ROYAL ACADEMY OF DANCE

Dance School Information Pack

Photo: David Tett

Academic year 2021/22
Welcome

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 our dance community.

The past year has shown us all how important dance has been to us, and so it is exciting that we can again share the joy of dance with you. It is my goal to provide all our students with an enjoyable and rewarding dance experience, with classes that reflect your needs at whatever level you join us. I hope that your dancing you will be inspirational, instructive, as well as personally and physically fulfilling.

In response to the results of our student survey, 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
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 to 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

1 At a Glance..............................................................................................................................................5

2 Term dates.............................................................................................................................................7

3 Enrolment...............................................................................................................................................8
   3a Enrolment FAQs..................................................................................................................................9

4 Application FAQs..................................................................................................................................10
   4a Bursaries...........................................................................................................................................10

5 What happens after a trial class?...........................................................................................................11

6 Class information – Covid 19..................................................................................................................12
   6a Covid 19 FAQs...................................................................................................................................15
   6b Additional important information.......................................................................................................16

7 Information on Dance School assessments........................................................................................18

8 Age guidelines and class descriptions..................................................................................................19

9 Fees.......................................................................................................................................................23

10 Uniform...............................................................................................................................................25

11 Code of Conduct ..................................................................................................................................30
   11a Health and Safety..............................................................................................................................33

12 Fire evacuation policy............................................................................................................................34

13 Terms and Conditions............................................................................................................................35

14 Contact us............................................................................................................................................41
1 At a Glance

How to apply
Register your interest. A trial class offered via email when a space becomes available. You will be sent an email asking if you wish to permanently enrol.

Trial Classes
Trial classes are offered after week two and up until half term, they are free of charge for new customers. Should a student wish to enrol, their invoice will reflect the price of the classes remaining and the trial class. There is no payment obligation if a student does not enrol with us. Trials are limited to one class only.

Term Dates
Autumn term 2021
- Term begins: Monday 13 September 2021 (6 weeks)
- Term ends: Saturday 11 December 2021 (6 weeks)
  **Total number of weeks: 12 weeks**

Spring term 2022
- Term begins: Monday 10 January 2022 (5 weeks)
- Half-term: Monday 14 February – Saturday 19 February 2022
- Term ends: Saturday 2 April 2022 (6 weeks)
  **Total number of weeks: 11 weeks**

Summer term 2022
- Term begins: Monday 25 April 2022 (5 weeks)
- Half-term: Monday 30 May – Saturday 4 June 2022
- Term ends: Saturday 16 July 2022 (6 weeks)
  **Total number of weeks = 11 weeks (10 weeks for Monday classes)**

Invoice Dates*
*Please note that timings may differ to the below, but these estimations are indicative rather than exhaustive
- For Autumn 2021 classes –within first two weeks of August 2021
- For Spring 2022 classes –during October half term 2021
- For Summer 2022 classes –during February half term 2022

'Make up classes'
We regret that it is not possible to make up missed classes by attending another class for which you are not registered.

Making changes to classes/withdrawing from the Dance School
Change of class and additional class requests can be sent via our website, or by email to danceschool@rad.org.uk. Students must not change to another class without written confirmation. Students must give written notice to withdraw from class/classes. 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. Each student is permitted to bring two guests (children are permitted at the teacher’s discretion). Please note Watching Days will only take place where possible.
**Parking**
Parking is **not permitted** on site at RAD headquarters.

**Covid 19 guidance**
The RAD will be reviewing their COVID risk assessments in conjunction with Government guidance and Covid updates can be found [here](#) and RAD headquarters services updates, including dance school’s can be found [here](#).
2 Term dates

Autumn term 2021

- Term begins: Monday 13 September 2021 (6 weeks)
- Term ends: Saturday 11 December 2021 (6 weeks)

Total number of weeks: 12 weeks

Spring term 2022

- Term begins: Monday 10 January 2022 (5 weeks)
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Total number of weeks: 11 weeks

Summer term 2022

- Term begins: Monday 25 April 2022 (5 weeks)
- Half-term: Monday 30 May – Saturday 4 June 2022
- Term ends: Saturday 16 July 2022 (6 weeks)

Total number of weeks = 11 weeks (10 weeks for Monday classes)
(Please note: No classes on bank holiday Monday 2 May)

Please note that all classes break for half-term except the following adult classes: Beginners, Beginners Plus, and General.

