

# DANCE SCHOOL

## Information pack



**ROYAL  
ACADEMY  
OF  
DANCE**

**Academic year  
2023/24**

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# About us

The Royal Academy of Dance is one of the world's most influential dance education and training organisations, with its global headquarters in London. We believe that everyone should have the opportunity to learn to dance.

The RAD's patron is Her Late Majesty Queen Elizabeth II and our President is Dame Darcey Bussell, DBE. With a strong global membership in 85 countries and offices in 36, we have an incredible global network of passionate and skilled employees, teachers and members, each shaping and influencing the future of dance.

RAD Dance School is based at our headquarters in Battersea, London, and offers a variety of extra-curricular dance classes for young people and adults. Whether for fun and fitness or to develop technique and skills, we provide a full timetable of classes offering something for everyone.



Gia Gray



Joanne Ward

Photos: David Tett

## Welcome

Dear Dance School students,

Welcome you to our new home of dance and thank you for being a vital part of our community.

At the RAD Dance School, we work together to provide the best teaching and learning experiences that we can through an exciting and engaging timetable. We want to give everyone an enjoyable and rewarding experience, with classes that suit you at whatever level you join us and have recently adjusted our schedule to try to better meet expectations with new classes and opportunities that we hope you will find interesting.

We especially want every child to have the chance to dance regardless of their circumstances. To this end, we now have bursaries available for those who may need them. We also have a very dedicated and hardworking staff, well versed in safeguarding, who will go that extra mile for the children in our care. We encourage parents/carers to get in touch to discuss any concerns or issues.

We want you to feel the passion and enjoyment that dance, in all its forms, can bring, and we'll help you build your confidence through the sense of fun, freedom, and achievement that it offers.

We hope your time here in the dance school is enjoyable and we look forward to seeing you in a class or to meeting you around our new building.

Gia Gray, Associate Director – Early Years & Creative Projects and  
Joanne Ward, Dance School Principal

# 1 At a glance

## Dance School Term and Holiday Dates 2022/23

### Autumn term 2023

- Term begins: Monday 11 September 2023 (6 weeks)
- Half-term: Monday 23 October – Saturday 28 October 2023
- Term ends: Saturday 9 December 2023 (6 weeks)

**Total number of weeks: 12 weeks**

### Spring term 2024

- Term begins: Monday 8 January 2024 (5 weeks)
- Half-term: Monday 12 February – Saturday 17 February 2024
- Term ends: Thursday 28 March 2024 (6 weeks)

**Total number of weeks: 11 weeks (10 weeks for Friday and Saturday classes)**

### Summer term 2024

- Term begins: Monday 15 April 2024 (6 weeks)
- Half-term: Monday 27 May – Saturday 1 June 2024
- Term ends: Saturday 13 July 2024 (6 weeks)

**Total number of weeks: 12 weeks (11 weeks for Monday classes)**  
(Please note: No classes on bank holiday Monday 6 May)

Please note that all classes break for half term except the following **Adult** classes: Adult Beginners Ballet, Adult Beginners Plus, Adult Jazz, Adult Contemporary, Barre, General Level ballet, Advanced

See our timetable at

[www.royalacademyofdance.org/dates-timetables-fees](http://www.royalacademyofdance.org/dates-timetables-fees)

## Applying for a place

Once you've registered your interest at [www.royalacademyofdance.org/apply-dance-school](http://www.royalacademyofdance.org/apply-dance-school), we'll email you an invitation when a space becomes available. You will be invited either to enrol directly, or to attend a trial class.

## Direct enrolments

For syllabus classes up to Grade 5, junior non-syllabus ballet classes, and alternative genres, direct enrolment will be offered when a space becomes available for you. Once you have received an invitation to enrol

and have accepted, an invoice will be issued for the remainder of the term. If you don't want to accept the invitation to enrol, you will stay on the waiting list until a later date. If, however, you want to withdraw after being enrolled, please follow guidance on page 38.

## Trial classes

For Grade 6 and above, vocational and pointe classes, a trial class will be offered via email when a space becomes available. These are offered after week two, up until half term, and are free of charge for new customers. If you enrol, your invoice will reflect the price of the classes remaining along with the trial class. There is no payment obligation if you do not enrol with us. Trials are limited to one class only.

## Invoice dates\*

\*Please note that timings may differ to those below:

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

## 'Make up classes'

It is not possible to make up missed classes by attending another for which you are not registered.

## Making changes to classes/withdrawing from the Dance School

Change of class and additional class requests can be sent via our website, or to [danceschool@rad.org.uk](mailto:danceschool@rad.org.uk). You **must not** change to another class without written confirmation and must give written notice to withdraw. **Failure to notify the office by the deadline will result in late withdrawal fees** (see our Terms and Conditions).

## Watching Days

These give parents the chance to see how their child has progressed. Each student is allowed two guests (children permitted at the teacher's discretion). Please note that Watching Days are not guaranteed to take place.

## Parking

Parking is **not permitted** on site at RAD headquarters.

## 2 Enrolment

### How do I enrol?

Please read all of the information in this document before proceeding, and make sure that you follow all aspects of the enrolment procedure.

Ready to apply? Follow these easy steps:

<b>Step 1</b>	Visit <a href="http://www.royalacademyofdance.org/danceschool-apply">www.royalacademyofdance.org/danceschool-apply</a>
<b>Step 2</b>	Fill in the online application form. Please ensure all details are accurate. You will then be added to our registered interest list for the class(es) you have applied for for your child.
<b>Step 3</b>	When a space becomes available in your requested class, you will be invited to enrol/attend a trial class via email. This can occur at any point up until half term. If we do not have space available in your chosen class, we may suggest a suitable alternative.

### 3 What happens after a trial class?

This applies to students wanting to enrol in syllabus classes Grade 6 and above, vocational and pointe classes. Other classes do not require trials and you will instead be invited to directly enrol when a space becomes available.

- After the trial class you will be sent an email explaining what to do next.
- Parents/guardians must then confirm by email within three days of the trial whether their child would like to continue permanently, otherwise the space may be offered to another student.
- Provided the teacher confirms to us that the class is suitable, the student will be enrolled to start in the next class\*. Note that the student's place can only be confirmed in writing by the Dance School office.
- An invoice for the remainder of the term and the trial class will then be emailed to you. Please pay this invoice promptly upon receipt – failure to pay by the due date will result in exclusion from class until full payment is received.
- Once enrolled, students will be automatically re-enrolled in the class for the following term without having to notify us. If, however, you need to make any changes to the classes into which you are enrolled, please follow the guidance on page 38.

