



New Starter Pack

Welcome to Hot Tap Dance School. The information detailed below will tell you everything you need to know about the Dance School and all the forms you need to enrol are included in this pack. Please take time to read, complete and return the forms as necessary when your child begins attending classes.

If you have any questions please call 07923 100498 or 01904 728130 and I will be happy to help you. Our website is regularly updated with news, events and information : hottapdanceschool.co.uk

ABOUT OUR SCHOOL OF DANCE

Imperial Society of Teacher's of Dancing (ISTD) & Royal Academy of Dance (RAD)

The ISTD and the RAD are the governing bodies of our Dance School. These organisations are recognised by the Qualifications and Curriculum Authority and as a result it's teachers are required to attend regular courses in all aspects of child development, health and safety, good teaching practice, and of course the requirements of the Graded syllabus. The qualifications your children will have the opportunity to achieve whilst training at our School are recognised by educational establishments with our Grade 5 being the equivalent to a GCSE and our Grade 6 being equivalent to A Levels and earning UCAS points.

Examinations

ISTD and RAD examinations can be taken at the teacher's discretion in Tap, Modern and Ballet from the age of 5/6 years. Children working towards examinations will be required to attend extra coaching lessons. When the teacher feels your child is ready to be entered for an exam you will receive a letter detailing the dates and cost of the exam and coaching lessons. Examinations are not compulsory.

Parents watching Day

On the last lesson of each term parents or family members are invited to watch the class. If you need to bring young children or babies, please ensure that you supervise them and try to not disrupt the class as much as possible.

Our Show

A whole school show takes place at Queen Margaret's school in Escrick every 2 years. All pupils are encouraged to participate. Parents will be advised of rehearsal dates and times, costume requirements and ticket information in the weeks leading up to the performance



www.hottapdanceschool.co.uk



HEALTH & SAFETY (A full copy of our Health & Safety and Child protection policies are in this pack)

Collection & Drop Off

To ensure the children's safety we ask parents to arrive on time and to collect your child from inside the village hall. If a parent/carer is late to collect their child we will telephone contact numbers stated on the enrolment form. In the unlikely event of non-collection after one hour a fee will be charged. Please ensure that we are made aware if there is a change in the carer collecting your child from class.

Medical

Please notify us of any allergies or medical conditions that your child may suffer from and inform us of any changes to your contact details. Pupils **must not** attend class if they have/have had a significant illness such as sickness, diarrhoea or chicken pox in the 48 hours prior to class. Pupils who are injured and unable to dance should still attend class and watch where possible, especially those working towards examinations.

Physical Contact

The nature of all dance lessons will involve a degree of physical contact between the teacher and your child. For example, where it is necessary to correct posture, placing and technique.

Photographs

On occasion photographs may be taken of your child for advertising and promotional purposes. You are asked to select your preferences regarding publication of these photos in the attached Data Consent Form.

PRACTICAL INFORMATION

Fees

Fees are to be paid by monthly standing order, as per the attached schedule. If your child is absent from class for any reason the fee for their place is still required. This will ensure that your child's place is kept available. (Trial lessons can be paid for weekly for the first half term only). Fees are payable throughout the year, allowing for costs to be spread over the full 12 months. If fees aren't paid for 2 consecutive months then the child will not be allowed to take part in the class, as they would not be covered under our Insurance policy.

Cancellations

In the event that a class has to be cancelled, where possible the lesson will be re-scheduled.

Class Start Times & Uniforms

Classes begin promptly. Pupils should be wearing their appropriate uniform, have their hair tied up and be ready to dance a few minutes before their class begins. Changing facilities are available in the hall. Our Uniform is available to order from your teacher, and forms are enclosed.



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Child Protection Policy – Hot Tap Dance School

We believe that no child or young person should be the subject of neglectful or abusive behaviour.

We will promote and maintain the welfare of every child in our care and seek to protect them from harm regardless of race, age, disability, gender, sexual orientation, religious belief or any other form of identity or creed. We will create a safe and welcoming environment for all.

This policy applies to all our staff and volunteers and covers children under the age of 18 and/or vulnerable adults under the age of 24.

