Colchester School of Dance Policies

Equal Opportunities

We welcome everyone to The Colchester School 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 J. Hansford. 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. ALL complaints will be recorded in a Complaints Log Book, along with details of how the complaint was resolved.

Registration

Parents or guardians of all students must fill out a registration form before attending lessons, this form must state clearly the full name and address of the student and any emergency contact numbers, once signed the parent/guardian has then accepted responsibility for all of our policies including the following:

Giving staff permission to :

Administer first aid

Apply plasters

A separate form will need completing for photo permission.

Fees and Payment

All fees are due 2 weeks before the start of term. These dates must be adhered to. Any student in financial difficulties MUST speak to the Principal to discuss this and make plans for payments by instalment. Any fees not paid by the due date are subject to a 15% surcharge to cover additional administration costs. If fees and the surcharge are not received by half term then the student will lose their space and will be refused entrance to class.

Half a terms notice in writing or fees in lieu are required for discontinuing any class.

Cancellation of classes

The school reserves the right to cancel classes in extreme circumstances, e.g. Facilities problems, teacher illness and will replace classes if possible within the same term(including half term) or

following term. Refunds will only be made if the school cannot replace classes. Replacement of classes and refunds will not be made in the event of 'Acts of Nature' e.g. snow closure.

In the case of cancellation the school will try to notify all parents of students by text, email and on the school website.

In the event of injury or illness where a child cannot attend lessons the school will not refund classes if already paid.

Child Protection and Safeguarding

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. We recognise our responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation and our legal duty to act appropriately to any allegations, reports or suspicions of abuse under the Children and Young Persons Act 1963, the Children (performances and activities) (England) Regulations 2014, the Children Act 1989 and 2004 and Working together to safeguard children 2023.

All of our staff work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children, young people and adults. We believe that all children, whatever their age, gender, sexuality, race and disability have the right to protection from abuse. We also recognise that some children are additionally vulnerable because of the impact of previous experiences.

All teachers, chaperones and volunteers will read and have access to this policy and to the 'Keeping Children Safe in Education 2025' guidance and all school staff attend online safeguarding training. The Principal (Miss Jane Hansford) is the Designated Safeguarding Lead (DSL) and holds the level 3 training. The office Manager (Mrs Joanne White) is the Deputy DSL with Level 2 training. All other members of staff also hold the level 2 training. All staff must also understand their legal and moral responsibility to protect children and young people from harm and have a duty to report anything concerning that may happen in class. Staff will also take practical steps to keep children safe including no disclosing of sensitive/personal information, hazards in class and responding appropriately in the event of an accident. All students are also encouraged to discuss any concerns that they may have and these are all recorded.

All students must stay within the premises until collected by an adult and all students under 5 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 all teachers employed by the school are qualified to administer first aid. All teachers, assistants and performance chaperones who work within the Colchester School of Dance are licensed as chaperones and have a current DBS 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 Imperial Society Teachers of Dance (I.S.T.D) or Royal Academy of Dance (R.A.D.) both of which are accredited by the Council for Dance Education. All staff attend annual CPD courses.

Examinations

Imperial Society of Teachers of Dancing
Registered Member

Students are entered for Imperial Society Examinations in Ballet, Tap and Modern/Jazz by invitation of the Principal. 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. 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 invitation. 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 invitation 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.

All graded examinations are accredited on the national qualifications framework (NQF) and are outlined below:

I.S.T.D. Grade 1 – 3 – NQF Level 1 (equivalent - GCSE grade 1 - 3)

I.S.T.D. Grade 4 – 5 – NQF Level 2 (equivalent - GCSE grade 4 - 9)

I.S.T.D. Grade 6 – NQF Level 3 (equivalent – A/AS Level)

Students who successfully pass Grade 6, Intermediate Foundation, Intermediate, Advanced 1 or Advanced 2 can gain UCAS points from these examinations for University entrance.

Shows and performances

All students in the school are invited to perform in the 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 rules and regulations regarding school performances are sent to parents one term prior to the show.

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 C.S.O.D. wishes to attend another dance school whilst training at the C.S.O.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 C.S.O.D. if they are attending another school that is not affiliated to an awarding body. Safe dance practice and professional code of conduct is of paramount importance to the school and although we are fully supportive of other accredited schools we do not support schools with unqualified teaching staff. For a general guideline, schools who are accredited offer examinations with an awarding body such as the I.S.T.D, I.D.T.A, R.A.D, or B.B.O.

Further information

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

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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

The Colchester School of Dance aims to keep the working environment of the studios, tidy, clean and free from hazards in conjunction with the Stanway School and Earls Colne Village Hall.

Facilities

The Dance studio has a Harlequin dance floor suitable for all types of dance as well as roll out mats suitable for Acrobatic dance. The studio has temperature controlled heating and air conditioning and strip fluorescent tubes provide light. Fire exits are clearly displayed in the studio and an electronic security card system is in place for entrance to the building and the studio.

Electrical and fire safety procedures

Fire evacuation procedures are displayed on the walls within Stanway School and in the hallway of Earls Colne Village Hall.

Location of fire exits

Double doors at back of the studio. Single door in the corridor of the small hall in Earls Colne and double doors in the main hall.

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 fire escape onto the back playground with register or the village hall car park.

Those in the waiting areas do similarly, check here and toilets.

Once in assembly point, take register and inform emergency services on arrival.

Accidents and First Aid

Accidents during class are reported to the Office manager and recorded. 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

All teachers are first aid qualified.

Responsibilities

All teachers who work within the Colchester School of Dance are I.S.T.D. trained and qualified. 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 School Manager and Principal on a database and contact numbers are kept by the school Manager and Principal via a mobile phone. All teachers have contact with the Principal and School Manger 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 an Employers and 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, these policies still apply however the general building policy is the responsibility of the venue and we would carry out a risk assessment when entering the venue.

Signed……

Name…….

Position…….

Imperial Society of Teachers of Dancing
Registered Member