.*

Contemporary is versatile and can be danced to almost any style of music, or be mixed with other dance forms to create new styles of movement.

**Level 1** – (Beginners and Improvers) - provides the perfect introduction to contemporary dance technique, movement and self-expression. Exercises are developed to create choreographed routines.

**Level 2** – (Intermediate and Advanced) -further develops student's movement skills and vocabulary, stretching them physically and creatively. This class also provides additional technique support for students taking GCSE or A Level Dance courses.

### **Street Starters (4–8 years)**

Fun, energetic and professionally taught, this structured dance class is designed to develop co- ordination, introduce technique and build confidence in a friendly and welcoming environment. Students learn Street dance styles to the latest tunes, a great way to introduce children to dance!

### **Street Dance (Level 1: 9–13 year olds, Level 2: 14–25 year olds)**

High energy and stylised, these urban style classes are taught by a professional dancer and choreographer. Routines incorporate movements such as popping, locking, funk, jamming and hip hop and are performed to commercial and popular music. Students are also encouraged to express themselves through improvisation and free styling!

### **Song & Dance (Level 1: 7–11 year olds, Level 2: 12–17 year olds)**

Covering a range of musical genres, from current recording artists to musical theatre and film, Song & Dance gives students the opportunity to learn their favourite tracks and the dance combinations to perform them to. Students will develop skills in breathing, pitch, tone, harmony, voice projection and performance.

## 6 Fees

# DANCE SCHOOL FEES - JUNIOR

**Syllabus Classes** – RAD strongly recommended that students at Grade 3 and above take two classes per week.

	<b>Autumn Fee (12 week term)</b>	<b>Spring Fee (11 week term)</b>	<b>Summer Fee Monday Classes (10 week term)</b>	<b>Summer Fee (11 week term)</b>
Dance to Your Own Tune Levels 1 & 2, Pre-Primary & Primary	£120.00	£110.00	£100.00	£110.00
Grades 1–5	£132.00	£121.00	£110.00	£121.00
Grades 6–8	£132.00	£121.00	£110.00	£121.00
Intermediate Foundation & Intermediate	£156.00	£143.00	£130.00	£143.00
Advanced Foundation, Advanced 1 & 2	£180.00	£165.00	£150.00	£165.00

### Non-syllabus Classes

	<b>Autumn Fee (12 week term)</b>	<b>Spring Fee (11 week term)</b>	<b>Summer Fee Monday Classes (10 week term)</b>	<b>Summer Fee (11 week term)</b>
Boys Ballet Level 1	£120.00	£110.00	£100.00	£110.00
Creative Dance				
Street Starters				
Jazz Juniors				
Jazz Level 1 & 2	£132.00	£121.00	£110.00	£121.00
Contemporary Level 1 & 2				
Street Dance Level 1 & 2				
Song & Dance				
Ballet for Beginners				
Boys Ballet Level 2 & 3				
Junior & Senior Scholars	£144.00	£132.00	£120.00	£132.00
Boys Ballet Level 4				
Classical Ballet with a Focus on Pointe				
Non-Syllabus Ballet (Advanced)	£180.00	£165.00	£150.00	£165.00

Please see the terms and conditions for information about how to pay.

# 7 Uniform

Students must arrive for class with the uniform appropriate to their grade or level (see the uniform list below). Female students should have their hair neatly tied back, and students in Grades 1 and above should have their hair in a bun (assistants are on hand to help with hair should you need it). In the interests of safe dance practice, jewellery must not be worn, unless for religious or cultural reasons.

Any uniform or clothing left in the studios, changing rooms, or accidentally mislaid, will be held in lost property storage. This will be kept until claimed, or may be given to charity. We do not keep lost property for longer than three months.