Further information on timetables, term dates, class styles, and fees.
3 Enrolment

How do I apply?

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

Ready to apply? Follow these easy steps:

Are you applying for a student under the age of 18?

Yes

No, I am over 18

Are you applying for an RAD Vocational syllabus or Adult Discovering Repertoire class?

Yes

No

Are you applying for any of the following classes?

Adult Beginners Ballet
Adult Beginners Plus Ballet

Yes

Please register your interest by filling in the online application form at: Apply to our Dance School | Royal Academy of Dance

Book and pay for your Non-Syllabus Adult Ballet classes at: https://www.royalacademyofdance.org/classes/our-dance-school-in-london/additional-information/apply/
3a Enrolment FAQs

Q. Why is my enrolment not able to be confirmed instantly after the trial class?
A. The teacher must be given the opportunity to fully assess whether the class was suitable for the student following a trial class and discuss with the office any alternative classes if necessary. We appreciate your patience while this occurs.

Q. Can I call the office to confirm my enrolment?
A. No. All correspondence must be via email.

Q. Can I trial in one term, and save my space to enrol permanently in a future term?
A. No. A student must enrol in the same term in which their trial class occurs. This is because classes are constantly progressing, and therefore in a future term the class may not be suitable for new students.

Q. Is enrolment compulsory following a trial class?
A. No, it is entirely at your discretion whether you wish to enrol following a trial class. We do ask that you let us know via email if you do not wish to enrol, however.
4 Application FAQs

Q. Can I phone you to make an application?
A. No. At present we are only able to accept online applications through the link provided above. All the information you provide will be stored in accordance with our privacy notice.

Q. Who should I list as the customer?
A. The ‘customer’ is a parent/guardian if the student is under 18, or the student themselves if over 18. Whoever is listed as the ‘customer’ will be sent all communication and invoices, so it is vital contact details are correct.

Q. Why do I need to register my interest?
A. Our classes are very popular, and we cannot go above our maximum class capacities to comply with health and safety regulations. All new applicants will be added to a registered interest list, and we will be in contact as soon as a place becomes available.

Q. When will I be contacted?
A. We will contact you, via email, once a space has become available, inviting you to a trial class. We usually invite new students to trial classes between weeks 2 and 4 of a new term, but certainly no later than half-term. All the details you need will be included in your trial invitation email. Please note if we do not have availability in your requested class, we may offer you a suitable alternative.

Q. If I’m not offered a place straight away, do I need to re-apply?
A. Where we can accommodate you in the current term, we will do so (space permitting, up to half-term). If not, your registration of interest will be held for the following term. If you do not hear from us after this time has passed, you will need to re-apply.

Q. Do I need to prepare for a trial class?
A. 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 you to the correct level of class, and to also ensure that you and your teacher are happy before committing.

Q. What should the student wear for a trial class?
A. Students are not expected or required to wear correct uniform for a trial class, but we do ask that comfortable clothing suitable for dancing is worn and that hair is tied up neatly.

Q. Are there any prerequisites?
For Vocational classes, the following prerequisites apply:

- Advanced Foundation: Intermediate Certificate
- Advanced 1: Advanced Foundation Certificate
- Advanced 2: Advanced 1 Certificate

To enrol in these classes, a copy of the certificate from the previous vocational grade must be submitted to the Dance School prior to enrolment.