*\*All new students are subject to a half-termly assessment period. It can be difficult for a teacher to assess a student in the first class. Therefore, within the first half term/six weeks, an alternative class may be recommended by the teacher. We will contact you if this is the case.*



# 4 Age guidelines and class descriptions

## Age guidelines

Mini RADventurers	20–30 months		
Toddler RADventurers	2½–4 years		
Reception RADventurers	4–5 years		
Family Dance	2½–3 years		
Dance to Your Own Tune 1	3 years		
Dance to Your Own Tune 2	4 years		
Pre Primary	5 years		
Primary	6 years		
Grade 1	7 years		
Grade 2	8 years		
Grade 3 +	9 years with some ballet experience		
Ballet for Beginners	13–17 years		
Boys Ballet	5–8 years	9–12 years	13–17 years
Creative	4–8 years		
Contemporary	Level 1, level 2, Level 3, Level 4		
Jazz	4–7 years	8–12 years	13–17 years
Commercial Jazz	4–7 years	8–13 years	
Street Dance	4–7 years	8–12 years	13–17 years
Musical Theatre	4–8 years	9–15 years	

## Level prerequisites

**Pre-Vocational:** Grade 3 with Distinction

**Advanced Non Syllabus Ballet:** Advanced Foundation +

## RADventurers Preschool Programme

Taught by a highly experienced and respected RAD teacher, these classes offer a fun, non-classical introduction to dance for little adventurers eager to explore music and movement in a playful, nurturing environment. Classes take inspiration from children’s pop culture and help movement development for the tiniest of learners. Mini and Toddler RADventurers must be accompanied by parents in class.

## Family Dance Movement Class (2½–3 years)

A fun and creative movement class for toddlers aged 2½ and above and their parent, grandparent, or carer. Taught by a highly experienced and respected RAD teacher, and accompanied by a pianist, these classes are a perfect introduction to movement and dance and provide a good springboard into the RAD Pre School curriculum. The classes are designed to improve the children's confidence and coordination and develop their social skills. Using an array of props and lively music, the classes guarantee to capture the children's and adult's imagination.

## Dance to Your Own Tune, levels 1 & 2 (3–4 years)

Movement, music, and magic in our curriculum for children aged 3–4 years. Taught with a live pianist, these are lively but structured classes that develop children's physical skills and encourage creativity, expression, and musicality. And, behind all the fun, they'll be prepared for a transition to ballet and other dance genres at higher levels.

## Pre Primary and Primary in Dance (5–6 years)

These structured classes develop students' physical skills, stamina, creativity, expression, and musicality using a range of movements and musical styles. The syllabi prepare students for a successful transition to ballet and other dance genres at higher levels.

## RAD Graded Ballet (Grades 1–8)

The Graded Examinations in Dance Syllabus consists of three dance disciplines:

- **Ballet** – the foundation and the most important part of the syllabus.
- **Free Movement** – influenced by and incorporating movements in common with other dance styles such as Natural Movement, Contemporary and Classical Greek Dance.
- **Character** – the theatrical presentation of national dance using original ethnic dance and music which has been freely adapted for the theatre. Styles selected because of their historic importance in the development of the nineteenth century full-length classical ballets.

## Pre Vocational Ballet (Grade 4 +)

A non-syllabus class specifically designed for students from Grade 4 upwards to develop their technique and strength and gain a sound knowledge of the vocabulary required for Intermediate Foundation. This will ensure a more seamless transition from the Graded syllabus into Vocational levels. Entry into this class requires 70 marks or more in their last exam (Grade 3 and above), or a recommendation by their teacher with a trial class (no trial class is needed if gained 70+) and must be taken in addition to at least one Graded class. There will be an annual assessment to ensure the students are of the correct standard. **Entry into this class is by invitation only.**

## Foundational Pointe Work

Introduction to Pointe Work is a new class for students who are enrolled in Pre-Vocational or Intermediate Foundation. The class is designed to help students strengthen and develop their technique in a key area of classical ballet which will support their Vocational training. **Entry into this class is by invitation only.**

## Scholars

RAD Scholars is a class for students who show an advanced and skilled level of ballet. Students work to perfect technique, performance skills, artistry, pointe work (if applicable) and many other aspects to become a professional dancer. There will performance opportunities for this class. **Entry into this class is by invitation only and students will require a trial class.**

Levels:

- Junior (8–10 years)
- Mid (11–14 years)
- Senior (15–17 years)

## RAD Vocational Ballet (Intermediate Foundation – Advanced 2)

The Vocational Graded Examinations in Dance Syllabus provides an **in-depth study** of ballet, developing technique, music and performance skills, and introduces pointe work for female candidates. This highly-focused and practical training prepares students for a dance, or dance-related, career. The syllabi are appropriate for students from the age of 11 years. Students wishing to study for Vocational Graded examinations should have the maturity and technical aptitude for demanding study.

### 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.

### Non-Syllabus Ballet Classes (7–8 years, 9–12 years, 13–17 years)

Non-syllabus classes are an excellent way to help develop responsiveness to ballet exercises and steps, as well as to improve vocabulary. They complement syllabus classes to create a well-rounded, quick thinking dancer. A non-syllabus ballet class does not work to the restrictions of a syllabus class, as the class exercises are prepared by the teacher rather than an examination board. Classes are suitable for both the more serious dancer and for those wishing to dance once a week as a hobby.

### 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.

### Boys Ballet (5–8, 9–12, and 13–17 years)

**Age guidelines for Boys Ballet classes are not strict. Classes are levelled according to skill set and pace of the class.**

A specialist non-syllabus class for boys which focuses on male ballet technique and choreography. Taught by a male RAD teacher, the classes develop core strength, musicality, and presentation skills. Promoting fitness and well-being, Boys Ballet provides a core technique that will enhance performance in all other styles of dance, from jazz and tap to contemporary and street dance.

## **Ballet for Beginners (13–17 years)**

Suitable for students with little or no previous experience of ballet, these non-syllabus classes introduce the basics of ballet technique with an emphasis on fun and enjoyment. The study of ballet improves posture, general health and coordination while giving the opportunity to express and communicate through music and movement. The classes are taught by a highly experienced RAD teacher and accompanied by a pianist and are a perfect preparation for RAD adult ballet or Graded syllabus classes.

## **Jazz (4–7 years)**

This fun and energetic class gives the perfect introduction to jazz dance by developing co-ordination, introducing technique and building confidence in a friendly and welcoming environment. The students will learn fun dance routines to varying music styles.

## **Jazz (8–12 years)**

Students will begin to develop basic jazz dance technique including preparation for turning, leaps, and isolation movements. Warm-up exercises are followed by a fun dance routine in a lively and energetic environment.

## **Jazz (13–17 years)**

Following a jazz warm-up and technical exercises, students learn choreography in various styles including lyrical, commercial, and musical theatre. Developing routines over a few weeks, students gain a sound knowledge of the style before moving on to new choreography. This fun and energetic general level class is taught by a professional teacher and choreographer.

