

ROYAL ACADEMY OF DANCE

ADULT CLASSES INFORMATION PACK



Photo: Elliot Franks

Academic year 2021/22

Welcome



Photo by: David Tett

Dear Dance School students,

It is my pleasure to welcome you to the Dance School and to thank you for being a vital part of our dance community.

The past year has shown us all how important dance has been to us, and so it is exciting that we can again share the joy of dance with you. It is my goal to provide all our students with an enjoyable and rewarding dance experience, with classes that reflect your needs at whatever level you join us. I hope that your dancing you will be inspirational, instructive, as well as personally and physically fulfilling.

In response to the results of our student survey, we have adjusted our schedule to try to better meet expectations and added some new classes and opportunities that we trust you will find interesting.

Wishing you a wonderful year of dance.

Gerard Charles



Photo by: Hannah Relfe

Dear Dance School students,

I would also like to take this opportunity to welcome you to the RAD Dance School.

My aim is for every student to understand and experience the passion and enjoyment that all our genres of dance can bring, helping each dancer to build their confidence and achieve their dreams. I hope your time here in the dance school is as enjoyable and profitable as my own career and schooling in dance was.

I look forward to seeing you in your classes or meeting you around the building.

Happy dancing!

Joanne Ward ARAD PDTC Dance School Principal

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1 At a Glance

How to apply – syllabus classes

[Register your interest](#). A trial class offered via email when a space becomes available. You will be sent an email asking if you wish to permanently enrol. An invoice will be issued via email.

How to apply – non-syllabus classes

Book online at <https://www.royalacademyofdance.org/dance-with-us/our-dance-school-in-london/apply/>. Online booking form closes at half term. Completion of payment is required to enroll.

Term Dates

Autumn term 2021

- Term begins: Monday 13 September 2021 (6 weeks)
 - Half-term: Monday 25 October – Saturday 30 October 2021
 - Term ends: Saturday 11 December 2021 (6 weeks)
- Total number of weeks: 12 weeks**

Spring term 2022

- Term begins: Monday 10 January 2022 (5 weeks)
 - Half-term: Monday 14 February – Saturday 19 February 2022
 - Term ends: Saturday 2 April 2022 (6 weeks)
- Total number of weeks: 11 weeks**

Summer term 2022

- Term begins: Monday 25 April 2022 (5 weeks)
 - Half-term: Monday 30 May – Saturday 4 June 2022
 - Term ends: Saturday 16 July 2022 (6 weeks)
- Total number of weeks = 11 weeks (10 weeks for Monday classes)**

Invoice Dates* for syllabus classes

*Please note that timings may differ to the below, but these estimations are indicative rather than exhaustive

- For Autumn 2021 classes –within first two weeks of August 2021
- For Spring 2022 classes –during October half term 2021
- For Summer 2022 classes –during February half term 2022

'Make up classes'

We regret that it is not possible to make up missed classes by attending another class for which you are not registered.

Parking

Parking is not permitted on site at RAD headquarters.

Covid 19 guidance

The RAD will be reviewing their COVID risk assessments in conjunction with Government guidance and Covid updates can be found [here](#) and RAD headquarters services updates, including dance school's can be found [here](#).

2 Term Dates

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Total number of weeks: 11 weeks

Summer term 2022

- Term begins: Monday 25 April 2022 (5 weeks)
- Half-term: Monday 30 May – Saturday 4 June 2022
- Term ends: Saturday 16 July 2022 (6 weeks)

Total number of weeks = 11 weeks (10 weeks for Monday classes)
(Please note: No classes on bank holiday Monday 2 May)

<p>Please note that all classes break for half-term except the following non syllabus adult classes: Beginners, Beginners Plus, and General.</p>

3 Application

Non-Syllabus Classes

All adult non-syllabus classes must be applied for online at <https://www.royalacademyofdance.org/dance-with-us/our-dance-school-in-london/apply/>

Classes must be paid for at **point of application**. Students who have not paid their fees **will not** be allowed into class.

Please note that each class has a maximum capacity. If a class is full, you will be required to choose an alternative.

Adult non-syllabus classes operate on a termly bases. They are booked at the beginning of each term and students are not automatically re-enrolled into the class for the next term. Places for the next term cannot be reserved, but enrolled students will be notified when application for the next term has opened.

Term fees are quoted as part of the online application and are reflective of the number of weeks left in the term. The online booking system details the number of classes remaining and when the next class will take place. Students do not receive a discount for classes that they don't attend.

Applications for Adult Beginners, General and syllabus classes will cease at half term to allow the class to develop the skills learnt in the first part of term. Applications will reopen at the end of the term for the following term.

All new students are subject to a half-termly assessment period once fully enrolled after their trial class. It can be difficult for a teacher to fully assess a student in the first class especially if there are multiple new joiners. Therefore, within the first half term/6 weeks an alternative class may be suggested on recommendation from the teacher and you will be contacted by a member of the Dance School Office staff if this applies.

