

Dear Parents, Guardians and Dancers,

Welcome, and thank you for choosing *Clare Connolly Dance*.

We look forward to you joining us this term.

Please note that by signing the registration form you are agreeing to the terms and conditions of our Dance School.

We strive to provide a safe and secure environment for our dancers to flourish in. COVID-19 Response Operations and Procedures for Parents and Students has been integrated in to our entry and exit section. Please adhere to current guidelines and do not attend class if you are feeling unwell or have been a close contact.

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1. Correspondence

All information is sent out in a termly newsletter via email.

All notifications in relation to enrollments for dance classes, exams, shows and related deadlines will be sent out via email, to allow parents to access it at times appropriate to you. If deadlines are missed for events however, dancers will not be able to take part. All responsibility to meet date deadlines lie with the dancers and their parents or guardians.

We aim to complete all correspondence for events via email.

Where an alternative is required please ensure correspondence, forms, fees etc, are placed in a sealed envelope, stating the dancers name and envelope contents, and handed in to teacher at the beginning of classes to avoid disruption to class. Monetary amounts should be exact as change will not be available.

Regular updates will be posted on Facebook, Twitter and Instagram.

Please note that due to working in a studio and not an office, email, texts and calls can not be responded to during working hours. At all times your feedback and suggestions is very much appreciated. Thank you for your patience.

2. What to wear

We operate a strict uniform policy.

Please do not wear your own items or tutus to class. We will have designated dress up days to facilitate dancers wishing to show off their new costumes.

Uniforms are chosen to provide the most suitable attire for teachers to correct and assist our budding Ballerinas.

Uniforms allow dancers to feel united as a dance company, leaving them head space to focus on their technique and artistry.

No jewellery please, or items of clothing that may cause any danger.

Valuable items should not be brought to the studio. All coats and bags must be left outside in the corridor for health and safety reasons.

Hair must be tied back neatly and away from the face for all classes.

From Grade 1, students are expected to wear a classical Ballet bun for every class. We would be delighted to demonstrate how to achieve this if required. Dancers are taught in class and youtube links sent out with exam information emails.

Please label all uniforms and clothing with dancers name. We will not be responsible for holding lost property.

3. UNIFORM LIST

Classical Ballet:

Pre-school classes: **Girls:** Pink Tutu, Pink Ballet tights or socks, pink leather Ballet pumps. **Boys:** Navy shorts, white fitted t-shirt, white socks, black or white ballet shoes.

Pre-Primary and Primary: **Girls:** Pink RAD regulation leotard 'Chloe' with wrap skirt, pink tights or socks and pink leather ballet shoes. **Boys:** Navy shorts or leggings, white fitted t-shirt, white socks, white ballet shoes.

Grade 1 & 2: **Girls:** Lavender RAD regulation leotard with waistband, pink tights and pink leather ballet shoes, Character skirt and low heel Character shoes. **Boys:** Navy shorts or leggings, white fitted t-shirt or leotard, white socks, white ballet shoes, Character shoes. Girls Character skirts will be provided for exams.

Grade 3, 4 & 5: **Girls:** Dancers, as a class, may choose their own RAD regulation leotard for grade 3 upwards. Pink tights, Pink full sole ballet shoe, Character skirt and Cuban heel character shoe.

Boys: White leotard, dance belt, Navy leggings, white socks, white Ballet shoes, Character shoes.

Grade 6, 7 & 8: **Girls:** Class will decide on colour of leotard and matching skirt. Character skirt and Cuban heel character shoes will also be required.

Boys: White leotard and Navy leggings, or Unitard, white socks, White Ballet shoes, Character shoe.

Vocational: **Girls:** Navy camisole leotard, pink convertible tights, canvas split sole ballet shoes, Demi-Pointe shoes and Pointe shoes. (Capezio Princess leotard has become the most popular choice). **Boys:** White leotard, Black or navy leggings, dance belt, white socks, Black or white Ballet shoes, Character shoe. Pointe shoes are optional.

Participants awaiting a uniform, should wear comfortable, unrestrictive clothing to allow for ease of movement, such as leggings or shorts, and a well fitted t-shirt. Participants may be barefoot for their first trial class. No socks allowed due to health and safety regulations, unless they have a grip on the sole.

Adults: Please feel free to wear whatever you are most comfortable in. Leggings and a fitted t-shirt, possibly with a wrap skirt are ideal for ease of movement.

