

General Information



Payment

Registration Fee

There is a one-off registration fee of £10 which includes a free dance bag.

Fees

Classes are currently £70 per 12 week term. This is payable either:

Termly: in cash or via online banking (on the first week of term),

or

Monthly: by Standing Order (e.g. 1 class is £70 per term x 3 terms = £210 per year ÷ 12 months = £17.50 per month). If the student is joining the school mid term, the monthly payment is calculated by adding the weeks remaining in the term and £10 registration fee with the rest of the year's termly fees divided by the number of months left in the year (e.g. £39.20 + £70 + £70 = £179.20 ÷ 10 months left of the year = £17.92 per month).

If paying by Cash - please put full termly amount in an envelope with the pupil's name and the amount enclosed on the front.

If paying by Standing Order or Online Banking, details will be on your forthcoming invoice.

Discounts

A discount is offered on children's classes based on the number of classes taken within a household.

The discount works as follows:

The first class within the household is charged at standard price (currently £70 per 12 week term)

All subsequent standard price classes within the household are offered at 10% off the standard price.

For example:

In a Family With Three Children Attending Dance Classes:	
Child A takes one class -	£70
Child B takes one class -	£63
Child C takes two classes -	£63 & £63
In a Family With One Child Attending Dance Classes:	
Child A takes three classes, 1st class -	£70
2nd & 3rd classes -	£63 & £63

Invoices

Each household will receive an invoice by email a week before the new term commences. If the student is joining Brookes Dance Academy half way through a term, an invoice will be sent by email after the trial week, on completion of the registration form.

Attendance

To achieve success in dance training it is important to attend regularly. Students who do not regularly attend their classes may not be considered for exams, shows or other performances.

Child Protection Policy

Please see our website to view our child protection policy - www.brookesdanceacademy.com/classes or a paper copy is available to read in the purple folder at the studio.

Uniform

Uniform will be on sale during the first two weeks of each term. For items required in between these dates, please complete an order form (always on display in the changing room) and hand to Emma with the payment (either correct amount of cash or cheque made payable to Emma Brookes). If not purchasing ballet shoes from myself, please make sure they are fitted correctly.

Ballet Uniform :

		Legwear	Footwear	Leotard	Hair	Optional
Ballet: Up to & including Grade 1	Girls	Pink ballet socks or pink ballet tights	Pink ballet shoes (tight fitting)	Skirted leotard In rose colour (only available from BDA)	Ballet bun	Black cotton crossover
	Boys	Black shorts white socks	Black ballet shoes (tight fitting)	White T-shirt or white leotard	Hair off face	
Ballet: Grade 2 & Grade 3	Girls	Pink ballet socks or pink convertible ballet tights	Pink ballet shoes (tight fitting)	Capped sleeved leotard in rose colour (only available from BDA)	Ballet bun	Black cotton crossover
	Boys	Black tights or shorts (tight fitting) white socks	White ballet shoes (tight fitting)	White capped sleeved leotard	Hair off face	
Ballet: Grade 4 & above	Girls	Pink convertible ballet tights	Pink ballet shoes (tight fitting)	Sleeveless leota in burgundy colour (only available from BDA)	Ballet bun	Black cotton crossover
	Boys	Black tights white socks	White ballet shoes (tight fitting)	White capped sleeved leotard	Hair off face	

Modern and Tap Uniform:

		Legwear	Footwear	Leotard	Hair	Optional
Modern and Tap: Primary to Grade 3	Girls	Black cotton stirrup tights or black dance shorts	Modern: Bare feet Tap: Black shoes with black ankle or trainer socks	Capped sleeved leotard in rose colour (only available from BDA)	Secured back neatly e.g. french plaits or bun	Black cotton crossover
	Boys	Black jazz pants or Black shorts	Modern: Bare feet Tap: Black shoes with black ankle or trainer socks	White or black t-shirt or leotard	Hair off face	
Modern and Tap: Grade 4 & above	Girls	Black cotton stirrup tights or black dance shorts	Modern: Bare feet Tap: Black shoes with black ankle or trainer socks	Sleeveless leotard in burgundy colour (only available from BDA)	Secured back neatly e.g. french plaits or bun	Black cotton crossover
	Boys	Black tights or black dance shorts	Modern: Bare feet Tap: Black shoes with black ankle or trainer socks	White or black leotard	Hair off face	

The ISTD

From the age of approximately six years old, the children at Brookes Dance Academy are taught the ISTD syllabus in Tap, Modern and Imperial Ballet. The children have the option to take Graded exams in all these genres when their teacher considers them to be ready.

The ISTD (Imperial Society of Teachers of Dance) is regulated by Ofqual and the Graded examinations are on the Regulated Qualifications Framework (RQF).

Students who take their Grade 6 and/or Intermediate exams (level 3 on the RQF) in any genre can use their exam success towards their UCAS applications. The number of UCAS points they can receive is dependent on their examination result (i.e. Distinction, Merit or Pass).

Grade 6	Tariff Points	Intermediate	Tariff Points
Distinction	40	Distinction	65
Merit	35	Merit	50
Pass	30	Pass	40

Shows

Brookes Dance Academy produces a show every other year, all students are invited to perform. Shows are a fantastic way for the children to showcase their hard work and to boost their confidence and self esteem. They are also educated about the theatre and its procedures.

There will be a few additional rehearsals required in the weeks before a show but these are kept to a minimum and the child's age is of course considered. There won't be any additional charge for these rehearsals.

Costumes will either need to be bought, hired or made for the shows but costs (and work) are kept to a minimum. Parents will be advised as far in advance as possible of extra costs.

Data Protection Policy

The protection of your/your child's data is extremely important, please be assured that all data is handled securely and according to the EU Data Protection Act 2018.

Brookes Dance Academy ...

- Does not sell your/ your child's contact data.
- Does not share your/your child's data with third parties.

With the exception of...

- The ISTD (Imperial Society of Teachers of Dance) if a child is entered into a dance exam. The only information that is passed on is your child's name and DOB. This is information is necessary to partake in the OFQUAL regulated exams that are on the Regulated Qualifications Framework (RQF).
- Dance Festival organisers if a child is entered into a dance competition. The only information that is passed on is your child's name and DOB.
- Will automatically delete all your and your child's data upon leaving the school.

The information Brookes Dance Academy holds is...

- Your name, address, phone numbers and email address
- Your child's name, DOB, address, basic allergy/health information (if relevant) and their ISTD Pin Number if an exam has been taken.

This information is used only for...

- keeping in contact with parents, (passing on news, changes to timetables, new classes starting and any other general information regarding the usually running of a dance school),
- keeping the children in my care safe (health conditions and emergency numbers of parents)
- entering children for ISTD exams (as explained above)
- entering children for dance festivals (as explained above)

If you would like your/your child's data deleted please email Emma at brookesdanceacademy@gmail.com

Term Dates for 2019

January						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April						
M	T	W	T	F	S	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June						
M	T	W	T	F	S	S
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Key:	Term Date
	Holiday