



# **STRONG FEET**

## DANCE ACADEMY

**PROSPECTUS 2022/2023**

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**PRINCIPAL**



## **Your child's dance journey starts here.**

**Thank you for choosing Strong Feet Dance Academy for your child's dance education and enjoyment.**

**In this pack you will find all the information you need to start your child's dance journey. Please take a moment to read through all the information and then register through our online parents portal.**

**WE ARE FULLY QUALIFIED  
IDTA DANCE TEACHERS  
AND BGU CHEER COACHES**

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Thankyou for choosing Strong Feet for you/your child's dance classes.

Miss Michelle is a fully IDTA qualified dance teacher and BGU Cheer Coach with first aid, full DBS and child protection and safeguarding qualifications.

We offer a range of dance styles from Ballet, Tap and Modern, to dance acro and cheerleading. We offer IDTA examinations and performance experiences in our annual show and Cheerleading competitions

Please read this pack thoroughly and then contact us at [strongfeetdanceacademy@outlook.com](mailto:strongfeetdanceacademy@outlook.com) to check availability. You will then be sent a code to log in to our parent portal to enrol your child on to a class.

The first month is payable on a pay as you go basis to make sure that your child is happy and to make sure they are in the most suitable class. After this time classes are payable monthly in advanced via direct debit, the link for which will be sent to you after registration.

A form explaining our pay structure is included in this pack.

No strict uniform is necessary immediately as we allow time for your child to settle, after the first month however the correct uniform as per our terms and conditions must be worn. This can either be ordered through myself or from the school wear shop in Alcester. A full uniform specification is available on our website, with online ordering available shortly.

If you no longer require the place please inform us immediately so we can allocate the space to someone on our waiting list.

If you need any further information, please don't hesitate to contact us, ideally via email:  
[strongfeetdanceacademy@outlook.com](mailto:strongfeetdanceacademy@outlook.com)



# Class descriptions

## **Saturday Beginner Class**

A 55 minute long class comprising of Ballet, Tap and Modern Jazz. Working towards Ofqual recognised exams with the IDTA. We also work towards our annual show. Suitable for children aged 4-6 with little or no dance experience

## **Graded Classes Saturdays and Weekdays**

These are progressions from our Saturday morning classes. Separating the Ballet, Modern and Tap into 3 individual classes 30 min classes. Suitable for ages 5+

*These age brackets are just guidelines and we will decide the best suited class for your child. This may mean that initially they are with children younger than them.*

## **Pre-School Classes**

A 45 minute long class comprising of Ballet, Tap and Modern Jazz. Working towards Ofqual recognised examinations with the IDTA. We also work towards our annual show. These are independent classes for children aged 3+. They learn the basics of ballet, modern and tap through the use of fun exercises, songs, rhymes and props.

## **Mini-Movers**

A 45 minute class for parent and toddlers from walking age. Learning the basics of tap and ballet through fun, music, songs, rhymes and props. This is a pay as you go class, no booking necessary, just turn up and have fun!

## **SST/Acrobatic dance**

This is a Spins, Splits and Tricks class. A 55 minute long class working on turning, flexibility, leaping and acrobatic tricks. We also work on a performance piece for our annual show as well as towards the IDTA Acrobatic dance grades. This is a great addition to any other class suitable for ages 8+

## Cheerleading

We currently offer three cheerleading classes for ages 4-8 and 9-11 and 10+, although there is some flexibility around the age brackets. This is our 4th season as a cheer squad and are currently looking forward to building on our fabulous results at our last three competitions. The cheerleading requires commitment as it is a team event. It is a great sport for all abilities as it requires a multitude of different people doing different skills!

## Adult Classes

We offer adult classes in Tap, Ballet and Dance Fitness.

Our tap class is currently for people who have done some tap before but we are looking at starting a new beginners class. If you are interested in a beginners class please let us know.

Our adult ballet class is suitable for all, we work on a variety of ballet techniques whilst working towards a routine. Taking part in our annual show is not compulsory but is good fun!

Dance fit is a dance based aerobic fitness class. No previous experience is necessary, all you need is a sense of humour!

These are all pay as you go classes although booking is essential to secure your place.

**If you are unsure which class is suitable for you/your child, please don't hesitate to contact us for more information at [strongfeetdanceacademy@outlook.com](mailto:strongfeetdanceacademy@outlook.com)**



# Timetable

## Monday

10:00 - 10:45	Pre-school Dance
10:45 - 11:30	Mini Movers
11:30 - 12:30	Advanced Adult Tap (Private Class)
17:00 - 17:55	SST - Grade 2 Acrobatic Dance
19:00 - 19:55	Intermediate Adult Tap
20:00 - 21:00	Dance Fitness

## Tuesday

16:00 - 16:25	Grade 1 Tap
16:30 - 16:55	Primary Ballet Exam Class
17:00 - 17:25	Primary Contemporary Modern Jazz
17:30 - 17:55	Grade 1 Tap Exam Class
18:00 - 18:25	Grade 1 Ballet
18:30 - 18:55	Primary Contemporary Modern Jazz Exam Class
19:00 - 19:25	Grade 4 Ballet
19:30 - 19:55	Grade 4 Tap
20:00 - 20:25	Intermediate Modern Jazz

## Wednesday

16:00 - 16:55	Mini Cheerleading
17:00 - 17:55	Youth Cheerleading
18:00 - 18:55	Junior Cheerleading
20:00 - 21:00	Adult Ballet

## Thursday

16:00 - 16:25	Primary Tap Exam Class
16:30 - 16:55	Primary Ballet Exam Class
17:00 - 17:25	Primary Contemporary Modern Jazz Beginner class
17:30 - 17:55	Grade 3 Ballet
18:00 - 18:25	Grade 2 Contemporary Modern Jazz Exam Class
18:30 - 18:55	Grade 3 Tap

## Friday

11:00 - 11:45	Mini-Movers
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## Saturday

09:00 - 09:55	Beginners Dance
10:00 - 10:25	Preparatory Tap
10:30 - 10:55	Preparatory Ballet
11:00 - 11:25	Preparatory Contemporary Modern Jazz
11:30 - 11:55	Preparatory Tap Exam Class
12:00 - 12:25	Primary Ballet
12:30 - 13:00	Preparatory Contemporary Modern Jazz exam class

# Term Dates

## Autumn Term 2022

Studio Opens	Monday 5th September 2022
Half term	Monday 24th October – Saturday 29th October 2022
Back to Studio	Monday 31st October 2022
Autumn Term ends	Saturday 17th December 2022

## Spring Term 2023

Studio Opens	Tuesday 3rd January 2023
Half Term	Monday 20th – Saturday 25th February 2023
Back to Studio	Monday 27th February 2023
Spring Term ends	Saturday 1st April 2023

## Summer Term 2023

Studio Opens	Monday 17th April 2023
May Bank Holiday	Monday 1st May 2023
Half Term	Monday 29th May – Saturday 3rd June 2023
Back to Studio.	Monday 5th June 2023
Summer Term ends	Saturday 29th July 2023



# Pricing Structure

## **Saturday Morning Beginner class**

These classes are £8 per lesson for the first months settling in period, after which a direct debit\* must be set up at a cost of £22.50 per month. This takes in to account school holiday closures and a discount for paying monthly and therefore all 12 months of the year must be paid for.

## **Monday Pre-School Class**

These classes are £7 per lesson for the first months settling in period, after which a direct debit\* must be set up at a cost of £20 per month. This takes in to account school holiday closures and a discount for paying monthly and therefore all 12 months of the year must be paid for.

## **SST**

These classes are £8 per lesson for the first months settling in period, after which a direct debit\* must be set up at a cost of £22.50 per month. This takes in to account school holiday closures and a discount for paying monthly and therefore all 12 months of the year must be paid for.

## **Cheerleading**

These classes are £8 per lesson for the first months settling in period, after which a direct debit\* must be set up at a cost of £22.50 per month. This takes in to account school holiday closures and a discount for paying monthly and therefore all 12 months of the year must be paid for.

## **Mini-Movers**

This is a pay as you go drop in class and is £6 per class. Payable either via BACS (please email for the relevant bank details) prior to the class or in cash on the day.

## **Adult Classes**

All our Adult Classes are £7 per lesson on a pay as you go drop in basis. Payable either via BACS (please email for the relevant bank details) prior to the class or in cash on the day.\*\*

We do offer discounts if you take more than 1 class in the same week. 1 Class for £7, 2 for £13 or 3 for £18.

## **Graded Classes**

These classes are £4.00 per 1/2 hour class for the first months settling in period, after which a direct debit\* must be set up at a cost of £11.50 per month. This takes in to account school holiday closures and a discount for paying monthly and therefore all 12 months of the year must be paid for.

\*Direct debit information will be sent upon enrolment.

# Terms & Conditions

## 1. Bookings

- 1.1 Upon acceptance into the academy, pupils will be placed in classes according to their ability by the school teachers.
- 1.2 Classes are payable monthly in advance on a standing order basis by the first week of the month.
- 1.3 Fees must be paid even if your child cannot attend.
- 1.4 Fees must also be paid throughout August/School holidays even when there are no classes as the standing order sum takes these breaks in to account.

## 2. Cancellation of classes

- 2.1 Classes may be cancelled by Strong Feet Dance & Cheer Academy if the teacher is sick, injured or unavailable. In the rare event of this happening an alternative class time will be offered.
- 2.2 If a class is cancelled due to bad weather, no refund will be given. This will only happen in extreme circumstances.

## 3. Withdrawals

- 3.1 A full months notice of cancellation must be given or fees must be paid for the following month. This includes cancellation of individual classes.
- 3.2 Once payment has been made there will be no refunds for withdrawals. Reasons for withdrawals can include injury/illness, homesickness, personal or family reasons inter alia.
- 3.3 If it has been agreed by the principal that you can pay weekly all classes must still be paid for whether or not classes are attended. It is NOT a pay as you go option.
- 3.4 Notice of withdrawal must be put in writing, after which an acknowledgement will be issued and the space may be allocated to someone on the waiting list.
- 3.5 If withdrawal is notified for the end of July then August fees must still be paid as per 1.4

## 4. Change of Teacher

- 4.1 There may be a change of teacher at any point during the term. Either to cover the regular teacher in times of illness, holiday or personal reasons. Or, at times, to replace the previous teacher altogether. This is at the discretion of the principal.

## 5. Enrolment

- 5.1 On enrolment you must register on our online parents portal agreeing to our terms and conditions and any complete any other class specific forms
- 5.2 You must complete and return both the use of photos and videos form and the GDPR consent form. (Soon to be available on the parent portal)
- 5.3 If any data information changes, i.e. address, telephone number you must notify us in writing as soon as possible.



## **6. Pupil Expectations**

- 6.1 All pupils are expected to wear the proper uniform for classes. Clean, well fitting dance shoes must be worn. No other shoes are allowed
- 6.2 Hair should be neatly groomed and kept off of the face and neck as much as possible. Good grooming aids self esteem and pride in performance.
- 6.3 Punctuality is essential. If unable to attend, please inform the teacher as soon as possible.
- 6.4 All relevant medical conditions and/or injuries must be reported to the class teacher.
- 6.5 Students are expected to respect their teacher, their fellow pupils and property. Parents will be informed immediately of disruptive or anti-social behaviour.

**The school accepts no responsibility for loss or damage to any vehicles or their contents, or for the loss or damage to any other dance items or personal belongings.**

**Strong Feet Dance & Cheer Academy reserves the right to refuse to teach any pupil who does not comply with these terms and conditions, and in such situations no refunds will be given.**



# Privacy Notice

## **What we need**

Strong Feet Dance Academy will be what's known as the 'Controller' of the personal data you provide to us. We will collect certain data about you/ your child including name, address, email, date of birth, medical conditions etc.

## **Why we need it**

We need to know your personal data in order to allow us to properly and safely operate the school. In particular we will use the data to contact you in relation to news updates about the school, information relating to lesson/ exam/ show details, invoicing, emergency notifications (such as changes to planned lessons etc), records of invoices paid and outstanding (and any agreed payment terms) and any other information relevant to the school and your/ your child's lessons and progress. We also need to ensure that all teachers are aware of any medical condition that you/ your child may have to ensure we can care for their safety. We will not collect any personal data from you we do not need in order to provide and oversee this service to you.

## **What we do with it**

All the personal data we process is processed by us in the UK however for the purposes of IT hosting and maintenance this information is located on servers within the European Union. No third parties have access to your personal data unless the law allows them to do so. We will not share or sell your data to any third party. We have a Data Protection regime in place to oversee the effective and secure processing of your personal data.

## **How long we keep it**

We will keep your personal data (name, address, contact details etc) during the time that you are/your child is a student of the school and thereafter for a minimum of 3 years after which time it will be destroyed. What are your rights? If at any point you believe the information we process on you is incorrect you request to see this information and have it corrected or deleted, save in circumstances where we have a legal obligation or justification to retain data.

*If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter. If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO). Our Data Protection Officer is Michelle Hughes and you can contact them at [strongfeetdanceacademy@outlook.com](mailto:strongfeetdanceacademy@outlook.com)*

## CHILD PROTECTION POLICY

Updated 12/08/2021

1. It is the policy of Strong Feet Dance Academy to provide efficient, up-to-date, enjoyable and safe instruction in dance to all pupils who enrol in the school or join in the classes or activities.
2. The premises and equipment will be checked regularly for any defects or faults that exist or may have developed which might present hazards to any attending the premises.
3. The premises will be cleaned regularly to prevent any hazard to health from accumulated dirt or rubbish.
4. All instruction will be geared to the previous experience and abilities of the pupil(s) and no person will be required to perform movements beyond their intrinsic capabilities. Staff will be sensitive to all pupils' religious beliefs and culture.
5. No energetic instruction will be given without pupils undergoing a "warm-up" session, and after an energetic session completing a "warm-down" session.
6. Smoking is not permitted anywhere in the building or outside the immediate entrance.
7. A day book will be kept to allow records to be kept of any incident in the school, injuries of any nature to staff or pupils and the dates when fire extinguishers, fire alarms and so on have been serviced.
8. No very young pupil will be allowed to leave the school premises until collected by a parent, guardian or other adult authorised to do so by a parent or guardian. A member of staff will remain on the premises until all pupils have left.
9. No pupil under age 16 will be driven home by a member of staff in his/her car without the permission of a parent or guardian or in the event of an emergency.
10. Normally no member of staff will be alone with a young pupil for any substantial period of time without the consent of a parent or other authorised person.
11. If appropriate, changing facilities will be provided. Where possible parents should supervise their own children in the changing area otherwise supervision will not be by a single adult.
12. No child may be photographed or videoed without the consent of parent or guardian.
13. Disclosure and Barring Service (formerly Criminal Record Bureau) checks to be made. For further information see following website: <http://www.ddc.uk.net/IDTA/>
14. Only suitably qualified persons will be employed in a teaching capacity while any student engaged to assist with teaching will only work under the supervision of a qualified member of staff.



15. In the event of activities outside the school premises the instructors will regard themselves as being in “loco parentis” and, so far as applicable and within their control, apply the preceding and subsequent guide lines as if the event was in their own studio.

16. Teachers will avoid any unnecessary physical contact with pupils. However parents should understand that some aspects of teaching involve some contact. Where it is necessary teachers will use the utmost discretion and, in any event, not do so without another adult in the room.

17. The school principal(s) will ensure that s/he and the members of staff are properly covered against incidents involving public liability and professional negligence insurance.

18. The school principal(s) undertake not to involve in misleading or false advertising.

19. No form of discrimination, by religion, colour, the child's background and so on will be tolerated in the school.

20. At all times, all staff will endeavour to keep the highest standards of instruction and behaviour. The school principals retain the right to discharge from the school any pupil who persistently disrupts the tuition, uses offensive language, or other anti-social behaviour.