Syllabus Classes

Our adult syllabus classes being at the Inter-Foundation level. All adult **syllabus** classes must be applied for online via the RAD Dance School Apply section of the website: <https://www.royalacademyofdance.org/dance-with-us/our-dance-school-in-london/apply/>

Once you have sent in your application please wait for a member of the Dance School team to get in touch with further information. **Please refer to the Dance School Information Pack for full details of the enrolment procedure for syllabus classes.**

Payment is due before classes commence at the beginning of each term, and will be specified on a termly invoice sent via email. Students who have not paid their fees **will not** be allowed into class.

For questions regarding Adult Classes and 18+ classes please contact the Dance School Office at danceschool@rad.org.uk.

4 Class Information – Covid 19

We have worked to ensure that the required government guidelines are in place to help you, our staff and teachers stay safe and Covid-secure. We do, however, need your support in this effort when you attend our classes. We have created this guide to inform you on how we can work together to do this. It is vital that each one of us follow the practices set out in order to protect ourselves and others. Staying safe is very much a joint effort.

For our existing students, you are aware of our way of working and changes to our normal procedures, practices and routines which required us all to adapt. For our new students, these changes are outlined below and are based on government guidance and explained in our risk assessment for the activity. It is therefore vital that this information is read carefully before you attend class. If you have any questions, please contact us in advance of the term start date at danceschool@rad.org.uk. Please note there are some FAQs which may answer some initial questions at the end of our shared guidelines.

The RAD will be reviewing their COVID risk assessments in conjunction with Government guidance and Covid updates can be found [here](#) and RAD headquarters services updates, including dance school's can be found [here](#).

Together, we aim to create the best possible Covid-secure environment for us all so that we continue to enjoy our shared activities.

Before attending class

- Please ensure you are well, and it is safe for you to attend class by the [latest government guidance](#).
- **Do not** leave home and **do not** attend class if you or anyone you live with has coronavirus or any of the following symptoms: a high temperature, a new continuous cough, a loss of, or change to, your sense of smell or taste.
- [Check with the NHS](#) if you have symptoms:

Before traveling to class

- Changing room facilities will not be available at the RAD. Students should come dressed for class and ready for their activity, wearing the required dance/activity clothing underneath any additional clothing required to travel in to stay warm.
- Students should travel home to change/shower after class.
- Changing rooms will only be accessible for essential needs and for students with disabilities or special needs. In these cases, social distancing rules should be maintained, and facilities should be used as quickly as possible.
- Students should come to class ideally carrying no bag and arrive with only their required dance shoes in hand. If a bag is required, we ask that this is small and carries only essentials.
- Additional luggage will not be able to be accommodated within the RAD building or in the studio.
- Always wear clean, freshly washed clothes each day to class to avoid cross contamination from other activities or places where clothes may have been worn previously.

- Students wear slip on outdoor shoes that are easy to put on and off.
- Students must wear dance shoes. Bare feet will not be permitted.
- If age 11 or older, a face mask should be worn on entry to the building and moving around RAD headquarters. Please inform us by emailing danceschool@rad.org.uk in advance of the term start date regarding an exemption.
- Before travelling to the RAD please check [government guidelines regarding the use of public transport](#) when planning your journey:
- Parking is not available at headquarters, nor will you be able to drop off and pick up in the courtyard so we would advise you to park locally and walk to the RAD.

On arrival at the RAD

- Class times and arrival will be staggered, and students will be provided with an arrival time and a collection time (for students under 18). Please note the following procedures will be in place and **must be followed** at all times:

Arrival/drop-off at the RAD

- Students should **not arrive prior** to the arrival time given, if students arrive early, they will be asked to leave and return at the time advised.
- Students should arrive promptly, if students arrive late, they may have to wait while another group is looked after before a member of staff can assist them.
- Students under 18 years of age, **must be accompanied** by an adult until they have been granted access to the building and have passed all of the required entry checks (please see below for entry checks in place).
- **Only one adult must** accompany the student to the RAD.
- On arrival students and parents/guardian (if applicable) will be asked to queue following social distancing measures, standing 2m apart.
- Staff will speak to each student and parent/guardian and carry out entry checks before the student will be able to enter the building (see below for details regarding entry checks).
- Following the student being granted access to the building, parents/guardians should leave the courtyard without delay. As space within the courtyard is limited and we want this to be a safe place for all by helping to limit the number of people in the area.

Collection/leaving the RAD

- A collection time will be provided to students under 18 years. Do not arrive early or you will be asked to leave and return at the time given.
- Please ensure you arrive on time to collect the student to avoid delays.
- If you do arrive late, please note you may have to wait longer to collect the student as staff may be assisting with other groups.
- Please note the point of collection or exit for students may be different to the point of arrival/entry.