## **Creative (4–7 years)**

Tell a story through dance in this inspiring and imaginative class. Participants are encouraged to express themselves through music, movement, and improvisation. This class helps to prepare students for other dance genres including contemporary and jazz.

## Contemporary

Contemporary dance is offered at four levels and develops student's movement skills and vocabulary while stretching physicality and creativity. Fun and informative, this class also provides additional technique support for those taking GCSE or A Level Dance courses.

Classes are levelled according to skill set and pace of the class. Levels 1-2 provide the perfect introduction to contemporary dance technique, movement, and self-expression. The class explores various contemporary styles including Release technique, Limon and Cunningham to build up basic body awareness and engagement. Creative tasks and exercises are developed to create choreographed routines which are developed termly.

Levels 3-4 further develop student's movement skills and vocabulary within the contemporary genre, stretching them physically and creatively, with Level 4 being very fast paced for the most advanced students. The class explores various contemporary styles including Release technique, Limon and Cunningham, to build up advanced body awareness and engagement through multiple exercises throughout class. Students also develop their own choreographic work through creative tasks termly.

This class also provides additional technique support for students taking GCSE or A Level Dance courses.

## Hip Hop (4–7 years)

Fun, energetic and professionally taught, this structured dance class is designed to develop coordination, introduce technique, and build confidence in a friendly and welcoming environment. Students learn Street dance styles to the latest tunes, a great way to introduce children to dance!

## Hip Hop (8–12 and 13–17 years)

High energy and stylised, these urban style classes are taught by a professional dancer and choreographer. Routines incorporate movements such as popping, locking, funk, jamming and hip hop and are performed to commercial and popular music. Students are also encouraged to express themselves through improvisation and free styling!

## Commercial Jazz (4–7 and 8–13 years)

Commercial Jazz is highly choreographed, and a stylised fusion of funk, hip hop, and pop often seen in commercial video clips, music videos and on TV. The class will work on termly choreographed routines, and will be great for fitness levels and good for strength and stamina.

## **Musical Theatre (4–8 and 9–15 years)**

Covering a wide range of musical genres from theatre shows and films, Musical Theatre gives students the chance to learn their favourite song and dance combinations to perform. Students will discover skills in breathing, pitch, tone, harmony, voice projection and performance.

## **RAD Dance for Life (18+)**

These low-impact dance classes invite you to mobilise joints and strengthen muscles while coordinating the body through various dance techniques. From classical to cabaret, these classes boost physical and mental wellbeing, bringing joy to movement and dancing. Lead by a specialist teacher, these classes include both supported stretch and strengthening exercises utilising a chair and the ballet barre, as well as standing exercises in the centre. A great way to maintain mobility and energy in a supportive, friendly environment.

## **Silver Swans (Over 55s)**

These ballet classes will help improve your mobility, posture, coordination and energy levels. Whether you're an experienced dancer, have briefly dabbled, or are a complete novice, we welcome all older learners of any ability.

## **Move to the Musicals (Over 55s)**

Classes improve posture and balance through a variety of exercises and movement sequences inspired by musical theatre and jazz dance. Most importantly, you'll have fun and enjoy the sense of well-being that dance brings!

## 5 FAQs

### **Q. Can I phone you to make an application?**

A. No. At present we are only able to accept online. All the information you provide will be stored in accordance with our privacy notice.

### **Q. Who should I list as the customer?**

A. The customer is a parent/guardian if the student is under 18, or the student themselves if over 18. Whoever is listed as the customer will be sent all communication and invoices, so it is vital that contact details are correct.

### **Q. I've applied and I'm on the waiting list. When will I know if I have a space in a class next term?**

A. If you are on the waiting list for Grades 6-8, all Vocational classes, Boys' Ballet, Discovering Repertoire and Pointe classes, we will be in touch to invite you to a trial class once a space becomes available. Trials take place throughout the first half of the term.

All other classes can be booked directly online. Booking will open before the start of each term.

### **Q. When will I receive more information about my upcoming trial?**

A. If you have received a trial invite from us, please get in touch via email to confirm your attendance so that we can send you all the information you will need before the arranged trial date.

### **Q. What should the student wear for a trial class?**

A. Students are not expected or required to wear the correct uniform for their first class, but we do ask that comfortable clothing suitable for dancing is worn, and that hair is tied up neatly.

### **Q. Can parents watch trial classes?**

A. No. Parents are not permitted to watch trial assessments.

### **Q. How do I sign up for classes?**

A. All applications and bookings are done via our [website](#). Depending on which class you're interested in, you can either complete an online application form to be added to our waiting list (grades 6-8, all vocational classes, Boys' Ballet, and Discovering Repertoire) or book straight into your preferred class (all other classes).



**Q. I want to sign my child up for classes but I don't know what class or grade I should book.**

A. If you're not sure what class you should sign up for and want advice, please refer to our **Age Guidelines and Class Descriptions** on our website.

Our full range of **children's** and **adults'** classes are available to explore online.

**Q. The class I'd like to book isn't showing up on the schedule.**

A. If your preferred class is on our timetable, but doesn't appear on the booking page, this means it is full and we cannot take more bookings. Please check the **timetable** for alternative classes, or try again the following term.

**Q. Can I be added to the waiting list for classes OTHER THAN grades 6-8, vocational classes, Boys' Ballet, and Discovering Repertoire?**

A. We don't have a waiting list for any other classes, but if you'd like to be notified when booking opens next term, please let us know via email and we will add you to our mailing list. Booking opens on our website shortly before the start of each term. Join our mailing list to be among the first to know once it is open.

# 6 Additional important information

## Watching Days

Our Watching Days give you the chance to see how your child has progressed in class. These take place in normal class time towards the end of each term and dates are published around half term. The dates will be available online on our website and are included in our half-term e-newsletter, as well as posted on the noticeboards in each reception. Handouts are also available from the holders by each noticeboard. Each student is permitted to bring two guests to their Watching Day (children are permitted at the teacher's discretion).

Filming and photography are not permitted due to both safeguarding and copyright issues. Individual photographs of your child can be taken at the end of the class if time allows.

Please note that we are unable to accommodate parents and guardians watching on any alternative dates to the ones published, due to the disruption that this causes along with safeguarding measures.

## 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 Head of Dance School or Principal.

## 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.

## 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 Head of Dance School.

## **RAD Safeguarding Policy**

We have a formal policy and procedures on safeguarding children and vulnerable adults, which can be viewed at [www.royalacademyofdance.org/rules-regulations-and-policies](http://www.royalacademyofdance.org/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 Head of Dance School 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.