Q. Can parents watch trial classes?
A. No. Parents are not permitted to watch trial assessments.

4a Bursaries

A Royal Academy of Dance bursary scheme is available to financially support students and applicants who are Wandsworth residents for RAD Dance School classes. Application packs for Dance School Bursaries may be downloaded from our website and letters of application should be submitted to danceschool@rad.org.uk. Each bursary will be awarded based on the selection panel’s judgement. Selections will be based solely on the evidence presented in the letter. We accept applications for siblings, please submit one form for each student you are making an application for.
5 What happens after a trial class?

1. After the trial class you will be sent a follow up email explaining what to do next.
2. Parents/guardians/students (if over 18) must then contact the RAD Dance School by email to advise whether they/their child would like to continue permanently within 3 days of the trial class. Failure to do this may result in your space being offered to another student.
3. Provided the teacher confirms to the dance school office that the class is suitable for the student they will be enrolled in the class*. Please note student’s place in the class can only be confirmed in writing by the Dance School office.
4. The student’s enrolment will begin from the next class after confirmation by the Dance School office is sent.
5. An invoice for the remainder of the term 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 the student being excluded from class until full payment is received.
6. Once permanently enrolled, each student will be automatically re-enrolled in the class 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. If you wish, however, 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.
6 Class information – Covid 19

We have 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 one of us follow the practices set out in order to protect ourselves and others. Staying safe is very much a joint effort.

For our existing students, you are aware of our way of working and changes to our normal procedures, practices and routines which required us all to adapt. For our new students, 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. Please note there are some FAQs which may answer some initial questions at the end of our shared guidelines.

The RAD will be reviewing their COVID risk assessments in conjunction with Government guidance and Covid updates can be found here and RAD headquarters services updates, including dance school’s can be found here.

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.
- 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:

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 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 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:
• Parking is not available at headquarters, 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 RAD.

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 advised.
• Students should arrive promptly, if students arrive late, they may have to wait while 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 they have been granted access to the building and have 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 be different to the point of arrival/entry.

Entry checks
• No access to the building will be granted until the entry checks below 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 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 aged 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.
- Dance studios have been marked with 2m social distancing. An X marks the spot for students to stand in the centre or at the 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, should 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 use of the toilet is needed 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 **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.

6a Covid 19 FAQs

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. No organisation, however, 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, please follow guidance on how to make and wear a face mask.

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. 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.royalacademyofdrama.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. Handouts 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 are 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.

6b Additional important information

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 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/](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.

**Fitness to practice**

While ensuring that quality training is available to all students - assuring access to classes for all people with protected characteristics, with appropriate accommodations being made - dance training does make physical demands and requires a level of fitness that not everyone may have attained. Whereas a student registering for classes with us is taking responsibility for their physical preparedness to perform the work required, the RAD Dance School retains the right to assess any student for the correct class placement to consider both physical and technical development and the acquisition of required skills in order to protect against the risk of injury. Additionally, not all teachers are qualified to understand all the requirements of individual students so it is important for the RAD Dance School to assign students to the teacher who will be able to best serve their needs.
7 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:

<table>
<thead>
<tr>
<th>Dance to Your Own Tune</th>
<th>(Demonstration class), the curriculum for children from 2½ to 5 years.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graded syllabus</td>
<td>Pre-Primary in Dance, Primary in Dance and Grades 1 – 8.</td>
</tr>
</tbody>
</table>

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

Entry to assessments

Assessments are typically offered at the end of term during an exam session specified by the Exams Department. Classes are usually 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).
# Age guidelines and class descriptions