To protect children and young people in our care, we will:

- Value and respect children and listen to what they have to say
- Work with children, parents and relevant organisations
- Share our policy with all staff, parents and students
- Ensure all required checks are made when hiring staff and that those in regular contact with children hold a current DBS check
- Provide appropriate training and support to all staff
- Take responsibility for children and young people's safety when in our care
- Seek permission from parents before taking images (photographs or film) of students and inform them how and where the images will be used
- Report suspected neglect or abuse to the nominated member of staff, relevant organisation, or police
- Ensure that this policy is regularly updated

Additional guidance can be found in the following documents at the end of this policy:

- Reporting Suspected Neglect or Abuse
- Appropriate Physical Contact in Dance
- Chaperoning Students to and from Dance Events
- Use of Photographs and Film of Children

This policy was last reviewed on 31st January 2018

Name: Samantha Bolsher

JobTitle: Principal, Hot Tap Dance School

Signature: Samantha Bolsher

Additional Guidance A: Reporting Suspected Neglect or Abuse

Concerns regarding a child's welfare can be reported by:

- Parents
- Teachers
- Friends
- The child or young person

All allegations of neglect or abuse will be taken seriously. If a concern is reported directly by the child or young person we will not seek to disagree, ask probing or leading questions, or do anything else which may discourage them.

We will make clear that reported concerns cannot be kept confidential but will need to be shared with a nominated member of staff or external organisation. Parents or guardians will also be involved if appropriate.

We recognise that early action is vital. Any concerns will be reported immediately.

If the child or young person is in immediate danger of harm, we will contact the police on **999**

In all other cases, we will report concerns to the North Yorkshire Child Protection Team on **01609 780780**

Additional Guidance B: Appropriate Physical Contact in Dance

Teaching dance is a physical activity and a teacher will sometimes need to make physical contact with a student to show an idea or to correct the student's position. This can include:

- Lifting
- Adjusting arms, legs, rib cage, hips, feet, hands
- Moving one student in relation to another

Where contact is needed, we will remain sensitive to the student's wishes and put their welfare first. In all cases, we will say why and how we will be correcting the student's position before making any contact.

We encourage students to report any concerns.

Additional Guidance C: Chaperoning Children at Dance Events

When chaperoning students to or at an event, we will:

- Provide parents and students with information about what the event is for
- Ensure that there is a trained First Aider
- Provide parents and students with the full address of the event
- In cases where the event is taking place in a large building, we will also give the room or studio number where possible

- Have a planned journey route that is shared with parents, students and chaperones
- Make sure that students are aware of what they should do if they get lost
- Ask parents and students for their contact details in case of emergency
- Have a clear idea of how students will be cared for while at the event

We will ensure that chaperones hold all required checks and licences and are aware of our Child Protection Policy.

Additional Guidance D: Use of Photographs and Film of Children

We recognise that taking images of students in our care may not always be appropriate and that some children and parents may not want images taken at any time.. Therefore, before taking images of a child or young person, we will:

- Make clear to the child and parent where and when the image will be taken
- Clearly identify the person who will be taking the image
- Explain how the image will be used, e.g. whether it will be posted on social media or printed to be displayed at the school
- Seek written agreement from parents that images can be taken of their child at the time of enrolment to Hot Tap Dance School

Where we have publically displayed images at our school or on social media, parents and students may withdraw their permission at any time. In such cases, the images will be removed as soon as is reasonable and without question.

We ask that any parent wanting to take photographs or film at our events only do so with our prior permission. Permission will only be granted on the agreement of all present.



Health & Safety Policy – Hot Tap Dance School

This is a statement of general policy and arrangements for Hot Tap Dance School

We will actively maintain and promote good health and safety procedures and will:

- Maintain safe and healthy work conditions
- Provide adequate control of the health and safety risks at our school
- Be open to comments and suggestions from our employees, students and their parents on matters relating to health and safety
- Provide information, instruction and supervision for employees and students and make them aware of this policy
- Ensure all employees are capable of doing their tasks, hold any required qualifications, and that they receive adequate training
- Record any harm or injuries that occur in an Accident Book and make changes where required to avoid similar incidents in the future
- Regularly review and update this policy

Samantha Bolsher has overall responsibility for health and safety.

Samantha Bolsher and all the teaching staff at Hot Tap Dance School have day-to-day responsibility for ensuring this policy is put into practice.

A Health & Safety Law poster is displayed on the notice board in Escrick Village Hall

A First Aid box is located in the loft at Escrick Village Hall

An Accident Book is located in the register with the teachers in Escrick Village Hall

In the case of an emergency or serious injury, please contact the emergency services on 999

This policy was last reviewed on 1/2/18

Name: Samantha Bolsher

Job Title: Principal, Hot Tap Dance School

Signature: