

# Welcome Pack

# JDanceStudios.com

Classical Ballet – Modern & Tap – Drama – Singing



## Ballet

We teach the RAD ballet syllabus, leading to internationally recognised qualifications. We also participate in local festivals and perform concerts for family and friends.

## Modern & Tap

Modern & tap class to learn all the latest routines and moves and ISTD examination entry.

## Drama

Our drama classes are based on the GCSE syllabus and LAMDA examination entry.

## Singing

Entry level singing classes for all age groups.

Thank you for your enquiry into **JDanceStudios**; a fantastic place to learn to dance for girls and boys from 2½ years old. In order to provide a great service we aim to do the following:

- Best RAD ballet and dance instruction at the locations we teach
- Free first class to assess our tuition and facilities
- Experienced and qualified staff
- Friendly classes where pupils are encouraged and praised
- Timely feedback on pupil progress
- Classes for girls and boys from 2 ½ years old
- Good quality and competitively priced dance clothing available direct from the school
- Secure and safe locations

Dance at **JDanceStudios** provides some great benefits including:

- Confidence, social skills, friends, posture and an appreciation of music.

## Saturday Morning Club

Enjoy up to three and a half hours of Ballet, Modern & Tap, Drama and Singing every Saturday morning at our Wilsons School and Hayes School locations.

## Babies Ballet

An important start for children, encouraging self confidence and awareness through music and movement.



# Information

# JDanceStudios.com

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## Steps

- 1) Call Jane 07951 539 741 to arrange first free class
- 2) Complete and hand in registration form
- 3) Attend first class in comfortable clothing
- 4) Purchase uniform when ready

## Carshalton / Wallington

**Highfield Hall**, 320 Carshalton Road, Carshalton, Surrey SM5 3QB

**Stanley Park Church**, 130 Stanley Road, Carshalton, Surrey SM5 4LP

**Wilson's School**, Mollison Drive, Wallington, Surrey, SM6 9JW

## Bromley / Hayes

**Hayes School**, West Common Road, Bromley, Kent BR2 7DB

## Sanderstead

**All Saints Sanderstead**, Onslow Gardens, Sanderstead, Surrey, CR2 9AB

## Our charges per term (ten weeks)

Ballet or Modern & tap or Drama or Singing

Babies/ Pre-primary & Primary	£62.50
Seniors	£69.00
Majors	£79.00
Private classes (per hour)	£42.00
Saturday Morning Club (four classes)	£158 to £170
Saturday Morning Club (three classes)	£145 to £155
Saturday Morning Club (two classes)	£117 to £126
Classical Course (five classes)	£315

## Clothing

At **JDanceStudios** we offer ballet, modern & tap and dance related clothing at very reasonable prices. The clothing offered is our uniform and is therefore suitable for our classes at each level. Please ask if you are unsure of what clothing to purchase. Boys' uniforms can be sourced on request. Sales are made to parents and students at the end of each class. Terms and conditions apply.

## About us

**JDanceStudios** was formed by Jane Tilley, the school principal, in August 2002. Headed by Jane, the school operates as an agent for qualified teachers providing support and training to dance teachers in South London, Surrey and Kent. By working together we provide high quality tuition to our pupils.

Jane Tilley was born in Derby. Jane attended the Elmhurst Ballet School, Camberley and completed the teacher-training course at the Royal Academy of Dance, Battersea, obtaining her Licentiate in 1989. Jane then attended a musical theatre course at the London Studio Centre. She has taught in Jersey, Spain, throughout Central America (including the Guatemala National Ballet), Brazil, at a private school in the Midlands and most recently for three years at the Maria Studio in West London. Jane is qualified to teach RAD ballet, ISTD modern, jazz and tap.

## Bring a friend discount

A bonus of £10 will be paid for the introduction of a new pupil to the school who attends and pays for at least one full term's tuition fees. The payment will be either a gift voucher or a reduction in the following term's tuition fees. You may claim for more than one discount if you introduce more than one friend and you may introduce as many friends as you wish.

## Free first class

Every potential pupil is guaranteed their first class absolutely free. This ensures that you and your child are completely satisfied with the standard of tuition and the facilities at our locations.



**Contact - Jane Tilley**  
**07951 539 741**

**jane@jdancestudios.com**  
**www.jdancestudios.com**

**Highfield Hall**  
**320 Carshalton Road**  
**Carshalton**  
**Surrey SM5 3QB**

# Registration form

Please complete the form below using black or blue ink and block capitals.  
 Please return this form to your teacher or post to Jane Tilley, jdancestudios,  
 Highfield Hall, 320 Carshalton Road, Carshalton, Surrey, SM5 3QB.