## Age guidelines

<table>
<thead>
<tr>
<th>Class</th>
<th>Age Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Dance</td>
<td>2 ½–3 years</td>
</tr>
<tr>
<td>Dance to Your Own Tune 1</td>
<td>3 years</td>
</tr>
<tr>
<td>Dance to Your Own Tune 2</td>
<td>4 years</td>
</tr>
<tr>
<td>Pre Primary</td>
<td>5 years</td>
</tr>
<tr>
<td>Primary</td>
<td>6 years</td>
</tr>
<tr>
<td>Grade 1</td>
<td>7 years</td>
</tr>
<tr>
<td>Grade 2</td>
<td>8 years</td>
</tr>
<tr>
<td>Grade 3 +</td>
<td>9 years with some ballet experience</td>
</tr>
<tr>
<td>Ballet for Beginners</td>
<td>13–17 years</td>
</tr>
<tr>
<td>Boys Ballet</td>
<td>5–8 years 9–12 years 13–17 years</td>
</tr>
<tr>
<td>Creative</td>
<td>4–8 years</td>
</tr>
<tr>
<td>Contemporary</td>
<td>8–12 years 13–17 years</td>
</tr>
<tr>
<td>Jazz</td>
<td>4–7 years 8–12 years 13–17 years</td>
</tr>
<tr>
<td>Commercial Jazz</td>
<td>4–7 years 8–13 years</td>
</tr>
<tr>
<td>Street Dance</td>
<td>4–7 years 8–12 years 13–17 years</td>
</tr>
<tr>
<td>Musical Theatre</td>
<td>4–8 years 9–15 years</td>
</tr>
</tbody>
</table>

## Level prerequisites

- **Pre-Vocational:** Grade 3 with Distinction
- **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 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.

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. Entry into 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
RAD Scholars is a class for students who show an advanced and skilled level of ballet. Students work to perfect technique, performance skills, artistry, 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 (8-10 year-olds) Mid (11-14 year-olds) Senior (15-17 year-olds)

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.

Pointe (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.

Pointe (Advanced levels)
A classical ballet class with a strong focus on the development of pointe work. Following a structured warm-up, this 45 minute class will give students a minimum of 30 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.

NEW! Non-Syllabus Ballet Classes (7–8 year-olds, 9–12 year-olds, 13–17 year-olds)
Non-syllabus classes are an excellent way to help develop responsiveness to ballet exercises and steps, as well as to improve vocabulary. They complement syllabus classes to provide a well-rounded, quick thinking dancer. A non-syllabus ballet class does not work to the restrictions of a syllabus class, as the class exercises are prepared by the teacher rather than an examination board. Classes are suitable for both the more serious dancer and for those wishing to dance once a week as a hobby.
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.

Boys Ballet (5–8 year-olds, 9–12 year-olds, 13–17 year-olds)
Age guidelines for Boys Ballet classes are not strict. Classes are levelled according to skill set and pace of the class.
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 (4–7 year olds)
This fun and energetic class gives the perfect introduction to jazz dance by developing coordination, introducing technique and building confidence in a friendly and welcoming environment. The students will learn fun dance routines to varying music styles.

Jazz (8–12 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 (13–17 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 (4–7 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 (8–12 year olds, 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.

8-12 years – (Beginners and Improvers) – provides the perfect introduction to contemporary dance technique, movement, and self-expression. Exercises are developed to create choreographed routines.
13-17 years – (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 Dance (4–7 year olds)
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 (8–12 year olds, 13-17 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!

NEW! Commercial Jazz (4-7 years, 8-13 years)
Commercial Jazz is highly choreographed, and a stylised fusion of funk, hip hop, and pop often seen in commercial video clips, music videos and on TV. The class will also be great for fitness levels and good for strength and stamina.

Musical Theatre (4-8 years, 9-15 years)
Covering a wide range of musical genres from theatre shows and films, Musical Theatre gives students the chance to learn their favourite song and dance combinations to perform. Students will discover skills in breathing, pitch, tone, harmony, voice projection and performance.

NEW! Stretch and Strength (7-12 years, 13-17 years and Vocational)
Stretching keeps muscles flexible, strong and healthy, allowing a greater range of motion required for dance and general wellbeing. Developing strength will improve posture, core, balance, pointe work, and speed required in dance of all genres.