Creative dance and Modern Jazz : Unitard and bare feet. Leggings and t-shirt may be worn initially.

4. Where to buy Uniforms

We are in the process of setting up online orders. Our physical shop is on hold due to COVID restrictions. We will update you as soon as possible.

Orders will be processed one day a week therefore depending on your order date, may take up to two weeks to arrive to you. Once paid for, your order will be given to your dancer as they leave their class.

5. Food & Drink

Only bottled water is permitted in the studio.

6. Class Entry and Exit Systems

Due to current restrictions **parents are not allowed into the Studio building.**

Please ensure dancers are ready for class with their Ballet uniform on under slip on shoes eg. Ugg Boots, Sliders or Crocs and a coat or dressing gown for warmth outside. There is no time or space for changing clothes inside.

ENTRY:

- All parents and Teachers are required to wear face masks for all classes and when collecting and returning students to parents.
- Please remain socially distanced at all times.
- We will ensure all hands are sanitised as they arrive and leave.
- Masks are requested where possible for children of school going age
- Masks are mandatory for secondary school dancers.
- Please arrive only 5 minutes before class.

Students will only be allowed in at the start time of class. Please do not try enter the location

before the staff member has come to collect your child from the main door.

- Line up in an orderly fashion at our designated spot near disabled parking. Please be mindful of other groups using the same entrance.

Late arrivals will not be permitted to enter due to the restrictions.

• **Bathroom:** Please can you make sure all students use the bathroom before coming to the studio and have washed their hands thoroughly.

- Two parents are required from each class to chaperone their class from the front door to the studio. Chaperones should wait in the corridor during the class to facilitate the dancers should they need assistance and to accompany them safely back to their parents at the end of class.

Exit:

Dancers will be brought down to the waiting area to be handed over to their parents by the two designated chaperones.

- Students need to be collected **on time**. The dancers are not allowed to come back up to the studio with us and cannot wait downstairs alone therefore requiring the whole group from the next class to wait and miss their class time. So please do not be late.

If we need to suspend a physical class/pod the class will be moved **online**, that way we do not disrupt the term and we can keep the students learning.

If we are advised to close again, we will continue to run the classes **online** so students do not miss out and we are able to keep the school open.

By signing your child up for a class at Clare Connolly Dance you are agreeing to all of our policies and procedures stated above.

Should parents and guardians have further questions, please phone, text or email Clare rather than disrupt class time.

7. Examinations

Primary Ballet and Primary Modern classes upwards will have the option to take the Royal Academy of Dance (RAD) and Imperial Society of Teachers of Dance (ISTD) Examinations.

These are internationally recognised awarding bodies. Examinations are run via headquarters in a very professional manner. Deadlines and guidelines are strict and non-negotiable.

Participants will be required to take compulsory extra classes in the run up to the exam. Fees for these examinations will be set by the Academy yearly.

Grade 3 upwards must attend two classes a week to be eligible to be considered for Examinations. Those not taking two classes will be invited to take an Award.

Examinations predominantly take place during the week and dancers will be provided with a letter for their school teacher. Schools have always been extremely supportive of dancers taking time off to take examinations of this standard.

Looking to the future advantages, candidates who have achieved a Pass or higher at Higher Grades, Intermediate or Advanced Foundation can use their exam result as contributing towards their UCAS points tariff when applying to a university or Higher Education institution in the UK and Europe. Dance is now on the **Irish Leaving Certificate curriculum** and these results may be counted towards CAO application points as part of PE. We hope they will become stand alone as with UCAS very soon.

Practice: *The Royal Academy of Dance* guidelines state a minimum of 60 hours of studio rehearsal time for the Primary exam (Dancers of approximately age 7-8years old) and 10+ hours of independent practice. These examinations are of a very high standard and hours increase with the level.

From Grade 3 Examination standard, children must take two classes a week in order to be considered for an Examination.

8. Performances

Every year we put on a fully costumed show in June. Dancers must sign up for the show and make a commitment to attending when enrolling for that term, Term 3.

Before signing up:

Class attendance: Please ensure you can commit to attending all classes in term 3.

Stage rehearsal attendance: The Saturday before the show all dancers will be called for a rehearsal. This is the groups only chance to experience time on stage and to place their choreography in space. **Dancers who do not attend Saturdays rehearsal will not be permitted to take part in the show on Sunday.**

It is extremely disruptive and confusing for dancers when partners or members of their group are late, absent or appear not to be practising at home. Please ensure you consider other people when assessing your ability to commit and deciding to sign up for Shows and Examinations.

The show is a fantastic opportunity for dancers to share their love of dance with their families and friends. It is a confidence building event and creates a wonderful sense of community.

Volunteers: We need volunteers every year to assist in Costume and stage design, sewing, gluing, collecting and distributing. Dancers will also need chaperones on the show weekend. We would be delighted for parents and guardians to get involved.

9. Changes to class times, term dates, Teachers

Substitute classes::

Where an event impacts your class time you will be offered an alternative class that week or the following week.

Events such as Yearly Examinations take place for dancers. Dates and times are arranged by Royal Academy of Dance Headquarters and may coincide with some mid week class times. In the event of an exam being arranged in studio at your class time, you will be offered to attend an alternative class that week or the following week.

If classes are cancelled due to unforeseen circumstances and can not be made up due to time constraints, you will be offered to attend an alternative class that week or the following week.

Term dates are subject to change. They are dependent on many factors so may change with a weeks notice.

Cover teachers will occasionally be brought in. A Photograph and biography of your teacher will be sent to you to show your dancers before classes.

10. Online booking System

Our new online system is Sixtech. We will keep adding to it so please send your suggestions and ideas.

To Log Into The Parent Portal

- Go to sixtechsoftware.com
- Choose "parent login"
- Type "Clare" in the search and select box
- Choose "Clare Connolly Dance"
- Your username is your email address and when using for the first time you must choose forgot password to set your password
- This will generate an email with a link to set your password
- NB if the system does not recognise your email address please contact Clare to see what address is on file (please do not register new student as this will duplicate your child in the system and cause difficulties)

When in the system

**T&C will be updated and will need to be agreed to before your first class also.

Entering Medical and General Notes

- Choose the "Student Profile" box and you can add general notes and medical notes

Checking your classes and Registering for classes

- Choose the red "Classes" button
- The screen will have two menus "enrolled classes" and below this "Available classes".
- As this is a new academic year you will be asked in the "Enrolled classes" area will your child be continuing with the classes she is enrolled in. Please choose yes or no. Yes if you wish to start this term.
- Clare has assigned you all classes which should up on your account. If this is not suitable please see available classes and select your preference where available.
- To choose from the available classes please click on the Available Classes text and it will show you the classes available for your child
- You can choose from the list by clicking on the class
- Once confirmed / added to your class your fees should populate in your account

To make online payment

- Choose the red "Payments" button and then click on the student name
- This shows you your account currently (please note some classes may not be populated yet and the balance may not show correctly)
- Choose to pay in full and choose the blue "pay fees" button
- If you have a second or third child, they can be added to the shopping basket by repeating these steps
- When you are ready to make payment please choose "Check Out" and complete the payment.
- The system will confirm the payment and bring you back to the portal
- An email receipt is generated to the address held on the system
- SIBLINGS: please email Clare if your sibling discount is not showing and I will look into it. Just ensure your class time allocated is suitable.

11. Payments

Fees must be paid in advance of the first class.

Payment can be made by bank transfer (details on invoices when agreed with Clare) or through our online payment system.

Please ensure transfers are referenced with your Dancers name and their class time. They can not be located without this and your dancer will be therefore marked unpaid and not granted access to class.

Late fees will result in dancers not being permitted to enter classes.

We do not accept cheques.

Bank Account Transfer: Please Email for Bank Transfer details. They will also be listed on newsletters at the beginning of each term.

Fees paid in cash should be placed in an envelope, clearly marked with dancers name and class. Exact amounts only. No change will be handed out during class. A credit will be added to account in this instance.

Classes are non-refundable.

Classes are paid per term.

By booking a space in our classes you are committing to utilising a space that could of alternatively been given to another dancer. Therefore the discretion to attend is on the dancer and their parents. Term fees apply to the current term only and cannot be carried over due to non-attendance for any reason. Trial Packages are only available to new students and are not applicable during COVID restrictions.

If an invoice has not been paid at the start of term or upon enrolment, the student will not be admitted to any classes until the invoice has been paid in full.

Clare Connolly Dance reserves the right at any time during the term to ask students to leave a class if any fees are overdue.

If a student wishes to change class or to start an additional class, the parent/guardian must give their consent in writing to the Principal so that they can be invoiced for the additional or new class or must sign up via the SIXTECH PORTAL before the first class.