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

## Dance To Your Own Tune – Primary

Female	Male
<p><b>Pink or Lilac</b> short-sleeved leotard (Brand: Freed &amp; Style: Chloe)</p> <ul style="list-style-type: none"> <li>• Georgette wrap over skirt (Brand: Freed &amp; Style: Georgette)</li> <li>• Short pink ballet socks</li> <li>• Pink leather or satin ballet shoes with 12mm matching pink elastic</li> <li>• Pink or lilac crossover cardigan (optional)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>White</b> t-shirt, black Shorts</li> </ul> <p><b>Or</b></p> <ul style="list-style-type: none"> <li>• <b>Pale blue</b> t-Shirt, navy shorts</li> <li>• Short white ballet socks</li> <li>• White ballet shoes with 12mm white elastic</li> </ul>
	

## Grades 1 – 3

<ul style="list-style-type: none"> <li>• <b>Marine Blue</b> or <b>Navy Blue</b> sleeveless leotard without ruche and matching waist elastic (Brand: Freed &amp; Style: Aimee)</li> <li>• Short pink ballet socks</li> <li>• Pink leather or satin ballet shoes with 12mm matching pink elastic</li> <li>• Character skirt - Blue (Ribbon colours: Dark Blue, Blue &amp; Light Blue)</li> <li>• Black Canvas Character Shoe (low heel) with pink 12mm elastic (Brand: Katz &amp; Style: Syllabus)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>White</b> short-sleeved leotard (Brand: Freed &amp; Style: Aaron)</li> <li>• <b>Navy</b> shorts (Brand: Freed)</li> <li>• Short white ballet socks</li> <li>• White ballet shoes with 12mm white elastic</li> <li>• Black Character shoes (Brand: Katz &amp; Style: Oxford)</li> </ul> <p><b>Boys 1, Boys 2 &amp; Boys Beginners please also follow this uniform.</b></p>
	

## Grades 4 – 5

- **Teal or Lavender** sleeveless leotard with ruche and matching waist elastic (Brand: Freed & Style: Faith)
- Short pink ballet socks or tights
- Pink leather or satin ballet shoes with 12mm matching pink elastic
- Character skirt - Pastel (Ribbon colours: Pink, Lilac, Light Blue)
- Black Canvas Character Shoe (Cuban Heel) with pink 12mm elastic (Brand: Katz & Style: Syllabus)

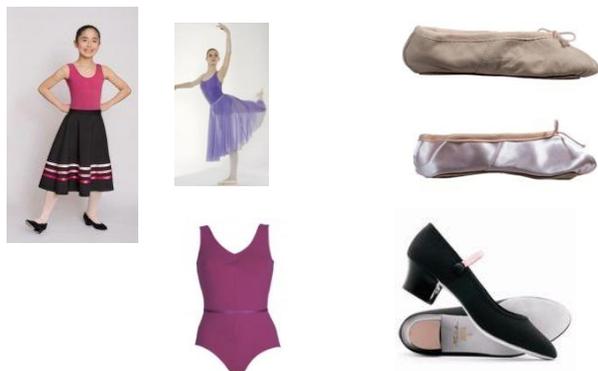
- **White** sleeved or sleeveless leotard (Brand: Freed & Style: Aaron / sleeveless)
- **Navy** stirruped tights (Brand: Freed)
- White socks
- White ballet shoes
- Black Character shoes (Brand: Katz & Style: Oxford)



## Grades 6 – 8

- **Mulberry** sleeveless leotard and matching waist elastic (Brand: Freed & Style: Faith)
- OR**
- **Burgundy** thin strap leotard (Brand: Freed & Style: Alice C)
  - **Mulberry** or **Burgundy** practise skirt
  - Pink ballet tights
  - Pink leather or satin ballet shoes with 12mm matching pink elastic
  - Character skirt - Bright (Ribbon colours: Mulberry, Purple & Blue)
  - Black Canvas Character Shoe (Cuban Heel) (Brand: Katz & Style: Syllabus) with pink 12mm elastic

- **White** sleeveless or short-sleeved leotard
- **Navy** stirruped tights (Brand: Freed)
- White socks
- White ballet shoes
- Black Character shoes (Brand: Katz & Style: Oxford)



