

Sophie elizabeth dance academy

2023-2024 Enrolment Documents



**Welcome Letter**

Dear Parents / Guardians,

On behalf of everybody involved within the school, I would like to take this opportunity to welcome you to the *Academy.* During their time with us, children learn the skills in Ballet, Contemporary, Solo Work, Jazz and Musical Theatre, developing skills and confidence. The skills learnt in each of these classes work towards annual competitions, annual showcases, festivals, fetes and carnivals. However, our main focus is that the children build **CONFIDENCE** and have lots of **FUN!** During the Dance Year we present an *Awards Night* where children are praised for their hard work throughout the year.   
In our lesson, parents are welcome to stay in the class and watch their weekly improvements, or you are welcome to drop them off and wait for the reveal of their routines in performances.

**Payment**

As of January 2023, everyone will be charged a flat rate of £5.00 per lesson, however 10% discount is added for sibling discount. The offer to do *Unlimited Classes* is £100 per month which grants you access to any new classes added to the timetable, including Private Lesson Spots.

You will be charged as a monthly invoice as I have decided to run through the holidays, taking 2 weeks off in the Summer and 2 weeks off at Christmas.

**ABSENCES / ILLNESSES / MEDICAL REQUIREMENTS**

SHOULD YOU SHOW ANY SIGNS OF ILLNESS OR COVID – PLEASE DO NOT ATTEND SESSIONS

To keep our Academy safe, should the child have symptoms such as sickness or diarrhoea, we kindly ask that children do not attend our setting until 48hours post their last bout of illness. For example, should a child last be sick on Monday at 5pm, we ask for them not to return until Wednesday 5.05pm. This allows any contagious bacteria to become absent, keeping other children safe from the illness. Any child that has these illnesses within our premise during sessions will be asked to be collected by parents.

Should your child have a migraine and be taking any medication prior to them attending, i.e antibiotics or pain killers, please let our first aiders, Miss Sophie or Bernice Paston – Cooper know so we can correctly log if and when further medication is handed out. Parents will need to agree in writing that they allow us to give the child the medication and it will be signed by the first aider and witness before distribution.

Children with asthma, should have their inhalers or spacers clearly labelled and in a see through bag (or closed bag ) with child’s name visible. This will be kept with our First Aiders should they need it and will be returned once class has finished.

**SOCIAL MEDIA**

The Academy does have a FaceBook and Instagram page where pictures are uploaded and information or reminders are posted. Please ‘Like’ the page <https://www.facebook.com/SophieElizabethDanceAcademy/> and follow us on https://www.instagram.com/sophie\_eliza763 . We also use Whatsapp group team messages to ensure that information is received by all parents, so if you have not got the app, please download it from your App Store.

**UNIFORM**

The dance school will be having a new uniform from January 2022 from a new supplier. This uniform **will be mandatory for travelling, touring or competitive students.**  You will need to try on the tracksuits and place an order with Miss Sophie and paid **in full** before the order is placed.

Those wishing to participate in events must have a tracksuit top. Orders can be made through the website once we have our account set up. If in doubt, ring MGSportswear [01562 744735](https://www.google.com/search?q=mgsportswear&oq=mg&aqs=chrome.1.69i57j69i59j0i433i512j0i131i433i512j0i433i512j46i433i512j46i199i433i465i512j0i433i512j46i433i512j0i433i512.1930j0j7&sourceid=chrome&ie=UTF-8) stipulating:

SEDA – blue and black zip jacket, size and child’s initials.

Sizing can be found by messaging Miss Sophie via WhatsApp where a photo image will be sent.

It is required that all children have suitable footwear for their classes and knee pads to prevent injury. Knee pads are to be black; however trainers **MUST BE SUPPORTIVE – No Converse.** Converse provide no stability for the ankle as they are a generic flat based shoe with little arch or heel support.

Contemporary / Jazz / Lyrical students must have foot thongs (turners) and or jazz shoes. These can be purchased from **Dance in Style 01384 835757 –** quoting SEDA, size and the childs’ name.

**COMPETITORS / COMPETITION SQUADS**

Should your child be interested in competing within our competition teams, there are a few requirements as well as a Company Zip Jacket.

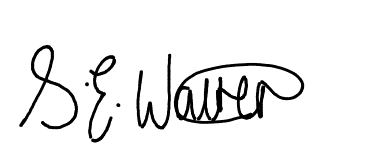
Dancers must have nude footless tights, foot thongs / turners and black leotard.

Team ***‘White Ash & Desmodium’ –*** MUST have black cat-suit made by ‘**Dance In Style’.**  This will require a fitting as the costumes are individually made. Team ***‘Willow’*** will also require a lyrical dress which can be discussed with Miss Hannah.

Attendance must be prompt and consistent in order to keep the standard of our current teams. Should dancers be absent, videos of new choreography will be sent in which the dancer should look over and try to learn before next lesson. Failure to learn may result in withdrawal from the competition team.

The Academy is fully committed to safeguarding and promoting the well being of all students and staff associated with us.   
I will greatly appreciate the co-operation with the guidelines outlined above, as it aids the smooth safe running of the school. If you have any queries, please do not hesitate to contact me via the website, mobile (07850 141390) or by email: [sophiewalters763@gmail.com](mailto:sophiewalters763@gmail.com) or through FaceBook. Finally, I thoroughly hope you/your child enjoys their time dancing with us.