Entry checks

- No access to the building will be granted until the entry checks below have been passed:
 1. The student has provided their name and the class they are attending
 2. The student declares and confirms that they do not have any symptoms of coronavirus
 3. If 11 years or older, the student is wearing a face covering/mask unless the student has a valid exemption not to wear a face covering. Please inform us by emailing danceschool@rad.org.uk in advance of the term start date regarding an exemptions
 4. The student has sanitised their hands and feet on the disinfectant mat outside the entry door
 5. The student has had their temperature checked - **adults only** (aged 18+)

In class

- On arrival outside the dance studio, students will be required to remove their outdoor shoes and change into their dance shoes, outdoor shoes will remain outside the studio. Students should wipe their feet on a disinfectant mat outside the studio and use hand sanitiser to cleanse their hands before entering one by one.
- If aged 11 or older, a face mask should be worn on entry to the building and moving around RAD Headquarters. In the dance studio we will ask all teachers to wear a mask. In the interests of assuring the safest possible environment at the RAD we strongly recommend the use of face masks in the studio at all times if age 11 or older.
- Dance studios have been marked with 2m social distancing. An X marks the spot for students to stand in the centre or at the barre.
- Students will be advised by teachers where their spot is and how to move around the studio safely.
- Students should avoid contact with the floor, where possible, which includes sitting on the floor before, during or after class.
- Students should listen carefully to teachers and assistants throughout their time in the studio and within the building.
- Class numbers have been restricted to fall in line with government guidance.
- Once groups have been set, students will be unable to change group/class for the duration of the course. Therefore, no change of class requests can be taken once the term has begun. Similarly trial classes will be restricted and will not take place throughout the term once the group is set.
- Students should ask teachers and assistants for advice during class if they are unsure of the instructions given or have any concerns.
- Dance studio ventilation will be carefully monitored by our facilities team. For this reason, students must not alter open or closed windows/doors at any time.

Going to the toilet

- Students, should go to the toilet in their own home prior to travelling to the RAD to help limit the use of the facilities within the building.

- If use of the toilet is needed within the building, students will be given access to the nearest available facility.
- Only one person will be allowed in the toilet at any one time. Please be as quick as possible so that others do not wait too long.
- Users should wash their hands using soap and water provided continually for 20 seconds and follow signage advising on good hand washing technique.

When you arrive home

- Please ensure you wash your hands, thoroughly, as soon as you get home. Wash your clothes and PPE in preparation for your next class at the RAD.

Rules to keep everyone safe

- Entry to the RAD building is **only** provided to students who are attending class (at their arrival time) and required staff. No access to the building will be granted to members of the public or parents/guardians. Only in the case of a medical emergency will parents/guardian be given access via a member of staff dealing with the situation.
- Parents/guardians **must accompany students throughout the entry checks and take full responsibility for the student they are escorting until a member of staff advises they are able to leave.**
- If the entry check requirements listed are not met the student will not be granted entry to the building and asked to leave immediately.
- Students will be escorted through the building by a member of staff using a one way system and must carefully follow staff. Students are not permitted to move around the building unaccompanied.
- Students should maintain social distancing as much as possible within the building and respect others.
- Any break time must be taken outside of the building unless short and able to wait in the studio and no food should be consumed within the building.
- Water will only be allowed to be taken into the studio for Vocational level classes.
- Any student that does not obey the instructions of staff may be asked to leave and not be granted access to class in the future.

4a Covid 19 FAQs

Will I / my child be safe at the RAD from Covid-19?

We will do everything we can to ensure that the Academy is a safe environment for all students and staff at all times. No organisation, however, can guarantee that students, staff and teachers will be 100% safe from the virus at all times. What we can guarantee is that we are adhering to all government guidance, and we ask you to join us in keeping our setting as safe as possible by following the procedures we have put in place.

The dance studios/school/fitness centre somewhere else in London are doing things differently, why are you not doing the same as them?

Every setting is unique and will be making choices and implementing a plan that is best for their users depending on their building and the way in which it operates. It is not possible to compare one setting to another.

I haven't seen my teacher or friends for a long time. How should we say hello to each other?

We are aware that students have been training at home for some time and will be pleased to see friends and teachers they have not seen for a while. We understand that you want to say hello, but we ask that you do this from a distance and avoid physical contact, perhaps do so with a big smile, nod of the head or a ballet curtsey instead to ensure we keep everyone safe as we return to the studio.

Is more regular cleaning taking place within the RAD building?

Yes, the RAD's cleaning processes will be increased around the building with frequent cleaning taking place across all areas and frequency will be based on use and rotation of staff and student groups in line with government guidance.

Can I make a face mask?

Yes, please follow guidance on [how to make and wear a face](#) mask.

5 Class descriptions

We offer classes for adults in a range of dance styles, taught by experienced teachers in purpose-built facilities at our headquarters. Whether you are a beginner, an experienced dancer or just looking for a fun and enjoyable way to get fit, we have a class to suit you.

For further information about the RAD Dance School and student courses, visit <https://www.royalacademyofdance.org/dance-with-us/our-dance-school-in-london/>

Classical Ballet – Non-Syllabus Classes

Please note that these classes are booked online via the **Adult Classes** webpage and payment is made at the time of booking:

Beginners/Beginners Plus – applications cease after half term

Suitable for those with very little or no previous experience in dance, this class teaches the basics of ballet technique with a view to moving up a level after a year.

Beginners: The 6.55pm Monday class is aimed at complete beginners with no prior experience.

Beginners Plus: The 8.15pm Monday class is more suited towards students who have had a small amount of experience but still consider themselves to be a beginner to Ballet.