## Pre Vocational Class

- **Purple** leotard (Brand: Freed & Style: Bethany)
- Short pink ballet socks or tights
- Pink soft shoes with ribbons



- **White** sleeved or sleeveless leotard
- **Navy** stirruped tights (Brand: Freed)
- White socks
- White ballet shoes

## Intermediate Foundation and Intermediate Vocational classes

- **Royal Blue** leotard (Brand: Freed & Style: Alice C or Bethany)
  - Pink ballet tights
  - Pink soft shoes (Inter Foundation) or pink soft block shoes (Intermediate) both with ribbons **AND**
  - Pink Pointe shoes with ribbons
- Soft ballet shoes **should not** be worn from Intermediate level upwards.

- **White** sleeveless or short-sleeved leotard
- **Navy** stirruped tights (Brand: Freed)
- White socks
- White ballet shoes
- RAD Sweatshirt Black (optional)

**Boys 3 please also follow this uniform.**



## Advanced Vocational classes and Non Syllabus classes

- **Black** leotard (Brand: Freed & Style: Jane, Alice C or Bethany)
  - Pink ballet tights
  - Pink soft block shoes with ribbons **AND**
  - Pink Pointe shoes with ribbons
  - RAD Sweatshirt Black or Pink (optional)
- Soft ballet shoes **should not** be worn in all Advanced levels.

- **White** sleeveless or short-sleeved leotard
- **Navy** stirruped tights (Brand: Freed)
- White socks
- White ballet shoes
- RAD Sweatshirt Black (optional)



## Ballet for Beginners 13 – 17 years

Leotard (colour of your choice)  
Pink Ballet tights  
Pink satin or leather ballet shoes

Fitted track suit bottoms/shorts  
Fitted T-shirt/Vest  
**Black** Lace-up Jazz shoes/Ballet shoes

## Jazz, Creative and Contemporary

**Black** footless tights or Jazz pants  
**Black** leotard or fitted T-shirt  
Footwear:  
**Jazz** - Black Lace-up Jazz shoes  
**Creative/Contemporary** – Barefoot (socks for warm-up)  
Knee pads for Contemporary (optional) Brand: Rucanor

**Black** Jazz pants/fitted track suit bottoms  
**Black/White** fitted T-shirt  
Footwear:  
**Jazz** - Black Lace-up Jazz shoes  
**Creative/Contemporary** – Barefoot (socks for warm-up)  
Knee pads for Contemporary (optional) Brand: Rucanor

## Street Dance

Street t-shirt – which can be purchased from the RAD shop  
Black or dark coloured leggings or tracksuit bottoms  
Jazz sneakers (e.g. Freed) or Lace-up Jazz shoes - **footwear must be worn**  
No black soled trainers permitted apart from Jazz sneakers.  
Knee pads for Street 1 & 2 (optional) Brand: Rucanor

Street T shirt – which can be purchased from the RAD shop  
Black or dark coloured tracksuit bottoms  
Jazz sneakers (e.g. Freed) or Lace-up Jazz shoes - **footwear must be worn**  
No black soled trainers permitted apart from Jazz sneakers.  
Knee pads for Street 1 & 2 (optional) Brand: Rucanor

## Song & Dance

Loose comfortable clothing suitable for dance  
Jazz sneakers (e.g. Freed), Lace-up Jazz shoes or ballet shoes - footwear must be worn

Loose comfortable clothing suitable for dance  
Jazz sneakers (e.g. Freed), Lace-up Jazz shoes or ballet shoes - footwear must be worn

## Optional Extra – all classes

RAD Tracksuit – suitable for wear before and after class/during warm ups.

# 8 Code of Conduct

**For all students, parents, and guardians at the RAD Headquarters, London - expectations in respect of pupils admitted to the Dance School.**

The aim of the RAD Dance School is to ensure that all students experience dance in a fun, friendly, positive and safe environment. In order to achieve this, please take note of the following guidelines.

