

Equal Opportunities

We welcome everyone to the Tamworth Academy of Dance, regardless of age, race or gender and encourage all our students to work together and to develop respect for others. We will make every effort to help every student to work towards their full potential throughout their time at the school, and encourage students to work Independently and to develop their own individual skills. We take time to get to know The pupils as individuals and aim to meet the needs of each individual, working in partnership with them and their families.

Complaints and Appeals

We are always keen to hear feedback from students, parents and staff members and value new ideas and input. In the event of a complaint from a student or parent, we Encourage the complainant to speak to the Principal, Miss Dawn Haig. Every effort Will be made to discuss the problem and an appointment will be made where Appropriate to speak to the Principal. If the problem is not resolved verbally, the Complaint should then be addressed to the Principal in writing. The Principal will then respond to the complaint in writing within a period of 10 days.

Fees and Payment

All fees are due on or before the first week of each month. These dates must be adhered to. Any student in financial difficulties MUST speak to the Principal to discuss this. Any fees not paid by the said date will be subject to a 20% increase, to cover additional administration costs. If fees continue to be paid late then the school will have the right to refuse entrance to the student in question. Only once the fees have been paid in full will the student be allowed entrance to class.

Child Protection

The protection of the students at the School is of paramount importance and we work to ensure that all staff are trained and experienced in the subjects they teach. Students are encouraged to discuss any concerns they may have.

- All students must stay within the premises until collected by an adult and all Students under 4 years must be accompanied by an adult. Parents are not allowed into the studio unless invited by the teacher, a waiting area is provided.
- Registers are kept of attendance at classes and the School keeps an up-to-date list of emergency contact numbers for each Student.
- The School holds a first aid box on site and the Principal and Qualified staff are on hand to administer first aid.
- All teachers who work within the Tamworth Academy of Dance have a current CRB enhanced disclosure for this position. We also make sure that various parents are licensed chaperones during the shows and all group activities.

- All teaching staff are qualified by either the Association of American Dancing (A.A.D) / Imperial Society Teachers of Dance (I.S.T.D) or hold a Degree / Masters Degree in Dance. They all attend annual courses to update on new work.

Examinations

Students are entered for the American Association of Dancing exams in Ballet, Tap and Modern/Jazz and Acrobatics. Students must have reached the age of 7 before they can be entered for examinations and only under special circumstances can students below this age be entered. After about 4 introductory lessons, those chosen to take an exam will receive a letter of invitation; if for any reason you do not want your child to take the exam then you must inform the Principal verbally or in writing no later than 2 weeks upon receipt of the letter. If you do not inform the Principal then you will be liable to pay the exam fees. Fees must be paid by the closing date on the attached letter to prevent cancellation of exam. Refunds for examinations are not given unless the student can provide a doctors sick note, upon receipt of this a 50% refund towards another exam is given.

Shows and performances

All students of the school are invited to perform in the Bi-annual show; parents must sign a form one term prior to the show and agree to encourage regular attendance to class and to pay for the hire or purchase of costumes. Only licensed Chaperones are allowed backstage during rehearsals and performances and you must sign your child in and out of backstage.

Further Training/other schools

Any students wishing to pursue a career in dance are supported and encouraged by the School. The school can advise on suitable vocational and professional training Colleges and can assist in entrance requirements for auditions.

If any student of the T.A.D. wishes to attend another dance school whilst training at the T.A.D. they must inform the Principal first so that she can determine whether or not the school in question abides by the guidelines set down by the Council for Dance Education. Students are not allowed to attend the T.A.D. if they are attending another school.

Further information

The Principal retains the right to expel a student for unruly behavior.

Parents who fail to adhere to the rules and regulations of the school will be asked to remove their child from the school. The School shall not be liable for any loss or damage to the student's person or property occurring on school premises. All Students attend the school at own risk.

Health & Safety

Tamworth Academy of Dance aims to keep the working environment of the studios, tidy, clean and free from hazards in conjunction with Wilnecote High School.

Facilities

The Dance studio has a sprung dance floor suitable for all types of dance. The studio has temperature controlled heating and air conditioning and strip fluorescent tubes provide light. Fire exits are clearly displayed on the wall outside of the dance studio.

Electrical and fire safety procedures

Fire evacuation procedures are displayed on the walls outside of the studios

Location of fire exits

Double doors at front of the reception area.

Fire evacuation procedure

In case of fire, sound the alarm bell or alternatively if the alarm bell sounds (one Continuous alarm) then proceed with class out of the double front doors onto the Tennis courts (with register). Those in the waiting areas do similarly, check the toilets. Once in assembly point, take register and wait for the all clear from Wilnecote High School.

Accidents and First Aid

Accidents during class are reported in the accident book which is located at the Main school reception. Simple first aid is applied but if a serious problem is identified then the Guardian is informed and student is taken home or an ambulance is called whichever is deemed appropriate first.

First Aid

Miss Annmarie and Miss Dawn Haig are first aid qualified as well as onsite Wilnecote High School Leisure centre staff.

Responsibilities

All teachers who work within the Tamworth Academy of Dance are A.A.D / I.S.T.D. / hold a Degree / Masters degree in Dance training. Teachers in their own individual classes carry out their own visual risk assessments on a continual basis and are responsible for their own safe practice in Class by keeping up with continual professional development via course and reading Material. Teachers are also responsible for taking class registers and following Evacuation procedures. Records of names, addresses and contact numbers are kept by the Principal on a database and contact numbers are kept by the principal via a Mobile phone. All teachers have contact with the Principal during class times should they need to contact in an emergency.

All new students sign or have their guardians sign a registration form which supplies their contact details and medical history, giving various permissions as well as agreeing to the school policies. The siblings and parents who wait on site during class time are responsible for their own health and safety.

Liability Insurance

The School has a Public liability insurance on a group policy, some

Teachers may also have their own insurance in addition.

For off site classes such as shows and presentations, this policy still applies however

The general building policy is the responsibility of the venue and we would carry out a risk assessment when entering the venue.