General – applications cease after half term

This class is suitable for those with at least two years of recent training in ballet technique and wish to develop their skills and technique.

Classical Ballet – Syllabus classes

Please note that application to the following classes must be completed through the [RAD Dance School](#) and cannot be booked online:

Adult Intermediate Foundation – applications cease after half term

This gives adults the opportunity to work towards a Vocational graded examination. The Intermediate Foundation syllabus provides an in-depth study of ballet, developing the technique, music and performance skills and introduces pointe work for female candidates. Students must have at least two years of recent ballet training to apply for Intermediate Foundation. Students will be assessed by the teacher in their first few classes. Entry into the class does not guarantee entry into the exam.

Adult Intermediate – applications cease after half term

The adult Intermediate class follows on from the Intermediate Foundation, and further works on the development of technique, music and performance skills. To apply for this class, you should either have at least three years of recent ballet training, have completed the Intermediate Foundation exam, or have achieved RAD Grade 6 ballet (or equivalent). Students will be assessed by the teacher in their first few classes. Entry into the class does not guarantee entry into the exam.

Advanced Foundation, Advanced 1 and Advanced 2 – applications cease after half term

The Examinations syllabus provides an in-depth study of ballet developing technique, music and performance skills. To apply for this class, you should have completed the preceding qualification. Students will be assessed by the teacher in their first class. Entry into the class does not guarantee entry into the exam. Please note, Advanced Foundation, Advanced 1 and Advanced 2 classes are mixed age classes.

Adult Discovering Repertoire Level 3 – applications cease after half term

A classical ballet performance programme, an innovative new concept in training and assessment from the RAD. Uniquely, the programme includes well-known classical repertoire, meaning students will learn and dance choreography that they have seen on stage, set to music that they know and love. Level 3 is equivalent to Grades 6-8/Intermediate & Advanced Foundation standard) and students are able to take an exam in this when certain criteria have been reached, if required.

Other classes available to students aged 18+

Please note that application to the following classes must be completed through the **RAD Dance School** and cannot be booked online:

Adult Pointe (Intermediate levels)

A classical ballet class with a strong focus on the development of pointe work. Following a structured warm-up, students will study at least 30 minutes of pointe work. This is a fantastic opportunity for students at Intermediate Level and above (or Intermediate Foundation level with recommendation from a Dance School teacher) to strengthen and develop their technique in this key area of classical ballet, whilst also working on their performance and artistry skills.

Pointe (Advanced levels)

A classical ballet class with a strong focus on the development of pointe work. Following a structured warm-up, this 45 minute class will give students a minimum of 30 minutes of pointe work. This is a fantastic opportunity for students at Advanced levels and above to strengthen and develop their technique in this key area of classical ballet.

Advanced Non Syllabus Ballet (Advanced Foundation + only)

A non-syllabus, classical ballet class for students of Advanced level. Students are given the opportunity to use their RAD syllabus training in this challenging and focused class.

Stretch and Strength (Advanced)

Stretching keeps muscles flexible, strong and healthy, allowing a greater range of motion required for dance and general wellbeing. Developing strength will improve posture, core, balance, pointe work, and speed required in dance of all genres.

Strength and Conditioning (Vocational)

Strength and Conditioning will enhance and maximize capabilities to improve performance over time and a complimentary exercise to all dance genres. Overall, it can strengthen bones, improve posture and balance, core strength, improve mood, Increase muscle mass and metabolism, prevent injury as well as speed injury recovery time. This class will also incorporate stretching for flexible, strong, healthy muscles, allowing a greater range of motion required for dance and general wellbeing.

Virtuosity (Advanced)

Virtuosity will enable students to focus on different aspects of ballet class work. The classes will concentrate on technique, musicality, and artistry focusing on different areas of class work each week, as chosen by the teacher. This will provide the time and space required to experiment on how to improve the execution of steps. Focused classes will be on turns, adage, ports de bras, and various sections of allegro as well as pointe work (if applicable).

6 Class timetable 2021/2022

Adult Syllabus classes - Applications welcome from new students up until half term through the Dance School Application form on Apply page. Payment via invoice.

Adult Ballet Beginners, Beginners Plus and General – Bookings welcome from new students up until half term through our online booking portal on our Apply page. Payment via *Stripe*.

CLASS	DAY	TIME
ADULT INTER-FOUNDATION	Wednesday	7.40 - 9.10pm
	Saturday	2.55 - 4.25pm
ADULT INTERMEDIATE	Thursday	7.30-9.00pm
	Saturday	4.20-5.50pm
ADVANCED FOUNDATION	Tuesday	6.20-7.50pm
	Saturday	9.00-10.30am
ADVANCED 1	Monday	6.55-8.25pm
	Saturday	12.30-2.00pm
ADVANCED 2	Tuesday	6.15-7.45pm
	Wednesday	6.50-8.20pm
	Saturday	2.05-3.35pm
DISCOVERING REPERTOIRE L3	Monday	7.25 - 8.55pm
ADULT POINTE (Inter & IF)	Thursday	8.00-9.00pm
POINTE (Adv Foundation+)	Tuesday	7.55-8.40pm
NON SYLLABUS BALLET (Advanced)	Saturday	10.35-12.10pm
VIRTUOSITY	Wednesday	8.25-9.10pm
STRETCH & STRENGTH (Advanced)	Wednesday	5.45-6.45pm