Any student unable or unwilling to profit from the education provided at the school may be asked to withdraw from the school after reasonable notice.

## Rules and Regulations

### Customer Incidents

Aggressive, abusive or anti-social behaviour is not tolerated from 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 only one part of the wider RAD organisation and therefore we ask that you remember that the headquarters is a workplace for many different people. Please conduct yourselves in an appropriate manner and respect the RAD's staff, all 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 students arrive in good time. Those arriving late for class they 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 students do not attend on a regular basis, then the development of the class and the individual student will be affected. Students' attendance will be monitored as they prepare for their examinations and assessments, and those who fail to attend classes and additional lessons may be withdrawn. We regret that it is not possible to make up missed classes by attending another class for which you are not registered.

### Discipline

Pupils are expected to behave in an orderly, civilised and well-mannered way and to show respect to their teachers, assistants and other students when attending the RAD Dance School. Failure to comply with the rules and regulations may result in withdrawal. **Bullying is not tolerated at the RAD Dance School.**

### Uniform

It is extremely important that students arrive dressed and ready for class in full Dance School uniform in order to be able to work correctly and safely in class, and to present a neat and elegant appearance. All students (if hair length permits) from Grade I and above should have their hair in a neatly-tied bun. We ask that all students make a concerted effort to come to class wearing a bun or headband for shorter hair.

### Changing

Should there be a need to change clothing during the course of their class, then RAD staff will assist with getting the student changed in a safe environment. Students will only be changed in the designated changing areas in the presence of other students or teachers, but never alone with one adult. Please refer to the **Changing Room Guidelines** for more information.

### 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.

## Drop off/collection

Parents and guardians are asked to drop off students directly before the start of their class and to supervise them until the class time.

## Main Reception

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

## Main reception student drop-off and collection

- All classes that are collected by an assistant or teacher from the café area and will be returned to the cafeteria area.
- The main reception is a quiet area.

## Access to the Fonteyn Centre reception

- All parents must sign in at main reception regardless of which side of the building their child's class takes place.
- Parents are requested to drop off their children a maximum of ten minutes before their class is due to start.
- Please stay with your child until they have gone in to their class and then wait in the cafeteria area in the main building.
- Parents should come back five minutes before class end time to collect their children.

## Personal Property

Students should make sure that they keep their valuable personal items with them at all times. We cannot be held responsible if items go missing.

## Remuneration and fees

As per our **Terms and Conditions**, fees must be paid **before** the first class of each term. Failure to do so may result in withdrawal.

## 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/about-the-rad/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. Parents and guardians must sign in when arriving at the school.
- Parents and guardians are not to follow students into restricted access areas of the RAD and are kindly asked to refrain from waiting in the corridor by the stairs when students are returning from classes. Collection of pupils is to be done in the same area where they were picked up by Dance School staff prior to the start of class.
- 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. Parents and guardians are asked not to collect their child or ward from the designated meeting point prior to the fire marshal allowing them to do so and must adhere to the instructions of the fire marshal.
- 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.
- Parents and guardians are asked to drive carefully when dropping off and collecting their children from classes.
- Children's scooters, skate boards, and roller skates must not be ridden anywhere on the premises.

# I0 Fire evacuation policy

Parents, guardians and visitors should familiarise themselves with the nearest fire exit. Teachers and hirers will direct class and activity members to the nearest fire exit and meeting point in the event of fire alarm. The fire assembly point in the car park is sign-posted and everyone will be made aware of the location. The fire evacuation procedure is posted on signs around 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

## Fees, deposits and refunds

1. A fee is charged for each class enrolled in per term.
2. Students are expected to attend all classes, and an invoice will be raised for the whole term.
3. Fees will only be pro rata when a student starts after a term has begun.
4. An invoice for students who enrol during the year will be issued to enable payment immediately (see [Clause 9](#)).
5. Refunds will not be given for non-attendance, other than for the reason set out in [Clause 17](#).
6. Refunds will not be given where a class has to be cancelled and rescheduled for the reasons set out in [Clause 18](#).
7. Where a refund is applicable, this will be issued in the form of an account credit to be used towards future invoices, unless the student is leaving the RAD Dance School completely and will not be re-enrolling in the following term.
8. Fees are currently exempt from VAT.

