

CCDA - New Members Pack



Please find enclosed the following documents:

- Dancer/Parent/Dance school agreement
- General information sheet
- Copy of the child protection
- Health & safety and pointe policies
- Q&A and How to 'stay in touch'

Dancer/Parent/Dance School Agreement

Dance school – CCDA Promises to commit to the following:

- Provide a professional level of teaching
- Support the ISTD syllabus
- Offer a variety of classes for all ages and abilities
- Offer a safe environment to learn

Dancer – Each student needs to:

- Show commitment and work hard
- Follow the rules for uniform / hair / jewellery – details can be found on the - www.cdda.co.uk
- Ensure good behaviour in class and when representing CCDA at events
- Have respect for teachers and fellow dancers
- Be ready to start their classes promptly and on time
- Ensure mobile phones are on silent and are put away securely
- Do not leave belongings on show or in the way – please use the cloakroom at Paternoster and the lockers at the Leisure centre
- Only take's water into classes
- Ensure no rubbish is left behind after lessons

Parents – Please commit to the following:

- Support the dance school and dancers with the above
- Ensure dancers attend classes regularly
- Ensure dancers turn up on time
- Do not distract the teachers during class time – any issues are to be emailed to danceline@cdda.co.uk
- Respect the teachers decisions with regards to class changes and exam entry

General information sheet

Annual Show

- The annual show is announced at the presentation evening at the end of January
- All students are to complete a form and sign up for the show by the end of February along with a payment that is put towards the cost of the costumes and hire of the theatre
- The show takes place at the beginning of July, rehearsals begin from Easter onwards will a full dress rehearsal at the end of June
- Costumes are made to measure and provided by CCDA and handed in after the final performance
- Helpers are needed for sewing and backstage help during performances

Exams

- Exams take place twice a year (April & Dec) following the ISTD syllabus for Ballet, Modern, Tap & Jazz
- Students are assessed approx. 3 months before the exam dates and advised if they are to be entered for any exams in the next session. If entered parents are to complete an exam form found online - (www.cdda.co.uk) the form is to be signed by their teachers and submitted to Roz Brewster along with the relevant exam payment.
- The students will then rehearse for their exams in class and will be notified if additional classes are required
- Mock exams will take place approx. 1 week before the actual exam

Presentation evening

- The presentation evening takes place towards the end of January
- To celebrate the years achievements through a short performance by all students followed by the awards

Summer school

- Take place during the Summer School holidays. Guest teachers and choreographers, as well as working professionals from the dance industry, offer a variety of classes and workshop days.

Other dance opportunities

- South Cerney Street fair
- Phoenix festival
- National festivals

Child Protection Policy

With the co-operation of parents and carers, Cirencester Creative Dance Academy ensures, as far as reasonably practicable, the health and safety of the pupils (under the age of 18) as well as any vulnerable adults whom CCDA provides a service to teach dance/performing arts.

The responsibilities of the Principal, Katherine-Lucy Bates, are as follows:

- Ensuring that CCDA is kept up to date with technical skills, qualifications and insurance.
- Ensuring this policy is brought to the attention of all teaching staff, volunteers and parents/guardians.
- Ensuring, where reasonably practical, that no pupil is discriminated against, in terms of any medical condition, disability or ethnicity.
- Responsible for ensuring that any issue/concern brought to her attention is dealt with and handled thoroughly and sensitively.
- Responsible for setting out clear health and safety guidelines.

The responsibilities of the Principal and all teaching staff are as follows:

- Ensuring at all times, that they act in the best interest of the pupils in their care.
- Follow sensible health and safety guidelines as set out by the Principal.
- Ensuring at all times that their teaching methods are anatomically safe. Sometimes, injuries do occur and all teachers ensure that a written record is kept of any injury.
- Due to the nature of dance training, physical corrections are sometimes required. All teachers will ensure these are carried out appropriately and sensitively.

The responsibilities of the Parents/Carers are as follows:

- Informing the Principal, in writing, of any issues, including medical conditions that may have an effect on their child's health and safety whilst in the care of CCDA.
- Ensuring the health and safety of their child whilst on the premises (before, between or after lessons) **NB: CCDA is not responsible for any pupil outside of their lesson times, at any teaching venue. No child under the age of 10 should be left unattended by their parent/carer when not in lessons at the Leisure Centre, given the public nature of the venue.**
- Ensuring their child is respectful of basic health and safety rules whilst at any teaching venue, festival or theatre where CCDA are performing.

Photography/Filming

CCDA has a website as well as both private and public Facebook pages and a YouTube channel. CCDA teaching staff and authorised personnel periodically film the pupils dancing as a legitimate coaching aid and sometimes post videos and photographs onto these pages. It is with regret we are unable to remove pupils from group photographs/videos, therefore, if you do not authorise this, it is imperative to write to the Principal clearly stating this.

January 2014.

Health & Safety

All students are to follow these simple health and safety rules

- Personal belonging are stored away – please use the cloakroom at Paternoster and the lockers at the Leisure centre
- Bags and shoes are never left on floor
- No hot drinks in studios
- No jewellery
- Hair to be tied up neatly in a bun or plait
- Ensure all students warm up correctly so as not to cause injury

September 2014.

Pointe Policy

Ballet students have the opportunity to start working on technique for pointe work once they have the following in place.

1-Have passed their 11th Birthday

2-Have passed grade 4 Ballet examination

3-Have been told by one or more teachers that they are strong enough to start working on point technique

4-Providing there is a place available in the beginners pointe class.

If all this is in place then under guidance they can purchase-DEMI POINTE shoes-these are used for training the feet and strengthening the pupil to stand correctly, build the correct muscles and learn to control the turnout and pull up needed for a safe pointe work technique.

Under no circumstance can this stage be missed out

Full Pointe shoes can only be purchased when the class teacher expressively advises the parent, not the child of this.

Although practice at home is always required, it is totally unacceptable for pupils to use pointe shoes at home when they have not received appropriate tuition.

Under these circumstances a pupil may cause damage to herself and make it unlikely that correct pointe work technique can be achieved.

CCDA strongly advises parents against this course of action.

January 2014.

Q&A:

How does my child add or amend their classes?

Change of class forms - For those children wishing to amend any classes other than through taking exams, parents are to complete a change of class form - found online (www.cdda.co.uk) and submit the form to Katherine before the respective due date.

Where can I find the timetable?

On the website - www.cdda.co.uk

How do I keep up -to-date on class changes or exam and show notices?

Join the closed Facebook group or look on the noticeboard on the website for all the latest information.

How do I pay my dance fees?

Payment via bank transfer to account details quoted on terms invoice.

Stay in Touch:

www.cdda.co.uk

Facebook: CCDACirencesterCreativeDanceAcademy

You Tube: CCDACirencester

Email: danceline@cdda.co.uk

Tel: 07730 497023

Key Contacts

Principal - Katherine Bates (klbates@hotmail.co.uk)

Uniform, Costumes & festivals - Nicki Selwyn (nickiselwyn@hotmail.com)

Exams - Roz Brewster (roslyn.cook@talk21.com)

September 2014.