There are discounted rates for students who attend more than one class per week

12. Trial Classes:

All new young dancers, 2years+ and 3years+ attending for the first time, are welcome to opt for a three week trial package providing there is space available. This trial package applies to **three consecutive** weeks only and the remainder of the term fee must be paid on week three to secure your place for the remainder of the term. If you have any other questions or queries, please do not hesitate to call, text or email us and we will get back to you as soon as possible.

Clare Connolly Dance reserves the right to alter the advertised programme and faculty with reasonable notice. The information in this and any other printed or electronic brochure/notice was correct at the time of printing or publication on-line.

Data protection

Clare Connolly Dance holds information about our students, parents and guardians to enable us to carry out our business as a dance training organisation. Clare Connolly Dance complies with the General Data Protection Regulations (GDPR.)

Clare Connolly Dance reserves the right to change these terms and conditions at any time providing one term's notice is given to students.

Parents and guardians of students attending classes are required to sign their acceptance of the terms and conditions for each student by ticking the Terms and Conditions confirmation box upon registration. Clare Connolly Dance accepts electronic signatures as if signed in the original.

13.PRIVACY POLICY

Clare Connolly Dance Data Protection & Privacy Policy

How this notice applies to you will depend on the way in which you interact with Clare Connolly Dance.

1. if you register a child for classes with us, we will use the information you provide to fulfil our obligations to you in delivering that service and, where permitted, keep you up to date about other events that may be of interest to you;

2. if you simply browse our website please note that our website does not use cookies.

Your choices and rights are explained in more detail below. What Information We Have & Where We Get It

- All information we have is obtained directly from you.
- When you register a student for a class, we will collect your information on a registration form this will include; Parents/guardians name(s), address, email and phone number, students name, gender, DOB and any medical history or allergies that we should be aware of (note the above list is representative not exhaustive).
- In all instances where we collect personal information on children/students, we always collect this information directly from parents/guardians and will only ever collect such information for

the purposes specified when we collect it.

How We Use Your Information & Why

We collect and use your information for lots of reasons such as sharing news, for marketing, notifying you of class cancellations, upcoming events, registrations for exams, fee notifications or contacting you in the event of an emergency.

We will contact you via email, via SMS, or social media platforms. You can request a change to how we contacted with at any time.

Who We Share Your Data With & Why

We may share your information with our event partners such a theatre companies but this will be limited to student's name when attending an event for example. We also share information with the Royal Academy of Dance when registering students for exams but this is limited to student's name, gender and DOB.

Please be reassured that we will not release your information to other organisations unless in exceptional cases when we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or the crime. In all other instances, we would only share your information with another party, if you have given your explicit permission to do so

Your Choices

Where you have given us your consent to receive information, you can withdraw it by notifying us via email.

Your rights

You also have rights over how your personal information is used including:

- The right to object to our processing of your data.
- The right to request that your information be erased or restricted from further use.
- The right to request a copy of the information we hold about you.
- The right to correct, amend or update information you have given us.

To exercise any of the above rights please do so by notifying us via email.

Looking After Your Information

We're always taking steps to make sure your information is protected and to delete it securely when we no longer need it. We have security measures in place to protect your information. The security measures we use will depend on the type of information collected.

We only keep your information for as long as required to provide you with the services you request, for the purposes outlined in this policy. We will securely delete your information when it is no longer required for these purposes. You have access to unsubscribing from our emails yourself also.

Social Media Platforms

If you engage with the school on any of our social media channels you should know that we do not collect your personal information it remains within the platform that we are using and so you should familiarise yourself with their privacy notices and policies: Facebook and Instagram. If you send us a direct message, your information still remains within the platform unless we ask you to provide us with your contact details to continue the conversation offline or privately, and you consent to do that.

Promotional Material

Photos may be taken, throughout the course of classes, for use on the website, blogs and in promotional material. All children love to feel a valued part of any organisation and we therefore prefer to use our own dancers. We adhere to strict rules in relation to these. If you do not wish the participant to be involved please state so clearly on the booking form. Photos can be removed at your request, at any stage.

Photos during events:

Photos taken during events will be used for publicity.

We host fundraising events, Performances and charity events every year. During these events photographs will be taken by organised photographers. As these are movement shots and of groups, it is not possible to single dancers out to be removed. Please make note of this. All photos are double checked to ensure appropriateness and any photo may be removed at your request at any time.