NEW! Virtuosity (Vocational AF+)
Virtuosity will enable students to focus on different aspects of ballet class work. The classes will concentrate on technique, musicality, and artistry focusing on different areas of class work each week, as chosen by the teacher. This will provide the time and space required to experiment on how to improve the execution of steps. Focused classes will be on turns, adage, ports de bras, and various sections of allegro as well as pointe work (if applicable).
## 9 Fees 2021-22

<table>
<thead>
<tr>
<th>Syllabus Classes</th>
<th>Autumn Fee (12 week term)</th>
<th>Spring Fee (11 week term)</th>
<th>Summer Fee Monday classes (10 week term)</th>
<th>Summer Fee (11 week term)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dance to Your Own Tune Levels 1 &amp; 2, Pre-Primary &amp; Primary (45 minutes)</td>
<td>£120.00</td>
<td>£110.00</td>
<td>£100.00</td>
<td>£110.00</td>
</tr>
<tr>
<td>Grades 1-5 (1 hr)</td>
<td>£132.00</td>
<td>£121.00</td>
<td>£110.00</td>
<td>£121.00</td>
</tr>
<tr>
<td>Grades 6-8 (1.25 hrs)</td>
<td>£156.00</td>
<td>£143.00</td>
<td>£130.00</td>
<td>£143.00</td>
</tr>
<tr>
<td>Intermediate Foundation, Intermediate, Advanced Foundation, Advanced 1 &amp; Advanced 2 (1.5 hrs)</td>
<td>£180.00</td>
<td>£165.00</td>
<td>£150.00</td>
<td>£165.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non-Syllabus Classes</th>
<th>Autumn Fee (12 week term)</th>
<th>Spring Fee (11 week term)</th>
<th>Summer Fee Monday classes (10 week term)</th>
<th>Summer Fee (11 week term)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Dance (30 mins)</td>
<td>£108.00</td>
<td>£99.00</td>
<td>£90.00</td>
<td>£99.00</td>
</tr>
<tr>
<td>Boys Ballet Level 1 Creative Street Jazz Commercial Jazz Musical Theatre 4-8 years (45 mins) Virtuosity Pointe (45 mins)</td>
<td>£120.00</td>
<td>£110.00</td>
<td>£100.00</td>
<td>£110.00</td>
</tr>
<tr>
<td>Boys Ballet Level 2 Contemporary Jazz Commercial Jazz 8-13 years (1 hr) Street Musical Theatre 9-15 years (1hr) Stretch and Strength - all ages (1hr) Non-Syllabus Ballet – 4-12 years (1hr) Ballet for Beginners 13-17 years (1hr) Pre-Vocational Intro to Pointe By invitation only (1hr)</td>
<td>£132.00</td>
<td>£121.00</td>
<td>£110.00</td>
<td>£121.00</td>
</tr>
<tr>
<td>Boys Ballet Level 3 Contemporary Jazz Non-Syllabus Ballet 13-17 years (1.25 hrs)</td>
<td>£156.00</td>
<td>£143.00</td>
<td>£130.00</td>
<td>£143.00</td>
</tr>
<tr>
<td>Non-Syllabus Ballet Advanced (1.5hrs)</td>
<td>£180.00</td>
<td>£165.00</td>
<td>£150.00</td>
<td>£165.00</td>
</tr>
</tbody>
</table>

All of the above classes break for half term each term.
# 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.

When operating under a Covid risk assessment, any lost property will be disposed of. In typical circumstances, 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 1 & 2

<table>
<thead>
<tr>
<th>Female</th>
<th>Male</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pink</strong> short-sleeved leotard (Brand: Freed &amp; Style: Chloe)</td>
<td><strong>Pale blue</strong> t-shirt, navy shorts</td>
</tr>
<tr>
<td>• Georgette wrap over skirt (Brand: Freed &amp; Style: Georgette)</td>
<td>• Short white ballet socks</td>
</tr>
<tr>
<td>• Short ballet socks</td>
<td>• White ballet shoes with 12mm white elastic</td>
</tr>
<tr>
<td>• Leather or satin ballet shoes with 12mm matching elastic</td>
<td></td>
</tr>
<tr>
<td>• Pink crossover cardigan (optional)</td>
<td></td>
</tr>
</tbody>
</table>