## **Fire evacuation policy**

This is available on the RAD website:

[www.royalacademyofdance.org/rules-regulations-and-policies](http://www.royalacademyofdance.org/rules-regulations-and-policies)

# 7 Information on Dance School assessments

## Types of assessment

We offer RAD examinations, class awards, solo performance awards, demonstration, and presentation classes at the following levels:

<b>Dance to Your Own Tune</b>	(Demonstration class), the curriculum for children from 2½ to 5 years.
<b>Graded syllabus</b>	Pre-Primary in Dance, Primary in Dance and Grades 1 –8.
<b>Vocational Graded Examinations</b>	Intermediate Foundation, Intermediate, Advanced Foundation, Advanced 1, Advanced 2.

Graded and Vocational Graded examinations can be taken at the same time.

## Entry to assessments

Assessments are typically offered at the end of term during an exam session specified by the Exams Department. Students are usually entered for their assessments after 4/5 terms of study, but this is at the sole discretion of the class teacher.

Due to the high number of assessment entries, examiner allocation and studio and teacher availability, **you cannot select a date for your child's assessment.** This will be allocated by the Head of Dance School in conjunction with the Exams Department.

Please also be aware that assessments can take place **at any time** during the exam session **including weekends and school time.** Should your child's assessment fall during school time, an RAD School Absence Authorisation letter can be provided for you to send to your child's school. This is recognised as a valid absence authorisation.

For more information about RAD examinations and assessments, please see the website: [www.royalacademyofdance.org/exams](http://www.royalacademyofdance.org/exams).

# 8 Dance School fees

## Bursaries

A bursary scheme is available to financially support students and applicants who are Wandsworth residents for RAD Dance School classes. Application packs may be downloaded from our website and letters of application should be submitted to [danceschool@rad.org.uk](mailto:danceschool@rad.org.uk).

Each bursary will be awarded based on the selection panel's judgement. Selections will be based solely on the evidence presented in the letter.

We accept applications for siblings, please submit one form for each student you are making an application for.

## Fees 2023/24

All classes break for half term each term.

<b>RADventurers</b>	<b>Autumn 12 weeks</b>	<b>Spring 11 weeks*</b>	<b>Summer Monday classes 11 weeks</b>	<b>Summer 12 weeks</b>
<b>Mini RADventurers (30 mins)</b>	£132.00	£121.00	£110.00	£121.00
<b>Toddler RADventurers (30 mins)</b>	£132.00	£121.00	£110.00	£121.00
<b>Reception RADventurers (45 min)</b>	£132.00	£121.00	£110.00	£121.00

<b>Syllabus Classes</b>	<b>Autumn 12 weeks</b>	<b>Spring 11 weeks*</b>	<b>Summer Monday classes 11 weeks</b>	<b>Summer 12 weeks</b>
<b>Dance to Your Own Tune Levels 1 &amp; 2, Pre-Primary &amp; Primary (45 minutes)</b>	£132.00	£121.00	£110.00	£121.00
<b>Grades 1–5 (1 hr)</b>	£144.00	£132.00	£120.00	£132.00
<b>Grades 6–8 (1.25 hrs)</b>	£180.00	£165.00	£150.00	£165.00
<b>Intermediate Foundation, Intermediate, Advanced Foundation, Advanced 1 &amp; Advanced 2 (1.5 hrs)</b>	£216.00	£198.00	£180.00	£198.00

\*10 weeks for Friday and Saturday classes

<b>Non-Syllabus Classes</b>	<b>Autumn 12 weeks</b>	<b>Spring 11 weeks*</b>	<b>Summer Monday classes 11 weeks</b>	<b>Summer 12 weeks</b>
<b>Family Dance (30 mins)</b>	£132.00	£121.00	£110.00	£121.00
<b>(45 mins)</b> <b>Virtuosity</b> <b>Boys Ballet Level 1</b> <b>Creative</b> <b>Hip hop 4–7 years</b> <b>Jazz 5–9 years</b> <b>Commercial Jazz 4–7 years</b> <b>Musical Theatre 4–8 years</b>	£132.00	£121.00	£110.00	£121.00
<b>(1hr)</b> <b>Boys Ballet Level 2</b> <b>Contemporary 8–12 years</b> <b>Jazz 10–16 years</b> <b>Commercial Jazz 8–13 years</b> <b>Hip hop 8–12 years &amp; 13–17 years</b> <b>Musical Theatre 9–15 years</b> <b>Stretch and Strength all ages</b> <b>Non-Syllabus Ballet 4–10 years</b> <b>Ballet for Beginners 13–17 years</b> <b>Pre-Vocational</b> <b>Foundational Pointe Work</b> By invitation only <b>Pointe</b>	£144.00	£132.00	£120.00	£132.00
<b>(1.25hrs)</b> <b>Boys Ballet Level 3</b> <b>Contemporary 13–17 years</b> <b>Non-Syllabus Ballet 12–16 years</b>	£180.00	£165.00	£150.00	£165.00
<b>(1.5hrs)</b> <b>Non-Syllabus Ballet Advanced</b>	£216.00	£198.00	£180.00	£198.00
<b>Junior Scholars</b>	£144.00	£132.00	£120.00	£132.00
<b>Mid Scholars</b>	£216.00	£198.00	£180.00	£198.00
<b>Senior Scholars</b>	£240.00	£220.00	£200.00	£220.00

\*10 weeks for Friday and Saturday classes

## Adult Fees 2022/23

Syllabus Classes	Autumn 12 weeks	Spring 11 weeks*	Summer Monday classes 11 weeks	Summer 12 weeks
Adult Intermediate Foundation	£216.00	£198.00	-	£198.00
Adult Intermediate	£216.00	£198.00	-	£198.00
Advanced Foundation	£216.00	£198.00	-	£198.00
Advanced 1	£216.00	£198.00	£180.00	£198.00
Advanced 2	£216.00	£198.00	£180.00	£198.00
Adult Discovering Repertoire	£216.00	£198.00	£180.00	£198.00
Adult Pointe	£144.00	£132.00	-	£132.00
Pointe	£144.00	£132.00	£120.00	£132.00
Non Syllabus Advanced	£216.00	£198.00	-	£198.00
Virtuosity	£132.00	£121.00	-	£121.00
Stretch and Strength	£144.00	£132.00	-	£132.00

Non-syllabus Classes	Autumn 12 weeks	Spring 11 weeks*	Summer Monday classes 11 weeks	Summer 12 weeks
Beginners – 1.25 hours	£180.00	£165.00	£150.00	£165.00
Beginners Plus – 1.25 hours	£180.00	£165.00	£150.00	£165.00
General Level – 1.5 hours	£216.00	£198.00	-	£198.00
General Level – 1 hour	£144.00	£132.00	-	£132.00
Adult Contemporary	£216.00	£198.00	-	£198.00
Barre	£132.00	£121.00	-	£121.00
Adult Jazz	£180.00	£165.00	-	£165.00
Adult South Asian	£144.00	£132.00	-	£132.00

\*10 weeks for Friday and Saturday classes

## 9 Uniform

Students must arrive for class with the uniform appropriate to their grade or level (see the uniform list below). Female students should have their hair neatly tied back, and students in Grades 1 and above should have their hair in a bun. In the interests of safe dance practice, jewellery must not be worn, unless for religious or cultural reasons.