CLASS	DAY	TIME
BEGINNERS LEVEL	Monday	6.55 - 8.10pm
	Wednesday	6.20 - 7.35pm
BEGINNERS PLUS LEVEL	Monday	8.15 - 9.30pm
GENERAL LEVEL BALLET	Thursday	6.25 - 7.55pm

Discount:

- Where a student is enrolled in four or more **syllabus** classes, the customer will receive a 10% discount off the student's entire invoice.
- Where two **Beginners/General level** ballet classes are booked together you will receive a 10% discount on the second class.

7 Fees 2021/22

Syllabus Classes (these classes break for half term)

	Autumn Fee (12 week term)	Spring Fee (11 week term)	Summer Fee Monday Classes (10 week term)	Summer Fee (11 week term)
Adult Intermediate Foundation	£180.00	£165.00	£150.00	£165.00
Adult Intermediate	£180.00	£165.00	£150.00	£165.00
Advanced Foundation	£180.00	£165.00	£150.00	£165.00
Advanced 1	£180.00	£165.00	£150.00	£165.00
Advanced 2	£180.00	£165.00	£150.00	£165.00
Adult Discovering Repertoire	£180.00	£165.00	£150.00	£165.00
Adult Pointe	£132.00	£121.00	£110.00	£121.00
Pointe	£120.00	£110.00	£100.00	£110.00
Non Syllabus Advanced	£180.00	£165.00	£150.00	£165.00
Virtuosity	£120.00	£110.00	£100.00	£110.00
Stretch and Strength	£132.00	£121.00	£110.00	£121.00

Non-syllabus Classes (these classes do not break for half term)

	Autumn Fee (13 week term)	Spring Fee (12 week term)	Summer Fee Monday Classes (11 week term)	Summer Fee Thursday Classes (11 week term)	Summer Fee (12 week term)
Beginners – 1.25 hours	£195.00	£180.00	£165.00	£165.00	£180.00
Beginners Plus – 1.25 hours					
General Level – 1.5 hours	£234.00	£216.00	-	£198.00	-

8 Adult uniform

If you are looking for suggestions, we would advise wearing comfortable clothing that allows you to move and appropriate shoes should be worn for all adult dance classes including adequate support bras/jock straps when necessary. For example; RAD t-shirts/vest tops with leggings or the RAD tracksuit would be suitable. These items are available from the RAD shop.

Ballet: ballet attire is not essential for Beginners, Beginners Plus or General classes but ballet shoes are necessary. Did you know as part of the RAD approved uniform, RAD stocks different colour [shoes](#) and [tights](#) to match a variety of skin tones.

Female students should have their hair neatly tied back and in a bun if possible for ballet. In the interests of safe dance practice, jewellery must not be worn, unless for religious or cultural reasons.

When operating under a Covid risk assessment, any lost property will be disposed of. In typical circumstances, any uniform or clothing left in the studios, changing rooms, or accidentally mislaid, will be held in lost property storage. This will be kept until claimed or may be given to charity. We do not keep lost property for longer than three months.

The uniform can be obtained from www.radenterprises.co.uk, by post, or at the RAD Shop, headquarters, Battersea. If you have queries, please feel free to drop into the shop or contact the manager on +44 (0) 20 7326 8914.

Adult Vocational Classes

Please note: The correct uniform is necessary for all vocational students when entering for their exam. In regular classes, any style of female leotard may be worn, as long as it is of the colours specified below. Please note, some teachers may have uniform preferences.

Female students	Male students
<ul style="list-style-type: none">• Royal Blue leotard (Brand: Freed & Style: Alice C or Bethany) OR• Black leotard (Brand: Freed & Style: Jane, Alice C or Bethany)• Ballet tights• Ballet shoes <p>Inter Foundation Exam:</p> <ul style="list-style-type: none">- Soft shoes with ribbons- Pointe shoes with ribbons <p>Intermediate Exam:</p> <ul style="list-style-type: none">- Soft block shoes with ribbons*- Pointe shoes with ribbons• Short Ballet Skirt in colour matching leotard (Optional for class but may be necessary for exam - please consult with teacher before buying) <p>* Soft ballet shoes should not be worn from Intermediate level upwards.</p>	<ul style="list-style-type: none">• White sleeveless or short-sleeved leotard• Navy stirruped tights (Brand: Freed)• White socks• White Ballet shoes

9 Code of Conduct

Expectations in respect of all students admitted to the school at RAD headquarters in London.

The aim of the RAD Dance School is to ensure that all students experience dance in a fun, friendly, 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 comply may be asked to withdraw from the school.

Rules and Regulations

Customer Incidents

Aggressive, abusive or anti-social behaviour is not tolerated from our customers or students in any part of the premises or at any time, whether toward RAD staff, visitors or other Dance School customers or students. The Dance School is also only one part of the wider RAD organisation and we therefore ask that you remember our headquarters is a workplace for many different people. Please conduct yourselves in an appropriate manner and respect RAD staff, visitors and policies at all times. All customer incidents will be reported and investigated accordingly.