## Pre Primary

<table>
<thead>
<tr>
<th>Lilac short-sleeved leotard (Brand: Freed &amp; Style: Chloe)</th>
<th><strong>Pale blue</strong> t-shirt, navy shorts</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Georgette wrap-over skirt (Brand: Freed &amp; Style: Georgette)</td>
<td>• Short white ballet socks</td>
</tr>
<tr>
<td>• Short ballet socks</td>
<td>• White ballet shoes with 12mm white elastic</td>
</tr>
<tr>
<td>• Leather or satin ballet shoes with 12mm matching elastic</td>
<td></td>
</tr>
<tr>
<td>• Lilac crossover cardigan (optional)</td>
<td></td>
</tr>
</tbody>
</table>
### Primary
- **Marine Blue** short-sleeved leotard and matching waist elastic (Brand: Freed & Style: Chloe)
- Short ballet socks
- Leather or satin ballet shoes with 12mm matching elastic
- **White** short-sleeved leotard (Brand: Freed & Style: Aaron)
- **Navy** shorts (Brand: Freed)
- Short white ballet socks
- White ballet shoes with 12mm white elastic

Boys & Boys 2 please also follow this uniform.

### Grade 1
- **Lavender** sleeveless leotard with ruche and matching waist elastic (Brand: Freed & Style: Aimee)
- Short ballet socks
- Leather or satin ballet shoes with 12mm matching elastic
- Character skirt - Pastel (Ribbon colours: Pink, Lilac, Light Blue)
- Black Canvas Character Shoe (low heel) with 12mm elastic (Brand: Katz & Style: Syllabus)
- **White** short-sleeved leotard (Brand: Freed & Style: Aaron)
- **Navy** shorts (Brand: Freed)
- Short white ballet socks
- White ballet shoes with 12mm white elastic
- Black Character shoes (Brand: Katz & Style: Oxford)

Boys & Boys 2 please also follow this uniform.

### Grade 2 – 3
- **Mulberry** sleeveless leotard and matching waist elastic (Brand: Freed & Style: Aimee)
- Short ballet socks
- Leather or satin ballet shoes with 12mm matching elastic
- Character skirt - Pastel (Ribbon colours: Pink, Lilac, Light Blue)
- Black Canvas Character Shoe (Grade 2 low heel/Grade 3 Cuban heel) with 12mm elastic (Brand: Katz & Style: Syllabus)
- **White** short-sleeved leotard (Brand: Freed & Style: Aaron)
- **Navy** shorts (Brand: Freed)
- Short white ballet socks
- White ballet shoes with 12mm white elastic
- Black Character shoes (Brand: Katz & Style: Oxford)

Boys & Boys 2 please also follow this uniform.
### Grades 4 – 5
- **Navy** leotard (Brand: Freed & Style: Faith)
- Ballet tights
- Leather or satin ballet shoes with 12mm matching elastic
- Character skirt - Blue (Ribbon colours: Dark Blue, Blue & Light Blue)
- Black Canvas Character Shoe (Cuban Heel) with 12mm elastic (Brand: Katz & Style: Syllabus)
- **White** sleeveless or short-sleeved 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
- **Port** (Brand: Freed & Style: Alice or Maddie)
- **Port** practise skirt
- Ballet tights
- Leather or satin ballet shoes with 12mm matching elastic
- Character skirt - Bright (Ribbon colours: Mulberry, Purple & Blue)
- Black Canvas Character Shoe (Cuban Heel) (Brand: Katz & Style: Syllabus) with 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 ballet socks or tights
- Soft shoes with ribbons

### Intermediate Foundation and Intermediate Vocational classes

- **Royal Blue** leotard (Brand: Freed & Style: Alice or Bethany)
- Ballet tights
- Soft shoes (Inter Foundation) or pink soft block shoes (Intermediate) both with ribbons
- 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 or Bethany)
- Ballet tights
- Soft block shoes with ribbons **AND**
- 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