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.

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

### Ballet – female



Lilac crossover cardigan



Character skirts (left to right):

**Pastel** (Ribbon colours: Pink, Lilac, Light Blue)

**Blue** (Ribbon colours: Dark Blue, Blue & Light Blue)

**Bright** (Ribbon colours: Mulberry, Purple & Blue)



Georgette wrap-over skirt








Leather or satin ballet shoes with 12mm matching elastic













Black Canvas Character Shoe with 12mm elastic (Brand: Katz & Style: Syllabus):

**low** heel (left) and **Cuban** heel (right)



<p><b>Dance To Your Own Tune 1 &amp; 2</b></p>	<p><b>Pink</b> short-sleeved leotard (Brand: Freed &amp; Style: Chloe) Georgette wrap over skirt (Brand: Freed &amp; Style: Georgette) Short ballet socks Leather or satin ballet shoes <b>Pink</b> crossover cardigan (optional)</p>	
<p><b>Pre Primary</b></p>	<p><b>Lilac</b> short-sleeved leotard (Brand: Freed &amp; Style: Chloe) Georgette wrap-over skirt (Brand: Freed &amp; Style: Georgette) Short ballet socks Leather or satin ballet shoes <b>Lilac</b> crossover cardigan (optional)</p>	
<p><b>Primary</b></p>	<p><b>Marine Blue</b> short-sleeved leotard and matching waist elastic (Brand: Freed &amp; Style: Chloe) Short ballet socks Leather or satin ballet shoes</p>	
<p><b>Grade 1</b></p>	<p><b>Lavender</b> sleeveless leotard with ruche and matching waist elastic (Brand: Freed &amp; Style: Aimee) Short ballet socks Leather or satin ballet shoes Character skirt – <b>Pastel</b> (Ribbon colours: Pink, Lilac, Light Blue) Black Canvas Character Shoe (low heel)</p>	
<p><b>Grades 2–3</b></p>	<p><b>Mulberry</b> sleeveless leotard and matching waist elastic (Brand: Freed &amp; Style: Aimee) Short ballet socks Leather or satin ballet shoes Character skirt – <b>Pastel</b> (Ribbon colours: Pink, Lilac, Light Blue) Black Canvas Character Shoe (Grade 2 low heel/Grade 3 Cuban heel)</p>	

<p><b>Grades 4–5</b></p>	<p><b>Navy</b> leotard (Brand: Freed &amp; Style: Faith)          Ballet tights          Leather or satin ballet shoes          Character skirt - <b>Blue</b> (Ribbon colours: Dark Blue, Blue &amp; Light Blue)          Black Canvas Character Shoe (Cuban heel)</p>	
<p><b>Grades 6–8</b></p>	<p><b>Port</b> (Brand: Freed &amp; Style: Alice C or Maddie)  <b>Port</b> practise skirt          Ballet tights          Leather or satin ballet shoes          Character skirt – <b>Bright</b> (Ribbon colours: Mulberry, Purple &amp; Blue)          Black Canvas Character Shoe (Cuban heel)</p>	
<p><b>Pre Vocational Class</b></p>	<p><b>Purple</b> leotard          (Brand: Freed &amp; Style: Bethany)          Short ballet socks or tights          Soft shoes with ribbons</p>	
<p><b>Intermediate Foundation and Intermediate Vocational classes</b></p>	<p><b>Royal Blue</b> leotard          (Brand: Freed &amp; Style: Alice or Bethany)          Ballet tights          Soft shoes (Inter Foundation) or pink soft block shoes (Intermediate) both with ribbons          Pointe shoes with ribbons          Soft ballet shoes <b>should not</b> be worn from Intermediate level upwards.</p>	
<p><b>Advanced Vocational classes and Non Syllabus classes</b></p>	<p><b>Black</b> leotard          (Brand: Freed &amp; Style: Jane, Alice or Bethany)          Ballet tights          Soft block shoes with ribbons AND          Pointe shoes with ribbons          RAD Sweatshirt Black or Pink (optional)          Soft ballet shoes <b>should not</b> be worn in all Advanced levels.</p>	

<p><b>Junior Scholars, Mid Scholars and Senior Scholars</b></p>	<p>Please check uniform requirements with dance school principal, Joanne Ward: <a href="mailto:jward@rad.org.uk">jward@rad.org.uk</a></p>	
<p><b>Ballet for Beginners 13–17 years</b></p>	<p><b>Port</b> (Brand: Freed &amp; Style: Alice C or Maddie)  Ballet tights  Leather or satin ballet shoes</p>	
<p><b>Non-Syllabus Ballet 7–8 years</b></p>	<p><b>Mulberry</b> sleeveless leotard and matching waist elastic  (Brand: Freed &amp; Style: Aimee)  Short ballet socks  Leather or satin ballet shoes</p>	
<p><b>Non-Syllabus Ballet 9–12 years</b></p>	<p><b>Navy</b> leotard (Brand: Freed &amp; Style: Faith)  Ballet tights  Leather or satin ballet shoes</p>	
<p><b>Non-Syllabus Ballet 13–17 years</b></p>	<p><b>Port</b>  (Brand: Freed &amp; Style: Alice C or Maddie)  <b>Port</b> practise skirt  Ballet tights  Leather or satin ballet shoes</p>	
<p><b>Adult Discovering Repertoire Level 3</b></p>	<p><b>Port</b> (Brand: Freed &amp; Style: Maddie)  Ballet tights  Leather or satin ballet shoes  Asymmetric near length chiffon skirt to match leotard (optional).</p>	

# Ballet – male

For all ballet classes including, Boys Ballet 1, 2 and 3



Pale blue t-shirt



White short-sleeved leotard (Brand: Freed & Style: Aaron)



White sleeveless leotard (Brand: Freed & Style: sleeveless)



Navy stirruped tights (Brand: Freed)



Navy shorts (Brand: Freed)



White ballet shoes with 12mm white elastic



Black Character shoes (Brand: Katz & Style: Oxford)