Thank you in advance for your support,



Sophie Walters  
Principal

**PLEASE RETURN TO TEACHER**

**Student Forms:**

|  |  |
| --- | --- |
| Name: |  |
| Age: |  |
| Address: |  |
| Emergency Contact: | Relation:  Number: |
| Personal Number: |  |
| Email Address: |  |
| Medical Requirements: |  |
| Consent for Photos / Videos | YES / NO |

|  |  |  |
| --- | --- | --- |
| **DAY** | **CLASS** | **TICK** |
| *Monday* | *Beginner Ballet* |  |
| *Monday* | *Beginner Freestyle* |  |
|  | *Private Lessons* |  |
| *Tuesday* | *Private Lesson* |  |
| *Tuesday* | *Beginner Street* |  |
| *Tuesday* | *Adult Dance* |  |
| *Tuesday* | *Private Lesson* |  |
| *Wednesday* | *Private Lesson* |  |
| *Wednesday* | *Musical Theatre Drama & Dance* |  |
| *Thursday* | *Minis Dance* |  |
| *Thursday* | *Under 14 Comp Squad* |  |
| *Thursday* | *Beginner Lyrical* |  |
| *Friday* | *Beginner Contemporary* |  |
| *Friday* | *Private Lesson* |  |
| *Saturday* | *Desmodium* |  |
| *Saturday* | *Vortex* |  |
| *Saturday* | *Acro / Technique* |  |
| *Saturday* | *White Ash* |  |
| *Saturday* | *Willow* |  |
| *Saturday* | *Acro / Technique* |  |
| *Saturday* | *Ilex* |  |
| *Saturday* | *Atom* |  |
| *Saturday* | *Minis Dance* |  |

Bank Transference: 77-33-15 20798860

Quoting the students name in the reference. \*if payment is made online, please message to inform that the transaction has been authorised\*

(Please read carefully and return signed and dated)

**Terms and Conditions**

1. Fees are payable monthly. If your child turns up to class without the fee having been paid, and unless you have a prior written agreement with SEDA as regards fee payment, they will not be allowed to participate. A written reminder for fees not paid after the second class of term will incur a £5 administration charge.  
Competition, Shows, Events with the School must return the forms handed to you in lesson **no later than the following week**. Parents who fail to comply may risk in their child not able to perform.

2. Fees are worked out monthly by calculating the total through: classes per week x £5. (- any given discount) x48 weeks in the year, / by 12 x months. This will give the balance for each month in which a standing order is to be set up by the parent/guardian.

3. Receipts will only be provided upon request. Fees are subject to change and SEDA will notify you in advance of any increase in fees.

4. All new students are required to pay a £10.00 registration fee (one fee per family).  The fees becomes payable in full after the new student has attended the first class.

5. One Month’s (i.e. 4 weeks) written notice to the Principal is required for any pupil wishing to discontinue any class or leave the school.  If the required notice is not received, the full payment of the pupil’s fees for the following month will be expected.

6. Should any pupil wish to discontinue any class or leave the school, refunds for any unused classes will not be given.

7. Any child or family member testing positive of COVID -19 must not enter the Studios. They must isolate for 7 - 12days and message Miss Sophie / Martyn / Hannah when you expect your return. Should you start showing symptoms, you must contact Miss Sophie / Martyn / Hannah immediately in order to isolate the class for 7-12 days including the teacher. This is vital as we do not want to self isolate when classes have resumed.

8. Prior permission must be sought from any pupil wishing to participate in, amateur or professional productions and festivals and competitions.

9. Parents who book private lessons, whether for festivals, competitions, exam coaching or otherwise, must pay in advance for these classes when they are booked. Refunds will not be given in the event of the pupil not attending pre-booked private lessons.  Private lessons will be booked in writing and agreed by pupil, parents and SEDA.

10. Pupils are required to attend chosen competitions and shows with correct uniform agreed by SEDA prior to the event.

11. Please ensure that your child goes to the toilet before class and brings a bottle of water into the class.

12. SEDA does not accept any responsibility for any loss or damage to property left on the premises.

13. Please ensure that SEDA receives any changes to pupil’s contact details in writing.  All details will be held in strict confidentiality (Data Protection Act 1998) and will not be passed on to outside parties except to the ISTD for children doing dancing exams.

14. Filming and photography are not allowed except by permission and with the discretion of the teacher during watch week.

15. Pupils will be asked to leave without notice for any serious breach of the school’s terms and conditions or for any other serious misconduct.

16. The school does not discriminate on background, race or religion, regularly monitors staff to maintain school teaching policies and adheres to Health and Safety procedures to ensure that each child dances in a class appropriate to their level of development.

17. From time to time it is necessary for the teachers to use physical contact when helping to improve pupils’ posture or assist in movements. This includes physical contact between students i.e. holding hands.

18. SEDA does not tolerate bullying or violence between children. Any incident will be investigated and actioned accordingly.

19. When reserving competition / festival / event tickets, you are liable to pay for the requested tickets unless stated on the stated deadline (2 weeks before the event). This allows time to resell the tickets and SEDA company will not be invoiced and charged for unused tickets. Anyone who does not attend the event with reserving tickets will be charged for upon their next lesson.

20. Dancers are not permitted for outdoor footwear to be on the dance floor. Please ensure children have clean new trainers and/or jazz shoes which can be changed before the lesson.

**21. I understand and give consent to use of photographs and video recordings from time to time including Sophie Elizabeth Dance Academy website/Twitter/ FaceBook/ internet for press and promotional development of the school.**

**22. By enrolling my son/daughter into Sophie Elizabeth Dance Academy, I confirm that I accept the above terms and conditions.**

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Student Name:

Parent Name:

Parent Signature: Date:

Principal Signature: Date: