



Parent and Student Handbook

Introduction to Inspire Academy of Dance.

It's our absolute pleasure to warmly welcome you to Inspire Academy of Dance. We know that our teachers and staff are the heartbeat of the studio and we are looking forward to a great collaborative and creative relationship to create an amazing experience for our customers and students. This handbook will be your survival book when it comes to learning and clarifying all of our policies and processes so please make sure you take the time to read it attentively. If you have any questions, please don't hesitate to get in touch and we can happily chat further about what is outlined in our book. Please keep in mind that our handbook contains confidential information about our business and is not to be shared with any individuals or businesses outside of Inspire Academy of Dance.

QUICK REFERENCE STUDIO INFORMATION

Address: Inspire Academy of Dance
c/o Inspire Dance Studio Cophorne, Unit 14E Borers Arm Yard, Borers Arm Road, Cophorne, RH10 3LH.

Phone Number: 07783 138348

Email: office@inspireacademyofdance.co.uk

Website: www.inspireacademyofdance.co.uk

Principal: Joanna Mortimer

Dance School Administrator: Helen Gomez.

Dance School Manifesto and Objectives.

To start, it's important to us at Inspire Academy of Dance that all members share our vision, our purpose and the philosophy that encompasses everything we do both in and outside of our classes. This is a vision that is shared and demonstrated by the Principal, teachers and staff members at our dance school and it is the driving force behind every interaction with our students and their families.

Inspire Academy of Dance is a place where kids of all ages, shapes and sizes learn to dance, sing and perform. This is a dance school where creativity, individuality and self-expression is encouraged and has a community of teachers, students and families who are passionate about the performing arts. Our goal is to create a positive and happy experience for all of our students. We strive to nurture and develop talent, celebrate the achievements of all students and inspire a love and appreciation of all styles of dance.

We are committed to providing a safe and positive environment in which all students can feel empowered, comfortable and free to express themselves.

INSPIRE OBJECTIVES AND VALUES.

Not every dancer will turn their love of the art form into a career, but every one of them will take the lessons they have learned in their training, choreography and performance to improve the quality of their life.

Our objectives

- To understand each child as an individual.
- To nurture self-confidence.
- We want to facilitate the children with the best possible training alongside enjoying every class.
- To provide a happy and safe environment.
- To engage young minds with fun and creativity.
- To encourage the love of dance and watch our students flourish with confidence and to achieve the best they can possibly achieve alongside enjoying themselves.
- It is important to us to get to know every child as an individual and for the children to feel happy and comfortable in our presence.
- It is extremely important to us that we build a relationship with both our students and families, that we remember each child and they know us too,

About Us.

Inspire Academy of Dance was founded in 2011 by Joanna Mortimer with only a few students. Since then the academy has grown to over 300 students in over 15 different schools and venues.

We have a large team of teachers who are all fantastic and work extremely hard to ensure all our students the best possible training.

All our ballet, tap and modern classes follow the ISTD dance examination structure which aims to build progressively, ensuring that steps and skills learned at lower levels prepare for more complex movements as our student's progress. The Imperial Society of Teachers of Dancing (ISTD) is one of the worlds leading dance examination boards.

Alongside our regular dance classes, we also offer holiday schools and workshops which offer dance, singing, acting and craft on chosen weekends and in the holidays. We also run dance birthday parties and we regularly perform at local dance events and productions.

Inspire Academy of Dance run a bi-annual dance show every two years at The Hawth Theatre, in Crawley. It is a chance for our dancers to put their love for dance and skills to the stage.

Communication

By now you have probably noticed that we are BIG on communication here at Inspire Academy of Dance. It is our promise to respond to all enquiries within 24-hours and we will never leave a query unanswered.

Our friendly office staff can be contacted on 07783 138348 between 9.30am – 2.30pm Monday, Wednesday and Thursday.

For convenience, our primary means of communication is via email. You will receive regular newsletters and important information via email, so please ensure you have provided the studio with an up-to-date email address that is regularly checked.