- Port (Brand: Freed & Style: Alice or Maddie)
- Ballet tights
- Leather or satin ballet shoes with 12mm matching elastic

- Fitted T-shirt/Vest
- Navy stirruped tights (Brand: Freed)
- Black Lace-up Jazz shoes/Ballet shoes
<table>
<thead>
<tr>
<th>Non-Syllabus Ballet 7-8 year olds</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Mulberry sleeveless leotard and matching waist elastic (Brand: Freed &amp; Style: Aimee)</td>
</tr>
<tr>
<td>- Short ballet socks</td>
</tr>
<tr>
<td>- Leather or satin ballet shoes with 12mm matching elastic</td>
</tr>
<tr>
<td>- <strong>White</strong> short-sleeved leotard (Brand: Freed &amp; Style: Aaron)</td>
</tr>
<tr>
<td>- <strong>Navy</strong> shorts (Brand: Freed)</td>
</tr>
<tr>
<td>- Short white ballet socks</td>
</tr>
<tr>
<td>- White ballet shoes with 12mm white elastic</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non-Syllabus Ballet 9-12 year olds</th>
</tr>
</thead>
<tbody>
<tr>
<td>- <strong>Navy</strong> leotard (Brand: Freed &amp; Style: Faith)</td>
</tr>
<tr>
<td>- Ballet tights</td>
</tr>
<tr>
<td>- Leather or satin ballet shoes with 12mm matching elastic</td>
</tr>
<tr>
<td>- <strong>White</strong> sleeveless or short-sleeved leotard (Brand: Freed &amp; Style: Aaron / sleeveless)</td>
</tr>
<tr>
<td>- <strong>Navy</strong> stirruped tights (Brand: Freed)</td>
</tr>
<tr>
<td>- White socks</td>
</tr>
<tr>
<td>- White ballet shoes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non-Syllabus Ballet 13-17 year olds</th>
</tr>
</thead>
<tbody>
<tr>
<td>- <strong>Port</strong> (Brand: Freed &amp; Style: Alice or Maddie)</td>
</tr>
<tr>
<td>- <strong>Port</strong> practise skirt</td>
</tr>
<tr>
<td>- Ballet tights</td>
</tr>
<tr>
<td>- Leather or satin ballet shoes with 12mm matching elastic</td>
</tr>
<tr>
<td>- <strong>White</strong> sleeveless or short-sleeved leotard</td>
</tr>
<tr>
<td>- <strong>Navy</strong> stirruped tights (Brand: Freed)</td>
</tr>
<tr>
<td>- White socks</td>
</tr>
<tr>
<td>- White ballet shoes</td>
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</table>

<table>
<thead>
<tr>
<th>Jazz, Creative and Contemporary</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Black</strong> footless tights or Jazz pants</td>
</tr>
<tr>
<td><strong>Black</strong> leotard or fitted T-shirt</td>
</tr>
<tr>
<td>Footwear:</td>
</tr>
<tr>
<td>Jazz - Black Lace-up Jazz shoes</td>
</tr>
<tr>
<td>Creative/Contemporary – Barefoot (socks for warm-up)</td>
</tr>
<tr>
<td>Knee pads for Contemporary (optional) Brand: Rucanor</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Jazz, Creative and Contemporary</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Black</strong> Jazz pants/fitted track suit bottoms</td>
</tr>
<tr>
<td><strong>Black/White</strong> fitted T-shirt</td>
</tr>
<tr>
<td>Footwear:</td>
</tr>
<tr>
<td>Jazz - Black Lace-up Jazz shoes</td>
</tr>
<tr>
<td>Creative/Contemporary – Barefoot (socks for warm-up)</td>
</tr>
<tr>
<td>Knee pads for Contemporary (optional) Brand: Rucanor</td>
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</table>