Dance To Your Own Tune 1 & 2 Pre Primary	Pale blue t-shirt Navy shorts Short white ballet socks White ballet shoes
Primary Non-Syllabus Ballet 7–8 years	White short-sleeved leotard Navy shorts Short white ballet socks White ballet shoes
Grade 1 Grades 2–3 Boys & Boys 2	<b><i>All items as for Primary (above), plus:</i></b> Black Character shoes
Pre Vocational Class Non-Syllabus Ballet 9–12 years Non-Syllabus Ballet 13–17 years Adult Discovering Repertoire Level 3	White sleeveless or short-sleeved leotard Navy stirruped tights White socks White ballet shoes
Grades 4–5 Grades 6–8	<b><i>All items as for Pre Vocational Class (above), plus:</i></b> Black Character shoes
Intermediate Foundation and Intermediate Vocational classes Advanced Vocational classes and Non Syllabus classes Boys 3	<b><i>All items as for Pre Vocational Class (above), plus:</i></b> RAD Sweatshirt Black (optional)
Ballet for Beginners 13–17 years	Fitted t-shirt/vest Navy stirruped tights Black Lace-up Jazz shoes/Ballet shoes

## Other dance styles

<p><b>Jazz, Creative and Contemporary</b></p>	<p><b>Black</b> footless tights or Jazz pants  <b>Black</b> leotard or fitted T-shirt  <b>Jazz</b> - Black Lace-up Jazz shoes  <b>Creative/Contemporary</b> – Barefoot (socks for warm-up)          Knee pads for Contemporary (optional)          Brand: Rucanor</p>
<p><b>Street Dance and Commercial Jazz</b></p>	<p>Street t-shirt/RAD t-shirt – which can be purchased from the RAD shop          Black or dark coloured leggings or tracksuit bottoms          Jazz sneakers (e.g. Freed) or lace-up Jazz shoes - <b>footwear must be worn</b>          No black soled trainers permitted apart from Jazz sneakers.          Knee pads for Street (optional) Brand: Rucanor</p>
<p><b>Musical Theatre</b></p>	<p>Loose comfortable clothing suitable for dance          Jazz sneakers (e.g. Freed), lace-up Jazz shoes or ballet shoes - footwear must be worn</p>
<p><b>Optional extra – all classes</b></p>	<p>RAD Branded hoodies and tracksuit bottoms are available in a variety of styles and colours in the RAD shop.</p>

# 10 Code of Conduct

**For all students, parents, and guardians at RAD headquarters, London – expectations in respect of pupils admitted to the Dance School.**

The aim of our Dance School is to ensure that all students experience dance in a fun, friendly, positive, and safe environment. To achieve this, please take note of the following guidelines:

Any student unable or unwilling to benefit from the education provided at the school may be asked to withdraw from the school after reasonable notice.

## Rules and Regulations

### Customer incidents

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

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 students arrive in good time, so that the lesson can begin on time. Those arriving late may miss important information and may disrupt the lesson, distracting the learning of others. Admittance after the class has begun is at the teacher's discretion.

### Attendance

Regular attendance is extremely important. If students do not attend on a regular basis, then their development and that of the class will be affected. Students' attendance will be monitored as they prepare for their exams and assessments. Those who fail to attend classes and additional lessons may be withdrawn, including from exam entry. We

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

## Discipline

Pupils are expected to behave in an orderly, civilised, and well-mannered way and to show respect to their teachers, assistants and other students when attending the RAD Dance School. Failure to comply with the rules and regulations may result in withdrawal. **Bullying is not tolerated at the RAD Dance School.**

## Uniform

It is extremely important that students arrive dressed and ready for class in full Dance School uniform to be able to work correctly and safely in class, and to present a neat and elegant appearance. All students (if hair length permits) from Grade 1 and above should have their hair in a neatly tied bun. We ask that all students make an effort to come to class wearing a bun or headband for shorter hair.

## Changing

Should there be a need to change clothing during their class, parents/guardians/carers of children four years old or under, or children who still need help getting out of their uniform for toileting should remain nearby in the Dance School waiting area. They should be contactable during the activity in case their child requires assistance. Our staff will assist the student in locating their parent/guardian and directing them to the nearest changing facility.

Students will only be changed in the designated changing areas in the presence of another teacher, and never alone with one adult. Please refer to the **Changing Room Guidelines** for more information.

## Mobile phones

The use of mobile phones in the changing rooms, and studios, 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.

## Drop off/collection

Parents and guardians are asked to drop off students directly before the start of their class and to supervise them until the class time. Children under the age of 11 also need to be supervised by a parent/guardian should they be attending multiple classes with a class break longer than ten minutes.



## North Reception

It is forbidden to eat, or to drink anything other than water, in the North Reception area. Please use the cafeteria area for all refreshment purposes (a member of the RAD team will be able to show you to the cafeteria area).

## North Reception student drop-off and collection

- Children, parents and guardians will be met at the north reception and shown through to the Dance School reception by a member of staff.
- All classes that are collected by an assistant or teacher from the Dance School Reception and will be returned to the same place.
- Parents are welcome to stay in the Dance School Reception (and Cafeteria).
- Parents with children under the age of 11, and attending multiple classes with a break longer than 10 minutes, must supervise their children in the Dance School Reception.
- The main reception is a quiet area.
- Please stay with your child until they have gone in to their class and then wait in the Dance School waiting area.
- Parents and guardians should come back five minutes before class end time to collect their children.

## Personal property

Students should make sure that they always keep their valuable personal items with them. We cannot be held responsible if items go missing.

## Remuneration and fees

As per our **Terms and Conditions**, fees must be paid **before** the first class of each term. Failure to do so may result in withdrawal from classes/examinations.

## Safeguarding

The RAD has a duty of care to provide a safe environment and to promote the health and well-being of children under the age of 18 years and adults at risk. We 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.

We believe 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.

Our Policy and Procedures on Safeguarding Children and Adults at Risk can be found on the website here:

**[www.royalacademyofdance.org/rules-regulations-policies](http://www.royalacademyofdance.org/rules-regulations-policies)**.

All staff, Dance School customers and students are expected to comply with the RAD's safeguarding policy. Failure to do so may result in withdrawal from classes. Please report any concerns or incidents to the Head of Dance School – **[ggray@rad.org.uk](mailto:ggray@rad.org.uk)**, 020 7326 8043.

### **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: **[www.royalacademyofdance.org/rules-regulations-policies](http://www.royalacademyofdance.org/rules-regulations-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 Dance School.

We must stress that this includes not taking and sharing pictures of others without their permission. As listed above, no mobile phones, including for social media purposes are to be used in the studios.

## Health and Safety

- Parents and guardians are not to follow students into restricted access areas of the RAD and are kindly asked to refrain from waiting in the corridors. Collection of pupils is from the Dance School Reception area where they were picked up by Dance School staff prior to the start of class.
- Students should always wear shoes 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 if they miss the warm-up section of the class.
- It is important that students always keep themselves warm between classes 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 workplace, 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. Parents and guardians are asked not to collect their child from the designated meeting point prior to the fire marshal allowing them to do so, and must follow the instructions of the fire marshal.
- Parking is not permitted at the RAD under any circumstances.
- Children's scooters, skateboards, and roller skates must not be ridden anywhere on the premises.