Mother's full name:	First name:	Surname:
Title :	Mrs / Ms / Miss / Mr / Other:	
Relationship (if not mother):		
Address:	Post code:	
Home telephone:		
Mobile telephone:		
Work telephone:		
Email:		
We are always interested to know how you first heard about jdancestudios. Please tell us how: Yellow pages   Website   Poster   RAD   ABC Mag.   Newspaper   Schools Advertiser   Leaflet Friend's full name: ..... Other: .....		
Pupil's full name:	First name:	Surname:
Pupil's date of birth:		
Gender:	Female / Male	
Disability notes:		
Medical notes:		
Allergy notes:		

Please accept the registration of the above pupil into **JDanceStudios** under the terms and conditions overleaf  
 (our terms and conditions may vary and an up-to-date version is always available at: [www.jdancestudios.com](http://www.jdancestudios.com))

Guardian's signature: ..... Date: .....

Signed by (full name printed): .....

**To be completed by your teacher:**

Class:	Hall:
Teacher:	First free class date:
Remaining fee:	DMS:                      Outlook:

# Terms and conditions

## Terms and conditions

At **JDanceStudios** we comply with the Code of Professional Conduct for Dance Teachers prepared by the Council of Dance Education and Training to guide teachers about good practice. It is endorsed by dance teaching societies in its membership.

### Fundamental Principles

A teacher should:

1. behave with integrity in all professional and business relationships. Integrity implies not merely honesty but fair dealing, courtesy and consideration
2. strive for objectivity in all professional and business judgements
3. not accept a teaching post or undertake work for which he or she is not competent or qualified
4. carry out his or her professional work with due skill, care and proper regard for the technical and professional standards expected of him or her

### Integrity

A teacher should:

1. uphold and enhance the good standard and reputation of the profession
2. work in a collaborative and co-operative manner with other dance professionals and organisations
3. not attempt to influence any examiner at any examination or a judge at a competition
4. not discuss the merits or otherwise of competitors when acting as an adjudicator at any competition

### Objectivity

A teacher should:

1. work in an open and co-operative manner with students and their families
2. ensure that students are not discriminated against on the grounds of sex, race, colour, religion, disability, national or social origin, property, birth or other status

### Competency

A teacher should:

1. acknowledge any limitations in his/her knowledge and competency and take steps to practice in a fully skilled manner
2. assist professional colleagues, in the context of his or her own knowledge, experience and sphere of responsibility, to develop their professional competence

### Due skill and diligence

A teacher should ensure that no action or omission on his or her part, or within his or her sphere of responsibility, is detrimental to the interests or safety of students.

### Courtesy and consideration

A teacher should:

1. always act in such a manner as to promote and safeguard the interests and well-being of students
2. justify student trust and confidence

### Confidentiality

A teacher should ensure that confidential information obtained in the course of his or her professional work should not be used for personal advantage or be disclosed without the consent of the pupil or parent, except where there is a legal right or duty to disclose. A teacher should be aware of data protection legislation.

### Publicity

1. a teacher may seek publicity for his or her services, achievements and school in any way consistent with the dignity of the profession
2. a teacher should, under no circumstances, promote his or her services, or the services of another services, in such a way, or to such an extent, that amounts to harassment of the prospective pupil or parent
3. a teacher should not publish, or cause to be published, any notice, newspaper, advertisement or any other matter likely to damage the standing of the profession or to damage or depreciate the reputation of any colleague
4. promotional material may contain any factual statement, the truth of which a teacher is able to justify, but should not make any disparaging references to, or disparaging comparisons with, the services of others

### Teaching names

1. a teacher may teach under whatever name or title he or she sees fit
2. a teaching name should not be misleading
3. a teacher should not use any title, description or designatory letters to which he or she is not entitled

### Statutory Requirements

A teacher should:

1. comply with all statutory requirements affecting health and safety at work
2. ensure the provision of adequate public/products liability insurance and employer liability insurance
3. comply with all statutory requirements affecting the running of the business, including registration of names, income tax, value added tax and any other matter required by law

4. ensure that you are in accordance with the law with regard to copyright, recording, public performance and other matters concerning printed matter and recorded music related to your work

### Health and safety

A teacher should:

1. ensure that classes are of a size appropriate to the levels and techniques being taught. Students in each class should be of compatible age and/or standard.
2. ensure that facilities provided are adequately maintained and provide:
3. suitable flooring appropriate to the technique taught, with a safe surface; designed and constructed to minimise the risk of injury adequate heating levels suitable, secure and safe area for changing be prepared to deal with medical emergencies and keep records in an accident book
4. keep a record on the premises of the name and address of:

- all students taught by you on the premises
- any person assisting in teaching or looking after students

- any musicians in employment with you

- any persons living in the premises

- ensure that all fire regulations are displayed and adhered to.

Standards of Good Practice for the Relationship between Teacher and Student for Principals of dance schools, Studio Principals and individual teachers

- have written, clearly defined aims and objectives setting out the broad goals to be achieved by the school. A similar set of objectives will be stated which outline the benefits a pupil can expect to receive through the teaching staff's conscientious implementation of them. Ideally a teacher will have a written policy on the treatment of injured students and the protection of children

- employ teaching staff with experience and qualifications appropriate to the levels and techniques to be taught. Student teachers should be trained and supervised to ensure maintenance of the school's teaching standards

- conform to sound business practice and provide an efficient and fair fee system suitable to circumstances without undervaluing your services

- apply appropriate teaching aims and assessment procedures to students

- ensure that students and families receive or have access to advice when necessary

- use adequate and flexible teaching skills to create a productive learning environment

Individual teachers will:

- encourage communication between student and him/herself and other students

- communicate a love of dance and encourage the art of dance

- demonstrate professional attitudes, including punctuality, reliability and responsible care of students

- develop self-discipline and self motivation in the students

- transmit general concepts of movement in addition to those of the particular dance style

- develop in the students an appreciation of the characteristic style specific discipline taught

- recognise and develop each student's potential and offer appropriate guidance for further progress.

- endeavour to recognise physical anomalies/differences and limitations, modifying the teaching and seeking medical advice where necessary. The teaching and choreography must be anatomically safe, and physical corrections must be attempted in a careful and sensitive manner.

- uphold the Rules of your registered society/organisation.

### Bring a friend

A bonus of £10 will be paid for the introduction of a new pupil to the school that attends and pays for at least one full term's tuition fees. The payment will be either a gift voucher or a reduction in the following term's tuition fees.

### Complaints

If at any time you would like to discuss with us how our services can be improved or if you have a complaint about them, you are invited to speak to and/or write to the Principal, Jane Tilley, Highfield Hall, 320 Carshalton Road, Carshalton, Surrey SM5 3QB. If you are still not satisfied, you can refer the matter to the Royal Academy of Dance, 36 Battersea Square, London, SW11 3RA.

## Parents responsibilities

Parents of pupils agree to the following:

### Tuition

- to pay tuition fees on the due date stated on the invoice (usually on the last day of the preceding term)

- in the event that fees are paid more than two weeks late, to pay an administration charge of up to £5

- in the event that your fee payment cheque is returned by your bank unpaid, to pay an administration charge of £10

**- to provide at least five weeks written or email notice to terminate tuition, excluding holiday periods (for clarity, holiday periods are excluded from the notice period) OR to pay five weeks fees in lieu of notice.** Verbal notice to a teacher is not sufficient because the message may not be remembered. Once given, you should receive and expect an acknowledgement within 10 working days.

- to abide by the guidance and decision of the Principal in respect of examination entries

- to make all reasonable efforts to arrive for class on time

- to make all reasonable efforts not to disturb classes in progress (i.e. use of mobile phones or unsupervised children)

### Goods

- to pay for goods provided, at the price stated on our price list (our prices are subject to change without notice) upon delivery of the goods

- in the unlikely event that a fault appears early in the life of a garment it must be washed before return to us

- made to order garments are not returnable, unless faulty

- we cannot accept tights, socks or similar back unless unworn

### Terms and Conditions for Standing Order Scheme

#### Scheme

Parents of pupils agree to the following:

- that the JDanceStudios Standing Order Scheme is not a fixed payment scheme; rather it allows me to spread the estimated annual cost of goods and services evenly over the year. I agree that these terms and conditions supersede previous agreements relating to standing order payments and the cost of goods and services made by me.

- that the monthly payment amount may need to change to ensure that my account is fully paid by August each year, should classes change, should the cost of goods or services change or for any other reasonable reason.

- to make any necessary changes to my monthly payment within 15 days of such a request being made by the School.

- to continue making payments until cancellation.

- to accept an administration charge of up to £5 on each occasion if I miss two or more payment dates whilst paying by standing order.

- to give the School five weeks (excluding holiday periods) written notice if I decide to cancel standing order payments. Written notice must be sent to Jane Tilley, J Dance Studios, Highfield Hall, 320 Carshalton Road, Carshalton, Surrey SM5 3QB or to [jane@jdancestudios.com](mailto:jane@jdancestudios.com).

- to an administration fee of up to £10 if I fail to provide up to five weeks written notice.

Upon cancellation to pay the deficit on my account, which comprises the value of all goods and services charged to my account minus payments and credits.

### Tuition techniques

Dancing by its nature a physical pursuit and it is necessary, from time to time, for our teachers to physically place a pupil in order to demonstrate the correct position or movement. This mode of instruction does require our teachers, from time to time, to place their hand/s on pupils to achieve the correct position. Our teachers will not touch pupils around the face or navel and will warn pupils that they intend to instruct them in this way. All of our dance teachers are qualified or in training to be qualified dance instructors. JDanceStudios and its teachers take child safety very seriously and JDanceStudios provides information on child safety and teaching techniques to its teachers. It is not practical in the classroom to identify pupils whose parents object to this mode of teaching and therefore if parents object to this mode of teaching it is likely that JDanceStudios will not be able to include pupils of said parents in dance classes. Parents should inform the Principal of any objections to this mode of teaching immediately.