<table>
<thead>
<tr>
<th>Street Dance and Commercial Jazz</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street t-shirt/RAD t-shirt – which can be purchased from the RAD shop</td>
</tr>
<tr>
<td>Black or dark coloured leggings or tracksuit bottoms</td>
</tr>
<tr>
<td>Jazz sneakers (e.g. Freed) or Lace-up Jazz shoes - <strong>footwear must be worn</strong></td>
</tr>
<tr>
<td>No black soled trainers permitted apart from Jazz sneakers.</td>
</tr>
<tr>
<td>Knee pads for Street (optional) Brand: Rucanor</td>
</tr>
<tr>
<td>Street T shirt/RAD t-shirt – which can be purchased from the RAD shop</td>
</tr>
<tr>
<td>Black or dark coloured tracksuit bottoms</td>
</tr>
<tr>
<td>Jazz sneakers (e.g. Freed) or Lace-up Jazz shoes - <strong>footwear must be worn</strong></td>
</tr>
<tr>
<td>No black soled trainers permitted apart from Jazz sneakers.</td>
</tr>
<tr>
<td>Knee pads for Street 1 &amp; 2 (optional) Brand: Rucanor</td>
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</table>

<table>
<thead>
<tr>
<th>Musical Theatre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loose comfortable clothing suitable for dance</td>
</tr>
<tr>
<td>Jazz sneakers (e.g. Freed), Lace-up Jazz shoes or ballet shoes - <strong>footwear must be worn</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Musical Theatre</th>
</tr>
</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Adult Discovering Repertoire Level 3</th>
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</thead>
<tbody>
<tr>
<td>- <strong>Port</strong> (Brand: Freed &amp; Style: Maddie)</td>
</tr>
<tr>
<td>- Ballet tights</td>
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<tr>
<td>- Leather or satin ballet shoes with 12mm matching elastic</td>
</tr>
<tr>
<td>- Asymmetric near length chiffon skirt to match leotard (optional)</td>
</tr>
<tr>
<td>- <strong>White</strong> sleeveless or short-sleeved leotard</td>
</tr>
<tr>
<td>- <strong>Navy</strong> stirruped tights (Brand: Freed)</td>
</tr>
<tr>
<td>- White socks</td>
</tr>
<tr>
<td>- White ballet shoes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Optional Extra – all classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAD Branded hoodies and tracksuit bottoms are available in a variety of styles and colours in the RAD shop.</td>
</tr>
</tbody>
</table>
11 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. 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 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 1 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 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 always keep their valuable personal items with them. 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.
11a 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 always wear shoes 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 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 workplace, 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.

- Children's scooters, skateboards, and roller skates must not be ridden anywhere on the premises.
12 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 always kept clear.

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.
13 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 or by bank transfer:

   a. Online via 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 RADD + Invoice Number e.g. RADD1001
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/dance-with-us/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 1 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 can 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. Where a student is enrolled in four or more classes, the customer will receive a 10% discount off the student’s entire invoice.

37. The discount will be reversed if payment is not received in accordance with Clause 11.

38. 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

39. 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

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

41. The primary account holder may only be changed upon receipt of written notification from the primary account holder.

42. 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

43. 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

44. 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

45. 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.

46. 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.

47. 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.

48. The RAD Dance School’s Privacy Notice can be downloaded from the website at: https://www.royalacademyofdance.org/dance-school-privacy-page/

49. The RAD’s corporate Privacy Notice can be found on the website at: https://www.royalacademyofdance.org/privacy-policy/

Copyright and trademarks

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Changes to the terms and conditions

51. 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

52. 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.

53. 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 52).

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

COVID 19 ADDENDUM

Student Guidelines have been created considering Covid Guidance and must be followed by all students. Where there is a discrepancy between the Student Guidelines/Covid Guidance and the Terms and Conditions, the Student Guidelines/Covid Guidance will apply.
Contact us

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For travel information please visit www.royalacademyofdance.org.uk/about/find-us

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Facebook: http://www.facebook.com/RoyalAcademyofDance
Royal Academy of Dance Enterprises Ltd: www.radenterprises.co.uk