



NORTH HAMPSHIRE  
ACADEMY OF DANCE

# Handbook 2020-21

We are excited to welcome you to North Hampshire Academy of Dance. Please read through our handbook thoroughly so that we can keep NHAD organised and safe.



# Studio Rules

1. Students must wear the correct uniform. Uniform details can be found on our website [nhad.co.uk/uniform](http://nhad.co.uk/uniform). New students should wear something comfortable for their trial lessons and then purchase uniform when possible.
2. Hair should be neatly tied back for all classes. Students in Grade 2 and above must have their hair in a bun for ballet.
3. Students are not to change in the foyer. The toilets may be used for changing if students are unable to arrive already in their uniform.
4. Phones are to be kept in bags and not taken out during class without permission from a teacher.
5. The studio door is always open for parents/guardians who have any concerns. Any conversations that take longer can be scheduled at a mutually convenient time so that class time is not disturbed.
6. Once students have arrived at the studio they must ask permission from a teacher if they wish to leave the room.
7. If students are late the teacher will ask them to warm up before joining in for safety reasons. If they are more than 10 minutes late they may be asked to sit and watch the class.
8. If students are unwell or injured please report this to the teacher before class. It is unsafe, and unfair on your teacher, not to report illness or injuries to them. We can only care for students properly if we are well informed. Please make sure that you keep your child at home if they are unwell with anything that can be passed to others.
9. If a student has to leave before the end of their scheduled classes, the teacher must be informed. For example if a student is scheduled for 3 classes and needs to leave after 2, the student, parent or guardian must tell the teacher.

10. Teaching dance is a physical activity and appropriate physical contact between students and teachers in class is essential to training. Contact by the teachers is made with particular awareness of the needs of each individual, to assist the young dancer in correcting placement and developing technique. All teachers will treat any physical contact with due sensitivity and care.
11. Please behave in a kind and supportive manner and encourage the students to do the same. Whispering, pointing, making fun, remarks on others' appearance or others' mistakes and other similar behaviours will not be tolerated from students or parents.
12. A good level of focus and respect is expected in class. Teachers will manage any small issues in behaviour in class, however any totally unacceptable behaviour will result in the student being asked to sit out of class and a discussion will be arranged with the parent/guardian.
13. If students have a break between classes they are more than welcome to stay however they must either:

- Sit in the studio and watch or do a quiet activity

or

- Students that are year 6 and above may sit in the foyer. They must be quiet and keep the area tidy. There should be no playing outside if their parent/guardian is not present.

Students should not be unattended in any other studios or college rooms

14. At the end of classes, for Grade 1 and below the students will be escorted to the foyer. Grade 2 and above are allowed to make their own way out however if the parent/guardian is not present students must:

- Sit and wait in the foyer for 10 minutes.
- If after 10 minutes their parent/guardian has not arrived, they must return to their teacher.

Students **MUST NOT** wait or play outside when their parent/guardian is not present.

If any parent/guardian would prefer their child stays in the class until collected from there, they are welcome to make this arrangement with their child.

15. No photography or video is to be taken by students, parents or guardians during normal classes. Students who wish to video for learning purposes must ask permission from the teacher. During watching week parents are permitted to photograph and video in class. Any parent/guardian not happy for their child to be photographed must forfeit that class. They will be refunded the cost of this class and will be invited to watch another class at a mutually convenient time. Photographs or videos that include other children should not be posted to social media unless you have received permission from their parent/guardian.
16. Please keep our studios and all areas of central studio clean and tidy by reporting any spillages and disposing of all rubbish.
17. Please treat all staff, including staff from QMC, with respect.

# Contacting Us

Our studio doors are always open and you are most welcome to pop in at anytime if you wish to tell us something. If a child has been upset, hurt, unwell or is anxious about something we of course want to be aware. If you need a longer time to chat we would be most happy to organise this at a mutually agreed time.

## Email

Please email **info@nhad.co.uk**. This is the best way of getting in touch. It now takes a number of people to run NHAD successfully and for that reason it is important that all communication is in one place so that we don't miss any queries.

Please could we ask you to help us by only sending one email about your query. Please do not double or triple email as it will take us longer to respond.

## Text

If you wish to tell us something about that day's classes or events you may text **07795 822254**. Your message will be sent on to the relevant teacher if necessary. If your query is not about the current day you will be asked to forward this to the email account.

## Other platforms

In order to keep everything in one place we **will not** respond to:

- Voicemail messages
- WhatsApp messages
- Facebook messenger

The only time we will respond to these is if this is part of a group aimed at a certain event.

## Messaging teachers

Please **do not** text, email or message our teachers directly. This helps to keep all messages in the same place and make sure that nothing is missed.

Please understand that the above is purely to make us as productive as possible and please don't be offended if we ask you to forward your message to the correct platform.

# Finances

It is important that invoices are paid promptly. This is very helpful as NHAD, like any business, has a lot of overheads in order for us to run as we do.

## **Invoices**

Your invoice for class fees will be sent out before the start of each term. This should be paid in 4 equal instalments on or before the 20th of each month.

Students will not be able to take part in any classes if your payment has not been received in line with the above.

Exams, exam expenses and exam coaching will be invoiced well in advance. These should be paid within 30 days.

Any costumes or uniform that is purchased through the school must not be left unpaid once you have received the product.

## **Giving notice**

We require 6 weeks' notice in writing (ie email) and/or payment of 6 weeks to withdraw from any class once 2 trial classes have been undertaken (as of your third class taken). If some weeks of your notice has been paid in your monthly payment you will be required to make this up to 6 weeks. School holidays, with the exception of half terms, can be used as part of your notice period.

# Associate Courses and Professional Auditions

1. Please can you tell us if you plan to undertake any professional auditions for shows or auditions for associate courses or one-off courses at professional performing arts programs/schools. There are several reasons for this:
  - Students at professional schools are expected to inform their principal or agent about auditions. They need to learn this now if they wish to work or train professionally.
  - The dance world is very small. It puts us in a difficult position if our colleagues at other establishments talk to us about our students and we aren't aware of what they're doing.
  - It is a courtesy when our teachers are working so hard to give them the skills to undertake such opportunities. It's a partnership.
  - Their teacher deserves the opportunity to wish them luck and support them. Our teachers are happy to keep these endeavours to themselves if you wish them to.
2. If you need to submit videos or photos these must be either done by an NHAD teacher or checked by an NHAD teacher before submitting. If you submit photos or videos that are technically incorrect this can have a negative impact on the reputation of NHAD. Many teachers at professional schools sit on numerous audition panels. If your photos or videos affect the reputation of NHAD in their mind this can create a problem for future NHAD students who may audition.
3. Any paperwork that needs to be signed must be signed by Kelly or in the long term absence of Kelly (i.e. illness or adjudicating) can be signed by Katy Richards. Anyone who signs paperwork on our behalf will be asked to leave NHAD immediately.

These rules do not apply to amateur dramatics performances.

We are happy to support students with any out of NHAD opportunities.