# 11 Changing Room Guidelines

The Royal Academy of Dance (RAD) Safeguarding Policy and Procedures outlines our 'duty of care' to provide a safe environment conducive to promoting the health and well-being of children and young people under the age of 18 years, and vulnerable adults.

While there are no specific legal requirements regarding the use of changing facilities this document provides guidance to visitors, parents, and students in their use of changing room facilities at our headquarters and other RAD venues, so that we can provide a safe environment for children and young people.

1. Children and students should arrive wearing dancewear, uniform, or a base layer of clothing. No one should feel pressurised to change or shower in our changing rooms and everyone is encouraged to come ready to participate.
2. Separate male and female changing rooms are provided. Any parent/guardian/carer who wants to change a child under the age of 11, must use the family changing room, which also has a modesty cubicle. This room can be used by parents of any gender. Kindly restrict use of the toilet in the family changing room to **children only**.
3. Adults (staff or participants) do not use the same changing rooms as children and students.
4. All facilities are clearly marked. Visitors and students should use their designated changing room or refer to staff/reception if they are unsure which room to use or where to change.
5. Parents/guardians/carers must take responsibility for supervising their children in the family changing room.
  - a. Changing rooms past the North Entrance security door are to be used by students under 18 years of age **only**. We will keep these changing rooms strictly for **children's use only**. Adults/parents/guardians are **not** permitted to use these changing facilities.
  - b. Children under the age of 11 also need to be supervised by a parent/guardian should they be attending multiple classes with a break between of longer than ten minutes. Parents and children attending multiple classes must wait in the Dance School waiting area.
  - c. Parents/guardians/carers of children four years and under, or children who still require assistance getting out of their uniform for toileting should remain nearby in the Dance School waiting area, and be contactable during the activity, in case their child needs assistance.
6. With the exception of the family changing room, no one should enter male or female changing rooms while they are being used by members of a different gender.

7. Mobile telephones or other photographic or filming devices must not be used for taking images or filming under any circumstances.
8. FaceTime, WhatsApp, or other video calling applications must not be used in the changing rooms under any circumstances.
9. Mobile telephone calls should not be taken or made in changing rooms unless urgent.
10. We cannot guarantee that children will be supervised by RAD staff while using the changing room facilities (see point 4 above), but younger children will be chaperoned by staff to and from the changing room before and after the RAD exam, activity, or class and between activities when they are attending more than one during a day
11. Where possible, facilities for students to safeguard their personal belongings should be available. We take no responsibility for personal belongings left in changing rooms.
12. If, in exceptional circumstances, we should have concerns about bullying, fighting or other behaviour taking place that needs to be managed, it is possible that we would ask for all young people to be supervised, either by parents/guardians/carers or RAD staff, as appropriate when using changing facilities.
13. Any concerns or incidents must be immediately reported to a member of staff or the receptionist.

# 12 Terms and Conditions

## Fees, deposits, and refunds

**For waitlisted classes via online application (applies to Grades 6-8, Pre-Vocational and Vocational Grades, Boys' Ballet, Discovering Repertoire and Pointe classes)**

1. A fee is charged for each class enrolled in per term.
2. Students are expected to attend all classes, and an invoice will be raised for the whole term.
3. Fees will only be pro rata when a student starts after a term has begun.
4. Trial classes are only offered in the first half of the term to students wishing to enrol in Grades 6-8, Pre-Vocational and Vocational Grades, and Pointe classes. Direct enrolment will be offered for all other classes. If the student should wish to enrol after the trial class, and the teacher confirms it is suitable, an invoice will be raised upon confirmation of enrolment reflecting the price of the classes remaining in the term, and the trial class. There is no payment obligation for the trial class if the student does not wish to enrol.
5. An invoice for students who enrol during the year will be issued to enable payment immediately (see Clause 16).
6. Refunds will not be given for non-attendance, other than for the reason set out in Clause 27.
7. Refunds will not be given where a class has to be cancelled and rescheduled for the reasons set out in Clause 28.
8. Where a refund is applicable, this will be issued in the form of an account credit to be used towards future invoices, unless the student is leaving the RAD Dance School completely and will not be re-enrolling in the following term.
9. Fees are currently exempt from VAT.

**For classes via direct online booking (applies to Non-Syllabus classes, Syllabus classes from Dance To Your Own Tune 1 up to Grade 5, and Adult non-syllabus classes)**

10. A fee is charged for each class enrolled in per term.
11. Participants enrol for termly classes and fees must be paid online at the time of booking. **We do not offer trials for classes via direct online booking.**
12. Fees will only be pro rata when a student starts after a term has begun.
13. Refunds will not be given for non-attendance other than for the reason in accordance with Clause 28.

14. Refunds will not be given where a class has to be cancelled and rescheduled for reasons in accordance with **Clause 28**.
15. Fees are exempt from VAT.

## Payment

### For waitlisted classes via online application

16. Invoices must be settled **by the payment date stated on the invoice**, or prior to starting classes following confirmation after a trial/where a student has enrolled during the term. Failure to pay in line with these terms will result in the student being excluded from classes until full payment is received.
17. New students should pay using the invoice that will be sent to the email address provided upon full enrolment after the trial session.
18. Payment can be made online, by credit or debit card, in person or by bank transfer:
  - a. Online via [www.ezipayment.net](http://www.ezipayment.net) using the link provided on the invoice.
  - b. By telephone 020 7326 8018/8904 for credit/debit card transactions.
  - c. By bank transfer to:  
**HSBC Bank PLC**  
31 Holborn Circus, London, EC1N 2HR  
Sort Code: 40-11-58  
Account Number: 90055948  
Account Name: Royal Academy of Dance  
IBAN Number: GB48HBUK40115890055948  
Swift Code: HBUKGB4194P  
  
For bank transfers please use the reference RADDs + Invoice Number e.g. RADDs1001
19. The RAD no longer accepts cash, cheque, or direct debit for term fees. All payments must be made to the Finance Department. The RAD will not be held responsible for payment left at reception or with teachers. All payments must be made in accordance with Clause 18.
20. If an invoice has not been paid at the start of the term or upon enrolment in accordance with Clause 18, the student will not be admitted to any classes until it has been paid in full.
21. Once enrolled or attending class after a trial session, the full term's fees must be paid.
22. The RAD reserves the right at any time during the term to ask students to leave a class if any fees remain outstanding after the start of the term.

### For classes via direct online booking

23. Upon first enrolment, payment is made prior to starting classes. All fees must be paid online via Stripe at the time of application.

24. 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 23.
25. Once enrolled, all future term fees are invoiced as outlined in clauses 16-22.

### Register, attendance, and absence

26. A register for each class is maintained by the teacher and records student attendance for the purposes of safety and security.
27. 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 only 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.
28. 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.
29. 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.
30. 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

31. The payer will receive written notice if payment has not been received in accordance with these terms and conditions.
32. For waitlisted classes via online application, the RAD reserves the right to charge a late payment fee if an invoice remains unpaid after the first class of a new term.
33. For classes via direct online booking, the RAD reserves the right to charge interest for any unpaid fees.

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

#### For waitlisted classes via online application

34. If students wish to withdraw from classes, they are required to give **written notice by the given withdrawal deadline** by completing the



online withdrawal form at [royalacademyofdance.org/cancel-add-change-class](http://royalacademyofdance.org/cancel-add-change-class)

35. Withdrawal deadlines are outlined in clauses 36 and 37 and are published at each half term on the RAD website and in the Dance School e-newsletter. Failure to inform the RAD of a written withdrawal will result in you being liable for the full term's fees. Administrative fees and accumulated charges for classes prior to withdrawal notification will also accrue. The RAD will start proceedings to collect any debts that might remain unpaid for all students including interest charges in accordance with Clause 31. **For the avoidance of doubt; where a withdrawal request for the forthcoming term is given after the given deadline, the withdrawal will not take effect until the following term.**
36. New students who have started lessons at the beginning of a term and do not wish to continue the following term, **written notice must be given by half term.** Term dates are published on the RAD website and in the Dance School e-newsletter. If notice is not given then the full term's fees for the following term will be payable in full. If at the end of your first term, you wish to stop, and no notice has been given, then the cost of the next term's fees will be payable in full.
37. For returning students who wish to withdraw, **a full terms' notice must be given in writing by the first day of the previous term prior to leaving.**
38. If a student attends any classes during the term, they are liable to pay for the **full term's invoice.**
39. Change of class requests and additional class requests are to be made online via the RAD website at [royalacademyofdance.org/cancel-add-change-class](http://royalacademyofdance.org/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.
40. RAD Dance School reserves the right to discount a withdrawal or change of class request where it has been verbally given either to the Dance School office or a Dance School teacher and/or assistant and not followed up formally in writing as per Clauses 34 and 39. **For the avoidance of doubt, withdrawals and change of class requests will not be accepted under any circumstances if not submitted in writing.**
41. Students who are permanently enrolled are automatically re-enrolled each term unless formal written notification of withdrawal or change of class has been made as per Clauses 34 and 39.
42. Students enrolled in more than one class of the same level and take their exam – need to withdraw/change of class for the second class – they will not automatically be moved to the appropriate level unless the level at which they are being assessed also applies to their second class

43. Pre-Vocational classes – entry into this class is **by invitation only** and the class must be taken in addition to at least one Graded class. Enrolment is guaranteed for a maximum of one year and during this time will undertake an assessment carried out by the teacher and Dance School Principal. The assessment will determine whether the student will move into Intermediate Foundation, continue in the Pre-Vocational class or continue with their Graded classes. Moving into the vocational stream will be at the sole discretion of the Dance School Principal.
44. To be eligible to join one of the following vocational classes you will be required to present a copy of your certificate from the previous vocational grade. The RAD Dance School has the following pre-requisite qualifications/experience for vocational grades:

Intermediate Foundation:	Teacher recommendation/Pre-Vocational student
Intermediate:	Intermediate Foundation Certificate
Advanced Foundation:	Intermediate Certificate
Advanced 1:	Advanced Foundation or Intermediate Certificate
Advanced 2:	Advanced 1 Certificate

#### **For classes via direct online booking**

45. If an invoice has not been paid upon enrolment in accordance with Clauses 23 and 25, the participant will not be admitted to any classes until fees have been paid in full.
46. 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 the term.
47. For Adult classes via direct online booking, enrolment 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.
48. For all other classes, students are automatically re-enrolled each term unless formal written notification of withdrawal or change of class has been made as per Clauses 34 and 37.

#### **Permissions (Medical & Photographic consent)**

49. Medical: Parents are required to give permission (for any students under 18) for an authorised RAD first aider to give any immediate and necessary first aid treatment. This includes any emergency medical treatment recommended by competent authorities including emergency medical staff. Parents/guardians can opt out of this during online application.

50. Photographic: Upon application, parents are asked to opt in or out of photographic consent for their child. Parents will be notified in writing when photographic sessions take place.

## Discounts

### For waitlisted classes via online application

51. Where two or more siblings attend class at the RAD Dance School, the youngest will receive a 10% discount on all classes in which they are enrolled. The discount will be applied at the start of the second term of enrolment for each class the youngest sibling is enrolled in, providing at least two siblings are still enrolled in the Dance School.
52. Where a student is enrolled in four or more classes, they will receive a 10% discount on their invoice.
53. The discount will be reversed if payment is not received in accordance with Clause 16.
54. In the event the eldest sibling leaves during a term, the discount will not apply at the start of the next term if only one sibling remains.

### For classes via direct online booking

55. Where two or more adult classes are booked within the same transaction, the customer will receive an automatic 10% discount on the cheapest additional class(es).
56. For all other classes, discounts will apply in accordance with Clauses 51 and 52.

## Waiver

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

## Communication and correspondence

58. Any communication regarding students, classes or information related to RAD Dance School can only be sent to the primary account holder.
59. The primary account holder may only be changed upon receipt of written notification from the primary account holder.
60. RAD Dance School cannot be held responsible for any delay or non-receipt of correspondence due to server downtime, incorrect contact details provided at the time of enrolment, or any other circumstances outside its control.

## Code of Conduct

61. A Code of Conduct will be issued to students and parents/guardians. Failure to observe this may result in students being asked to leave. The RAD reserves the right to refuse any student prior to or after enrolment. No refund will be given if the Code of Conduct has been invoked.

## Content

62. 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 timetable/information pack/notice was correct at the time of publication.

## Data Protection

63. 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.
64. We regularly review how long we keep personal information. 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.
65. 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.
66. The RAD Dance School's Privacy Notice can be downloaded from the website at: [royalacademyofdance.org/dance-school-privacy-page/](https://royalacademyofdance.org/dance-school-privacy-page/)
67. The RAD's corporate Privacy Notice can be found on the website at: [royalacademyofdance.org/privacy-policy/](https://royalacademyofdance.org/privacy-policy/)

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## Changes to the terms and conditions

69. 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

70. Customers (parents, guardians, and students) must acknowledge their acceptance of the terms and conditions for each student enrolled by checking the relevant box during online application.

71. The terms 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 70).

RAD Dance School  
Royal Academy of Dance  
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## COVID 19 ADDENDUM

Student Guidelines have been created considering Covid Guidance and must be followed by all students. Where there is a discrepancy between the Student Guidelines/Covid Guidance and the Terms and Conditions, the Student Guidelines/Covid Guidance will apply.



PATRON  
HER MAJESTY QUEEN ELIZABETH II

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