## Payment

9. Invoices must be settled **by the payment date stated on the invoice**; or prior to starting classes following confirmation after a trial/where a student has enrolled during the term. Failure to pay in line with these terms will result in the student being excluded from classes until full payment is received.
10. New students should pay using the invoice that will be sent to the email address provided upon full enrolment after the trial session.
11. Payment can be made online, by credit or debit card, in person or by bank transfer:
  - a. Online via [www.ezipayment.net](http://www.ezipayment.net) using the link provided on the invoice.
  - b. By telephone 020 7326 8018/8904 for credit/debit card transactions.
  - c. By bank transfer to:

### **HSBC Bank PLC**

31 Holborn Circus, London, EC1N 2HR

Sort Code: 40-11-58

Account Number: 90055948

Account Name: Royal Academy of Dance

IBAN Number: GB48HBUK40115890055948

Swift Code: HBUKGB4194P

For bank transfers please use the reference RADDs + Invoice Number e.g. - RADDs1001

12. The RAD no longer accepts cash, cheque or direct debit for term fees. All payments must be made with the Finance Department. The RAD will not be held responsible for payment left at reception or with teachers. All payments must be made in accordance with [Clause 11](#).
13. If an invoice has not been paid at the start of term or upon enrolment in accordance with [Clause 11](#), the student will not be admitted to any classes until it has been paid in full.
14. Once enrolled or attending class after a trial session, the full term's fees must be paid.
15. The RAD reserves the right at any time during the term to ask students to leave a class if any fees remain outstanding after the start of term.

## Register, attendance and absence

16. A register for each class is maintained by the teacher and records student attendance for the purposes of safety and security.
17. If a student is absent from class for four or more consecutive weeks, a refund of 90% of the fees paid for those classes not attended will be given only on the evidence of a medical certificate. This must be provided within one month of the absence, otherwise no refund will be given. Additionally, refunds can only be given from the date on the medical certificate.
18. If a class is cancelled due to the sickness of the teacher, a health epidemic, pandemic, infectious disease or any other unforeseen event, then we will try to reschedule the class. This may be on a different day and time from when originally scheduled, and might involve an extension to the term time dates. No refunds will be given in this case.
19. Where a student misses a class, it is not possible for a different class to be attended as a 'make up' class. Students may only attend classes for which they are enrolled.
20. 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

21. The payer will receive written notice if payment has not been received in accordance with these terms and conditions.
22. The RAD reserves the right to charge a late payment fee if an invoice remains unpaid after the first class of a new term.

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

23. If students wish to withdraw from classes, they are required to give **written notice by the termly withdrawal deadline** by completing the online withdrawal form at <https://www.royalacademyofdance.org/classes/our-dance-school-in-london/additional-information/cancel-add-change-class/>. Withdrawal deadlines are published at each half term on the RAD website, the Dance School Noticeboard and in the Dance School e-newsletter. Failure to inform the RAD of a written withdrawal will result in the refundable deposit for students enrolled before September 2009 being forfeited. Administrative fees and accumulated charges for classes prior to withdrawal notification will also accrue. The RAD will start proceedings to collect any debts that might remain unpaid for all students including interest charges in accordance with [Clause 21](#).
24. If you withdraw your student after the published withdrawal deadline, then late withdrawal fees will apply as per [Clauses 25](#) and [26](#).
25. If a student has **not** attended any classes during the term:
  - a. A £25 administration fee per class will be charged where the withdrawal notification is received between the withdrawal deadline and the third week of term (inclusive).
  - b. Where the withdrawal notification is received at any point after the beginning of the fourth week of term, the **full term's invoice** must be paid.
26. If a student attends any classes during the term, you are liable to pay for the **full term's invoice**.
27. Change of class requests and additional 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.