Any customer incident reported to management may result in their account being suspended, with the possibility of being fully withdrawn from the Dance School. Serious incidents may result in immediate withdrawal from the Dance School.

Punctuality

It is vital that you arrive in good time. If you are late for class, you may miss important information and impede the learning of others. Admittance to class after the class has begun is at the teacher's discretion.

Attendance

Regular attendance is extremely important. If you do not attend on a regular basis, then your development and that of the class will be affected. You cannot 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 teachers, other students and RAD staff. Failure to comply with the rules and regulations may result in withdrawal.

Mobile phones

The use of mobile phones in the changing rooms is strictly prohibited. In the past, people have used apps such as FaceTime to make calls in the changing areas which has led to complaints and concerns about privacy.

Uniform

It is extremely important that you come to classes dressed in appropriate attire which is comfortable to move in. Ballet shoes are mandatory for ballet classes.

Personal property

You must keep valuable personal items with you at all times. The RAD cannot be held responsible if items go missing.

Remuneration and fees

As per the Terms and Conditions for adult classes, fees for non syllabus classes must be paid at the time of online application. Fees for syllabus classes will be invoiced and fees must be paid before the first class of each term. Failure to pay may result in withdrawal.

Car parking

Parking is not permitted in the RAD car park under any circumstances. The car park is reserved for RAD staff, freelancers, examiners and faculty only.

Reception area

It is forbidden to eat or drink anything other than water in the reception areas. Please use the café area.

Safeguarding

The RAD and Dance School have a 'duty' of care' to provide a safe environment for and to promote the health and well-being of children under the age of 18 years and vulnerable adults. The RAD will take all reasonable steps to ensure that safeguarding and promoting the welfare of children and vulnerable adults is embedded in our contact with them through the training and activities we provide.

The RAD believes that the welfare of the child is paramount, and that all children and vulnerable adults regardless of age, disability, gender, race, sexual orientation or identity, or religious belief have the right to equal protection from all types of harm or abuse.

The RAD's Policy and Procedures on Safeguarding Children and Vulnerable Adults can be found on the website here: <https://www.royalacademyofdance.org/about-us/corporate-governance/rules-regulations-and-policies/>

All RAD staff, Dance School customers and students are expected to comply with the RAD's safeguarding policy. Failure to do so may result in withdrawal. Please report any concerns or incidents to the Dance School Manager.

Data Protection Policy

RAD staff members are not at liberty to disclose any information relating to other Dance School students. Student information is confidential and retained in accordance with the RAD Data Protection Policy.

The RAD and Dance School's Privacy Policies are outlined in our **Terms and Conditions** and can be found on the website.

Visual and Social Media

The RAD has published a **Visual Media Policy** and a **Social Media and Digital Communications Policy** which can be found on the website here: <https://www.royalacademyofdance.org/about-us/corporate-governance/rules-regulations-and-policies/>

The RAD and Dance School will not publish or post any images (static or moving) of children under the age of 18, across any of our online channels without prior written consent (and then with minimal personal information).

We ask that all parents, guardians and students ensure that they use social media and the internet in a safe and positive way while on RAD premises, and while utilising Wi-Fi on-site. This includes the way in which the RAD is represented when posting, commenting and blogging on any website. Please report any concerns regarding this subject to the Training Department.

Health and Safety

- A record of anyone who has entered the building is kept at our reception.
- Students should wear shoes at all times when walking around the building and make sure that ribbons and laces are tied properly. Outdoor shoes are not to be worn in the studios.
- It is essential that students are in the right place at the right time – if late for class they may miss vital information, impede the learning of others, and place themselves at risk of injury should they miss the warm-up section of the class.
- It is important that students always keep themselves warm between classes in order to protect against injury.
- Students should drink plenty of water, and ensure they keep their energy levels up by eating a healthy snack in between classes.
- Any student who hurts themselves in class or feels unwell should tell their teacher or member of staff immediately.
- The RAD is a work place, and respect must be given to all staff. There must be no running or shouting in the building or grounds at the RAD.
- **Smoking is not permitted** anywhere on the premises.
- If the fire alarm sounds, students, parents and visitors should follow the **Fire Evacuation Policy** included in this information pack.
- No games are permitted in the courtyard as vehicles are constantly coming and going.
- **Parking is not permitted** in the RAD car park under any circumstances. The car park is reserved for RAD staff only.
- Visitors are asked to drive carefully when dropping off and collecting students.
- The consumption of alcohol on RAD premises is strictly forbidden. You should not attend classes whilst under the influence of alcohol if this is likely to affect your ability to participate in a safe and responsible manner.

- You should not attend classes under the influence of illegal drugs. You must inform the Dance School should you need to take prescribed medication at the RAD or carry it with you. This should, however, already be disclosed in the Medical Conditions section of your application.

9a Additional important information

Safe Touch

Due to the nature of dance classes, some physical contact between the RAD teacher and student may be necessary. If you would like to discuss this further, please contact the Dance School principal or manager.