Main Contact Details:

Office Email : office@inspireacademyofdance.co.uk

Dance School Principal Email: jo@inspireacademyofdance.co.uk

Facebook is a great way for us to keep in touch with all of our members at once.

Please follow us on Facebook: <https://www.facebook.com/InspireAcademyofDanceUK/> .

You may also be interested in joining our Dance School closed Facebook group at <https://www.facebook.com/groups/358338141632171/> where our dance families interact and receive information regularly.

Terms and Conditions

These terms and conditions are put in place to ensure that the dance schools can be run as smoothly and efficiently as possible. Please take a moment to read the terms and conditions and keep them for your records. If you have any questions about anything stated below, please contact the dance school. You will have had the option to read this online as well and signed for it electronically. This is just for your reference.

Fees

Fees must be paid by the first week of every term. You will be billed accordingly at the end of each term. Invoices will be sent via email. We accept payment by BACS transfer or GoCardless, which is our preferred method of payment. **We no longer accept cheque payments.**

Bank details for fees are:

Please reference your son/daughters full name when paying your fees.

Account Name: Inspire Academy of Dance

Account Number: 41434896

Sort code: 40-24-37

Joining fee

On your first invoice you will be required to pay a £15.00 joining fee. This will include your dance school t-shirt which will either be given to you in class or posted.

Notice

Half a terms notice is required if a student wishes not wish to continue attending our dance classes. A half terms fees will be charged if you do not inform us that you wish to leave the dance school with adequate notice.

Discounts and offers

Inspire Academy of Dance offer a 10% discount of additional classes and siblings. The first class would be full price and then any subsequent classes would be discounted. All offers that the dance school promote are subject to availability and specific terms and conditions will apply.

Absence

We regret that refunds and deductions to fees will not be given due to the odd class being missed or holidays and illness. Only under extreme circumstances would this be considered.

Examinations

Ballet, Modern and Tap examinations are all taken with the ISTD (The Imperial Society of Teachers of Dancing). It is not compulsory for your child to take exams if they do not wish to. We feel that dance is to be enjoyed and if this is affected by exams then the decision can be made not to participate in exams.

Mobile Phones

Mobile phones should be turned off or switched on silent when in class.

Disabilities

Please inform us when joining the dance school if your child has any disabilities or illnesses that you feel we should be aware of. This is to ensure safe and effective teaching.

Contact

From time to time we may want to advertise new classes and events, which we will send you via email. We also send our school newsletters via email, which we feel, is efficient and environmentally friendly. Please check our GDPR policy if needed.

Uniform

Uniform is available to purchase through our very own online dance shop. Once purchased, uniform should be worn at all times and specific to the dance genre your child is attending. 'Inspire Academy of Dance' logo merchandise can also be purchased from our website. Orders for our logo uniform are only down once every half term.

Hair/Jewellery

Please ensure hair is off the face and back for class. Other arrangements will be made for show and exams. Hair must be, where possible, in a ballet bun for all our ballet classes. Due to health and safety it is required that students do not wear any jewellery other than stud earrings.

Behaviour

Inspire Academy of Dance, will not tolerate bad behaviour and students must have a mutual respect for other students and their teachers. Dancing is to be enjoyed and we hope to provide a fun environment for them. The dance school has the right to ask for a pupil to be removed from the class or school.

Punctuality/Attendance

Please ensure your child arrives on time for class in the correct attire. If there is continuous absence to class, we may have to withdraw your child from class.

Shows

Students may be required to purchase costumes for the schools show or other such events. You will be informed of this in plenty of notice and we will try our best to keep costume prices to a minimum.

Cancelled Classes

If we have to cancel classes for any reason, a text message will be sent to all the parents or carers of the classes. We will then follow up this up with an email to confirm the reasons for the cancellation (staff illness, issue with the venue) and also confirmation whether the class will be rescheduled and when this would be or if we will be issuing a credit for the following term.

In a case where cancellations are out of our hands (weather issues or like the recent COVID-19 pandemic) credits or rescheduled classes may not always be possible but Inspire Academy of Dance will endeavour where possible to offer one of these two solutions.

Confidentially

All personal information given to the school will remain completely confidential and only viewed by the owner and admin staff of the dance school.

Photography

When signing our enrolment form, you are asked if you give permission for your child to have their photo taken for marketing and advertising reasons. Our bi-annual dance show is also filmed and photographed. We really hope that you can agree to this but if for some reason you do not, please ensure you mark that you do not wish for us to take photos. Every student that takes part in our shows, however will be filmed.

Our teachers

All of our teachers have their own insurance, DBS checks and correct experience and teaching qualifications to teach your child's chosen classes.

When signing our enrolment form online you are agreeing to all of the above unless we are informed otherwise and then this will be discussed. It is really important that you understand that the dance school require half a terms notice if you wish to leave, that fees are due by the end of the first week of term and that photography may be taken within classes and productions.

Inspire Academy of Dance Privacy and Data Policy

Inspire Academy of Dance are committed to protecting your privacy and security. To comply with the approved data protection regulation (GDPR), which comes into effect on 25th May 2018, the dance school, as a data controller, has a legal responsibility to ensure we are putting these regulations into practice. The dance school requires personal data from all our families on enrolment and therefore, we need to ensure your data is processed lawfully, fairly and in a transparent manner in relation to individuals. We need to ensure also that the data we are collecting are for specified, explicit and legitimate purposes and not further processed. Inspire Academy of Dance ARE registered with the ICO (Information Commissioners Office).

This policy will ensure you are aware of what we do with your data from enrolment through to termination.

How does Inspire Academy of Dance collect your information?

- **TRIAL SESSIONS**

Inspire Academy of Dance will initially take a name and phone number from you if you wish to trial any of our classes. We ask for this information so that we can contact you between your first contact and trial session with any necessary information you may need to know. By providing this information you are allowing us to contact you about your trial session before and after. This information is then deleted at the end of the academic term that the trial was booked in. You can opt out of this by just letting us know when this information is initially provided. Your details are not shared with any third party contacts.

- **ONLINE CONTACT**

By contacting us via our online web form or Facebook Messenger, you are giving permission to be contacted by the dance school. We will not share your details.

- **REGISTRATION**

Our online registration form will ask you for personal details; your child's full name, parent/guardian's full name, email address, home postal address, contact number and also any medical information that we may need to be aware of. Your data, through our online form (google docs), is compliant with GDPR. This is then transferred onto our database system, which allows us to run the dance school efficiently.

Who has access to your information?

Your personal data will be processed and managed cautiously and sensitively by the dance school owner and administration assistant. Once your information has been processed, your child's class teacher can access information via a password on our online registers. This purpose is to monitor attendance and allow contact in an emergency.

How does Inspire Academy of Dance use your information?

Inspire Academy of Dance will email you with any details about the dance school. This will include dance school newsletters, show information, exam information and any other aspect of the dance school. You will be emailed and texted if there are any last minute issues such as cancellations or reminders.

How long is your data is stored for?

Your data is stored for the duration that your child dances with our dance school. Once you have terminated we may keep your data on our database as an inactive student for up to two years. You will however, not be contacted.

Third party sharing

Inspire Academy of Dance from time to time will do events where your child's data will need to be shared for example our examinations and shows.

Security

Any paperwork is kept in a locked filing cabinet and any data, which is accessible on a computer, is only accessed via passwords.

Consent, keeping in touch and supporting Inspire Academy of Dance

In order for the dance school to be effective and keep our pupils and their parents informed, staff need access to a variety of your personal details that have been provide by you. We expect that the following use will fall within the 'legitimate interests' category:

- Invoices, which also relate to chasing outstanding fees.
- Newsletters sent four times a year
- Exam information
- Show and performance information
- Where otherwise reasonably necessary for the schools purposes

However, outside of these categories, if you wish to stay in contact in regards to any marketing that the dance school does, such as new classes, holiday camps, open days etc then you will need to 'opt in' via the link on our website. If you do not do this then you will not be contacted.

Your rights

GDPR provides the following rights for individuals:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Right in relation to automated decision-making and profiling.

If you have any questions, queries or complaints about the above then please do not hesitate to contact me at jo@inspireacademyofdance.co.uk