28. RAD Dance School reserves the right to discount a withdrawal or change of class request where it has been verbally given either to the Dance School office or a Dance School teacher and/or assistant and not followed up formally in writing as per [Clauses 23](#) and [27](#).
29. Students who are permanently enrolled are automatically re-enrolled each term unless formal written notification of withdrawal or change of class has been made as per [Clauses 23](#) and [27](#).
30. Students enrolled in more than one class of the same level and take their exam – need to withdraw/change of class for the second class – they will not automatically be moved to appropriate level unless it is also an exam class.
31. Pre-Vocational classes – entry into this class is **by invitation only** and the class must be taken in addition to at least one Graded class. Enrolment is guaranteed for a maximum of one year and during this time will undertake an assessment carried out by the teacher and Dance School Principal. The assessment will determine whether the student will move into Intermediate Foundation, continue in the Pre-Vocational class or continue with their Graded classes. Moving into the vocational stream will be at the sole discretion of the Dance School Principal.
32. 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 pre-requisite qualifications/experience for vocational grades:
 

Intermediate Foundation:	Teacher recommendation/Pre-Vocational student
Intermediate:	Intermediate Foundation Certificate
Advanced Foundation:	Intermediate Certificate
Advanced 1:	Advanced Foundation or Intermediate Certificate
Advanced 2:	Advanced I Certificate

### Permissions (Medical & Photographic consent)

33. Medical: Parents are required to give permission (for any students under 18) 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 authorities including emergency medical staff. Parents/Guardians are able to opt out of this during online application.
34. Photographic: Upon application parents are asked to opt in or opt out of photographic consent for their child. Parents will be notified in writing when photographic sessions take place.

### Discounts

35. Where two or more siblings attend class at the RAD Dance School, the youngest sibling will receive a 10% sibling discount on all classes in which they are enrolled. The discount will be applied at the start of the second term of enrolment for each class the youngest sibling is enrolled in, providing at least two siblings are still enrolled in the Dance School.
36. The discount will be reversed if payment is not received in accordance with [Clause 11](#).
37. In the event the eldest sibling leaves during a term, the discount will not apply at the start of the next term if only one sibling remains.

### Waiver

38. 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.

### Communication and correspondence

39. Any communication regarding students, classes or information related to RAD Dance School can only be sent to the primary account holder.

40. The primary account holder may only be changed upon receipt of written notification from the primary account holder.
41. RAD Dance School cannot be held responsible for any delay or non-receipt of correspondence due to server downtime, incorrect contact details provided at the time of enrolment, or any other circumstances outside its control.

### **Code of Conduct**

42. A Code of Conduct will be issued to students and parents/guardians. Failure to observe this may result in students being asked to leave. The RAD reserves the right to refuse any student prior to or after enrolment. No refund will be given if the Code of Conduct has been invoked.

### **Content**

43. 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 timetable/information pack/notice was correct at the time of publication.

### **Data Protection**

44. 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.
45. 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.
46. 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.
47. The RAD Dance School's Privacy Notice can be downloaded from the website at: <https://www.royalacademyofdance.org/dance-school-privacy-page/>
48. 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**

50. 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

51. Customers (parents, guardians and students) are required to acknowledge their acceptance of the terms and conditions for each student enrolled by checking the relevant box during online application.
52. The terms 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 51](#)).

RAD Dance School  
Training Department  
Royal Academy of Dance  
36 Battersea Square, London SW11 3RA

## COVID 19 ADDENDUM

Student Guidelines have been created in light of COVID 19 which must be followed by all students. Where there is a discrepancy between the Student Guidelines and the Terms and Conditions, the Student Guidelines will apply.

# 12 Contact us

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

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**Chairman** Guy Perricone

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