Photography and filming

While at the RAD Dance School, photographs or footage may be taken of students for use in promotional materials and on our websites. In conjunction with the RAD's Data Protection and Visual and Social Media policies, RAD Dance School will not publish or post any images/footage of students without prior written consent. Images/footage will only be used for the purpose(s) stated on the permission form and they will only be kept for the length of time indicated. You can opt out of this during your online application or by emailing danceschool@rad.org.uk.

Trainee RAD teachers

Occasionally trainee teachers from the RAD Faculty of Education programmes observe our classes. If you have any concerns about this, please contact the Dance School manager.

RAD Safeguarding Policy

We have a formal policy and procedures on safeguarding children and vulnerable adults, which can be viewed at <https://www.royalacademyofdance.org/about-us/corporate-governance/rules-regulations-and-policies/>. We also have Designated Safeguarding Officers (DSOs) and Senior Safeguarding Officers (SSOs). To find out the DSO responsible for the Dance School, or to discuss any safeguarding concerns please contact the Dance School Manager on 0207 326 8043.

Fitness to practice

While ensuring that quality training is available to all students - assuring access to classes for all people with protected characteristics, with appropriate accommodations being made - dance training does make physical demands and requires a level of fitness that not everyone may have attained. Whereas a student registering for classes with us is taking responsibility for their physical preparedness to perform the work required, the RAD Dance School retains the right to assess any student for the correct class placement to consider both physical and technical development and the acquisition of required skills in order to protect against the risk of injury. Additionally, not all teachers are qualified to understand all the requirements of individual students so it is important for the RAD Dance School to assign students to the teacher who will be able to best serve their needs.

10 Fire evacuation

Parents, guardians, and visitors should familiarise themselves with the nearest fire exit. Teachers and hirers will direct class and activity members to the nearest fire exit and meeting point in the event of fire alarm. The fire assembly point in the car park is sign-posted and everyone will be made aware of the location. The fire evacuation procedure is posted on signs around RAD headquarters. Please ensure that fire exits are always kept clear.

On discovering a suspected fire

- Raise the alarm by using the nearest alarm call point.
- Shout 'Fire, fire, fire!'
- Fire marshals may attempt to put out the fire, but only if safe to do so.

On hearing the fire alarm

- All parents, guardians and visitors must follow the instructions of the fire marshals.
- Evacuate the building, **without using the lift**, via the safest route to the nearest fire exit. Take nothing with you.
- Children in classes will be evacuated by their class teacher.
 - Parents of children in classes should not collect their children from the fire evacuation point unless instructed to do so.
- Parents, guardians and visitors should evacuate children that are not in classes at the time the alarm sounds and proceed to the meeting point.
- **No one should re-enter the building or leave the fire assembly points, until instructed by the fire brigade that it is safe to do so.**
- Report to the lead fire marshal if there is a problem.

Please note the following clause for the protection of the fire marshals and others in the building:

In the event of people not responding to the need to evacuate

- Leave the building to ensure your own safety and report to the Lead Fire Marshal

Only re-enter the building OR leave the assembly point when it is safe to do so, and the Lead Fire Marshal or fire services have given authorisation.

11 Terms and Conditions

These adult specific terms and conditions only apply to RAD Dance School classes which are included on the non-syllabus adult class list. For all other classes (syllabus classes including Discovering Repertoire, Intermediate Foundation to Advanced 2, Pointe, Non-syllabus Ballet, Virtuosity, Stretch and Strength and Strength and Conditioning), customers should refer to the main Dance School Terms and Conditions.

Fees, deposits and refunds

1. A fee is charged for each class enrolled per term.
2. Participants enrol for termly classes and these fees must be paid online at the time of booking. **We do not offer free taster sessions for Adult Classes.**
3. Fees will only be pro rata when a student starts after a term has begun.
4. Refunds will not be given for non-attendance other than for the reason in accordance with [Clause 11](#).
5. Refunds will not be given where a class has to be cancelled and rescheduled for the reasons in accordance with [Clause 12](#).
6. Fees are currently exempt from VAT.

Payment

7. Payment is made **prior** to starting classes.
8. All fees must be paid online via *Stripe* at the time of application.
9. The RAD no longer accepts cash, cheque, in-person or direct debit payments for term fees. All telephone payments must be made with the Finance Department. The RAD will not be held responsible for money left at reception or with teachers. All payments must be made in accordance with [Clause 8](#).

Register, attendance and absence

10. A register for each class is maintained by the teacher and records student attendance for the purposes of safety and security.
11. If a student is absent from class for four or more consecutive weeks, a refund of 90% of the fees paid for those classes not attended will be given on the evidence of a medical certificate. This must be provided within one month of the absence,

otherwise no refund will be given. Additionally, refunds can only be given from the date on the medical certificate.

12. If a class is cancelled due to the sickness of the teacher, a health epidemic, pandemic, infectious disease or any other unforeseen event, then we will try to reschedule the class. This may be on a different day and time from when originally scheduled, and might involve an extension to the term time dates. No refunds will be given in this case.
13. Where a student misses a class, it is not possible for a different class to be attended as a 'make up' class. Students may only attend classes for which they are enrolled.
14. Where a student watches a class rather than participates, this still counts as attendance. No refunds may be given for classes where a student merely watches.