Links to Other Websites

Our website may contain links to other websites run by other organisations. This privacy notice applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website. In addition, if you linked to our website from a third-party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third-party site and recommend that you check the policy of that third-party site.

14. Code of Conduct

Code of Conduct For all students, parents and guardians of Clare Connolly Dance.

Expectations in respect of pupils admitted to Clare Connolly Dance.

The aim of Clare Connolly Dance is to ensure that all students experience dance in a fun,

friendly, positive and safe environment. In order to achieve this, please take note of the following guidelines. We would like to stress that these points are of great importance in assuring the wellbeing of all students in the School. Any student unable or unwilling to profit from the education provided at the school may be asked to withdraw from the school after reasonable notice.

Registration

For insurance and safety purposes all students must be registered in advance of attending classes. Clare Connolly Dance can only accept responsibility for enrolled students during class time.

Punctuality

It is vital that students arrive in good time for their classes. If students are late for class it will impede their learning, or cause disruption to others and place themselves at risk of injury should they miss the warm up section of the class.

Attendance

Regular attendance is extremely important. If students do not attend on a regular basis then the development of the class and the individual student will be affected. Exam students' attendance will be monitored as they prepare for their examinations and assessments. Students who fail to attend classes may be withdrawn from the exam. We regret that it is not possible to make up missed classes by attending another class for which you are not registered.

Discipline

Students are expected to behave in an orderly, civilised and well-mannered way and to show respect to their teacher when attending Clare Connolly Dance. Students should also show respect to other students in their class. Failure to comply with the rules and regulations may result in withdrawal from the Wicklow School of Dance.

Uniform

It is extremely important that students come to classes dressed in full uniform in order to be able to work correctly and safely in class and present a neat and elegant appearance. We ask that all students make a concerted effort to come to class wearing a bun or headband for shorter hair.

Examinations

Entries for RAD examinations are at the discretion of Clare Connolly Dance.

Changing

Students should only get changed in the designated changing area in the presence of other students and/or teachers, but never alone with one adult.

Drop Off/Collection

Parents/guardians are asked to drop off students directly before the start of their class. Students must be collected promptly at the end of class in line with our drop off and collection protocols.

Personal Property

Students should make sure that where possible they do not bring valuables to class. When it is necessary to do so dancers are requested to keep their valuable personal items with them at all times. Clare Connolly Dance regrets that we cannot be held responsible if items go missing.

Remuneration and Fees

As per the Terms and Conditions; fees must be paid before the student's first class of each term. Failure to do so may result in withdrawal from classes.

Data Protection Policy

Clare Connolly Dance staff members are not at liberty to enter into conversation with or disclose any information to parents relating to other students. Student's information is confidential and retained in accordance with the Clare Connolly Dance Data Protection Policy and Privacy Policy.

Health and Safety

- If students hurt themselves in class or feel unwell at any point, they should tell their teacher or member of staff immediately
- Clare Connolly Dance is a work place and respect must be given to all staff. There must be no running or shouting in the building or grounds
- No smoking is permitted anywhere on the premises.

Fire regulation

If the fire alarm sounds, students must line up in as they do when exiting class and make their way immediately to their nearest available Fire Exit where a roll call will be taken

- Parents/guardians are asked to drive with due care when dropping off and collecting their children from classes.
- Children's scooters, skateboards and rollerskates/rollerblades must not be ridden/used anywhere inside the building or around the car park.

15. Covid 19 waiver

I understand that my child cannot participate in a Clare Connolly Dance session if:

They/any close family member have been displaying symptoms related to COVID-19 in the past 14 days.

They/any close family member have been travelling abroad within the past 14 days.

If they begin to display any symptoms after attending a session, I must contact Clare Connolly Dance as soon as possible so that contact tracing can be carried out if deemed necessary.

Please confirm that you understand the risk involved and your role in minimising the risk on return to classes.

I commit to advising Clare Connolly Dance and excluding my child from any classes if any of these situations were to change.

Thank you for choosing *Clare Connolly Dance*. Our classes are designed to be professional, stimulating, imaginative, creative, educational, artistic, fun and caring, to enable our dancer's confidence and abilities to grow. We hope you enjoy them as much as we do.

I look forward to meeting you.

Warm wishes,

Clare Connolly

087 954 4498