



# **ADULT CLASSES INFORMATION PACK**



Photo: Elliot Franks

**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 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

## Contents

<b>1</b>	Class descriptions.....	5
<b>2</b>	Application .....	7
<b>3</b>	Adult class timetable 2019/20 .....	8
<b>4</b>	Term dates 2020/21 .....	9
<b>5</b>	Fees 2020/21 .....	11
<b>6</b>	Adult dance school uniform .....	12
<b>7</b>	Class information – Covid 19 .....	13
<b>8</b>	Code of Conduct.....	19
<b>9</b>	Fire evacuation.....	22
<b>10</b>	Terms and Conditions.....	23
<b>11</b>	Contact us.....	23

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 8.10pm 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.

### **General** – *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.

## 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 3 – *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 3 is equivalent to Grades 6-8/Intermediate & Advanced Foundation standard) and 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:**

#### **Classical ballet with a Focus on Pointe**

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.**

## 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, General 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 2020/2021

## ADULT CLASSES TIMETABLE – SUMMER 2021

**Adult Syllabus Classes** - 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 - 8.00pm	De Valois	Josh Tuifua
BEGINNERS PLUS LEVEL	Monday	8.10 - 9.25pm	De Valois	Josh Tuifua
GENERAL LEVEL BALLET	Thursday	6.30 - 8.00pm	Genée	Raquel Ashton
SYLLABUS BALLET				
DISCOVERING REPERTOIRE L3	Monday	7.15 - 8.30pm	Benesh	Reena Bhattacharjee
ADULT INTER-FOUNDATION	Wednesday	6.20 - 7.35pm	Karsavina	Alex Simpkins
ADULT INTER-FOUNDATION	Thursday	7.15 – 8.30pm	De Valois	Ruth Henry
ADULT INTER-FOUNDATION	Saturday	4.10 – 5.25pm	Genée	Hilary Clark
ADULT INTERMEDIATE	Wednesday	6.35-7.50pm	Espinosa	Reena Bhattacharjee
ADULT INTERMEDIATE	Friday	7.45-9.00pm	De Valois	Michelle Harrison

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

***Silver Swans***

Tuesday	General	10:45am – 11:45am	Benesh	Teacher: Sarah Platt
	General	12:00pm – 1:00pm		Teacher: Sarah Platt
	General	1:15pm – 2:15pm		Teacher: Sarah Platt
	General	6:20pm – 7:20pm	De Valois	Teacher: Jasmin Armstrong
Friday	Beginners	11:00am – 12:00pm	Benesh	Teacher: Sarah Platt
	General	12:15pm – 1:15pm		Teacher: Sarah Platt
	General	1:30pm – 2:30pm		Teacher: Sarah Platt

***Move to the Musicals***

Wednesday	Session 1	12.45pm – 1.45pm	Benesh	Teacher: Hannah Bailes
	Session 2	1.55pm – 2.55pm		Teacher: Hannah Bailes

***Silver Swans***

These ballet classes are specially designed for older learners and will help improve your mobility, posture, co-ordination and energy levels.

***Move to the Musicals***

Improve posture and balance through a variety of exercises and movement sequences inspired by musical theatre and jazz dance.

Most importantly in either class, you'll have fun and enjoy the sense of wellbeing that dance brings.

## 4 Term dates 2020/21

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

### **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)*

## 5 Fees 2020/21

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

	Autumn Fee (12 week term)	Spring Fee (11 week term)	Summer Fee Monday 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	£156.00	£143.00	£130.00	£143.00

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

	Autumn Fee (13 week term)	Spring Fee (12 week term)	Summer Fee Monday Classes (10 week term)	Summer Fee (12 week term)
Beginners – 1 hour	£156.00	£144.00	£120.00	£144.00
Beginners – 1.25 hours	£195.00	£180.00	£150.00	£180.00
Beginners Plus				
Improvers Level 1				
Improvers Level 2				
Improvers Level 3				
Advanced Level	-	£216.00	-	£216.00
General Level – 1.5 hours				

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

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

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

## 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 – 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 differ 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 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 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.
- 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. 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.
- 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>

## 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/>

## 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.

### **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).

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

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**

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

- 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.

## 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, Move to the Musicals 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. 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

10. A register for each class is maintained by the teacher and for the purposes of safety and security.
11. 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.

12. If a class is cancelled due to the sickness of the teacher, a health epidemic, pandemic, infectious disease 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.
13. 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.
14. 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

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

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

17. 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.
18. 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.
19. 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.
20. 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.
21. 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.

22. 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)

23. 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.
24. 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

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

### Waiver

26. 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

27. 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

28. 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

29. 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.
30. 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.
31. 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.
32. The RAD Dance School's Privacy Notice can be downloaded from the website at: <https://www.royalacademyofdance.org/dance-school-privacy-page/>
33. The RAD's corporate Privacy Notice can be found on the website at: <https://www.royalacademyofdance.org/privacy-policy/>

## Copyright and trademarks

34. ROYAL ACADEMY OF DANCE, RAD, and SILVER SWANS are registered trademarks® of the Royal Academy of Dance in a number of jurisdictions. RAD PRE-PRIMARY IN DANCE, RAD PRIMARY IN DANCE, RAD INTERMEDIATE FOUNDATION, RAD INTERMEDIATE, RAD ADVANCED FOUNDATION, RAD ADVANCED 1, RAD ADVANCED 2, RAD CLASS AWARD, RAD SOLO PERFORMANCE AWARD, CBTS, KARSAVINA SYLLABUS, DANCE TO YOUR OWN TUNE and DISCOVERING REPERTOIRE are unregistered trademarks™ of the Royal Academy of Dance. The use or misuse of the trademarks or any other content of this publication, without prior written permission from the Royal Academy of Dance, is strictly prohibited. The Royal Academy of Dance is incorporated in England as a Royal Charter corporation. It is registered as a Charity in England and Wales No. 312826.

## Changes to the terms and conditions

35. 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

36. Customers are required to acknowledge their acceptance of the terms and conditions by checking the relevant box during online application.

37. 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](#)).

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

### General Dance School enquiries

e: [danceschool@rad.org.uk](mailto:danceschool@rad.org.uk)

t: +44 (0)20 7326 8071

### Dance School Manager

Gia Gray

e: [ggray@rad.org.uk](mailto:ggray@rad.org.uk)

t: +44 (0) 20 7326 8043

### Dance School Principal

Joanne Ward

e: [jward@rad.org.uk](mailto:jward@rad.org.uk)

t: +44 (0) 20 7326 8970

### Dance School Officer

Rhiannon Haworth

e: [rhaworth@rad.org.uk](mailto:rhaworth@rad.org.uk)

t: +44 (0) 20 7326 8920

### Dance School Administrator

Leona Fletcher

e: [lfletcher@rad.org.uk](mailto:lfletcher@rad.org.uk)

t: +44 (0) 20 7326 8954

### Address

Royal Academy of Dance

36 Battersea Square

London

SW11 3RA

For travel information, local hotels and accommodation please visit

<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)







**President** Dame Darcey Bussell DBE  
**Chairman** Guy Perricone  
**Chief Executive** Luke Rittner CBE  
**Artistic Director** Gerard Charles  
**Director of Education & Training** Michelle Groves BSc (Hons) BPhil (Hons) MA  
**Director of Examinations** James Stockdale  
**Director of Marketing & Communications** Melanie Murphy BA (Hons) MCIM Dip IPR  
MICPR  
**Director of Finance and Administration** Ian Pogue BA (Hons) ACA

ROYAL ACADEMY OF DANCE, RAD, and SILVER SWANS are registered trademarks® of the Royal Academy of Dance in a number of jurisdictions. RAD PRE-PRIMARY IN DANCE, RAD PRIMARY IN DANCE, RAD INTERMEDIATE FOUNDATION, RAD INTERMEDIATE, RAD ADVANCED FOUNDATION, RAD ADVANCED 1, RAD ADVANCED 2, RAD CLASS AWARD, RAD SOLO PERFORMANCE AWARD, CBTS, KARSAVINA SYLLABUS, DANCE TO YOUR OWN TUNE and DISCOVERING REPERTOIRE are unregistered trademarks™ of the Royal Academy of Dance. The use or misuse of the trademarks or any other content of this publication, without prior written permission from the Royal Academy of Dance, is strictly prohibited.

Reproduction in whole or in part, without written permission, is strictly prohibited. The Royal Academy of Dance is incorporated in England as a Royal Charter corporation. It is registered as a Charity in England and Wales No. 312826.