Late Payment

15. The payer will receive written notice if payment has not been received in accordance with these terms and conditions.
16. The RAD reserves the right to charge interest for any unpaid fees.

Right to attend, change classes, withdrawal and termination of attendance

17. If an invoice has not been paid upon enrolment in accordance with [Clause 8](#), the participant will not be admitted to any classes until fees have been paid in full.
18. The RAD reserves the right at any time during the term to ask participants to leave a class if any fees remain outstanding after the start of term.
19. Enrolment for adult classes will lapse after the term has ended and participants will need to re-enrol online for the next term, once booking has been opened. An enrolment cannot be automatically carried over.
20. Where students are enrolled in RAD Dance School classes (syllabus classes (Discovering Repertoire, Intermediate Foundation to Advanced 2, Pointe, Non-syllabus Ballet, Virtuosity, Stretch and Strength and Strength and Conditioning) they will be automatically enrolled each term unless an online withdrawal form is submitted by the termly withdrawal deadline. In these cases, the withdrawal procedure set out in Clauses 23 - 29 of the main Dance School terms and conditions must be followed.
21. Change of class requests are to be made online via the RAD website at <https://www.royalacademyofdance.org/dance-with-us/our-dance-school-in-london/additional-information/cancel-add-change-class/> These requests will be reviewed by a member of the team and you will be contacted with the outcome of

the decision. Students **must not** change to another class without written confirmation from the RAD Dance School office.

22. Vocational classes – to be eligible to join one of the following classes you will be required to present a copy of your certificate from the previous vocational grade. The RAD Dance School has the following prerequisite qualifications/experience for Vocational grades:

Intermediate Foundation:	Two years of recent ballet training
Intermediate:	Intermediate Foundation Certificate
Advanced Foundation:	Intermediate Certificate
Advanced 1:	Advanced Foundation or Intermediate Certificate
Advanced 2:	Advanced 1 Certificate

Permissions (Medical & Photographic consent)

23. Medical: Participants are required to give permission for an authorised RAD First aider to give any immediate and/or necessary first aid treatment. This includes any emergency medical treatment recommended by competent authorities including emergency medical staff. Participants can opt out of this during online application.
24. Photographic: Upon application, participants are asked to opt in or opt out of photographic consent. Participants will be notified in writing when photographic sessions take place.

Discounts

25. Additional adult class discount: where two Beginners, Beginners Plus or General level ballet classes are booked together, you will receive a 10% discount.

Waiver

26. Physical contact may be necessary by members of the teaching faculty. If you have any concerns regarding this matter, please contact the Dance School Manager.

Code of Conduct

27. A Code of Conduct for participants is available in the Adult Class Information Pack. Failure to observe this may result in participants being asked to leave. The

RAD reserves the right to refuse any participant prior to or after enrolment. No refund will be given if the Code of Conduct has been invoked.

Content

28. The RAD reserves the right to alter the advertised programme and faculty without prior notice. The information in this and any other printed or electronic brochure/notice was correct at the time of publication.

Data Protection

29. The Royal Academy of Dance, including Royal Academy of Dance Enterprises Ltd is committed to protecting and respecting your privacy. We only use personal information if we have an appropriate reason (lawful basis) to do so and this includes sharing information outside the Royal Academy of Dance.
30. We review how long we keep personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations. We hold your personal information on our systems for only as long as is necessary for the relevant activity, or as long as is set out in any relevant contract or agreement you hold with us.
31. 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 other crime. In all other instances we would only share your information with another party, if you have given your explicit permission to do so.
32. The RAD Dance School's Privacy Notice can be downloaded from the website at: <https://www.royalacademyofdance.org/dance-school-privacy-page/>
33. The RAD's corporate Privacy Notice can be found on the website at: <https://www.royalacademyofdance.org/privacy-policy/>

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Changes to the terms and conditions

35. The RAD reserves the right to change these terms and conditions at any time for the benefit of the business, staff or participants.

Agreement to the terms and conditions

36. Customers are required to acknowledge their acceptance of the terms and conditions by checking the relevant box during online application.
37. The term and conditions must be accepted in order to enrol in classes at RAD Dance School. Applications cannot be submitted until the acceptance box has been checked (see [Clause 36](#)).

RAD Dance School
Training Department
Royal Academy of Dance
36 Battersea Square, London SW11 3RA

COVID 19 ADDENDUM

Student Guidelines have been created in light of COVID 19 which must be followed by all students. Where there is a discrepancy between the Student Guidelines and the Terms and Conditions, the Student Guidelines will apply.

12 Contact us

General Dance School enquiries

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For travel information, local hotels and accommodation please visit

<https://www.royalacademyofdance.org/about-us/find-us/>

Web: www.royalacademyofdance.org

Twitter: <http://twitter.com/RADheadquarters>

Facebook: <http://www.facebook.com/RoyalAcademyofDance>

Royal Academy of Dance Enterprises Ltd: www.radenterprises.co.uk

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