



ACS DANCE CENTRE

Children's Welcome Pack

66 Albert Rd, Romford, RM1 2PP
01708 783576

ACS Dance Centre

Mission Statement

- To encourage everyone to know the joys of learning to dance by providing, flexible, high quality dance tuition across a range of ISTD dance and theatre subjects.
- To create a friendly, caring atmosphere, nurturing the individuality of each student, and encouraging him or her to reach their full technical potential.
- To provide the highest calibre of staff members, highly skilled, trained and motivated in their chosen dance fields, with a thorough knowledge of current dance teaching practices.
- To inspire the dancers of tomorrow to be well rounded, confident individuals with a passion for their art and prepared for their chosen profession.

The History

Anthony Clifford Studios was founded in 1994 by husband and wife team and ex-professional dancers, Mark Anthony and Diana Clifford.

From its small beginning with just a dozen students in classes dotted around the Romford area, the school quickly grew and combined with two other schools along the way (Cooks Dance School in 1996 and Elizabeth Reed's in 1998) The Studios now offer tuition in no fewer than eight dance genre plus drama and singing. Their own multi- studio complex was purchased in 2005, with refurbishments completed for four studios, waiting areas, changing rooms, reception car park and shop. In 2014 we gained charitable status and became ACS Dance Centre, a centre for excellence encouraging everyone both young and old to know the joy of learning to dance!

ACS have a strong tradition in professional training and have trained many students who have gone on to successful performing and teaching careers around the world (*see Past Pupil Alumni*).

The Curriculum

Imperial Ballet, Jazz, Modern Theatre, Tap, Latin-American, Ballroom, Disco-Freestyle/street, rock n' roll, Salsa, Argentine Tango, Musical Theatre (Singing / Drama) Boys Classes, Stretch class, pointe work

Children's Classes

Why join Anthony Clifford's?

Well firstly we are an established friendly family run business with a great reputation and track record for excellent dance training and great results. Our students thrive in the happy atmosphere and become confident, well rounded young people who take their skills learnt whilst dancing, on into their adult lives, whether that be in dance or any other field. They can make many new friends and many students stay with us right up until leaving school and even beyond into adulthood! You can be assured that your child will be taught by experienced and qualified full-time teachers (several of whom are ISTD examiners too!) Our staff care deeply about their charges and their vocation. All teachers are DBS checked. We have been awarded vocational Dance school of the year for three years running (vocational Category) 2012, 2013 and a silver award in 2014

How old do you have to be to start?

Children can start with us from the age of **3** in special "Baby" classes in Ballet, Tap, Disco/street, Ballroom/latin or a "combo" class of ballet, tap and modern. (NB These classes sometimes have a waiting list, especially if you can only do Saturdays!) Baby classes are good fun as well as providing help with children's confidence, co-ordination, communication, fitness, concentration and poise, whilst learning the basics of the dance genre concerned. When children are 5 or when their teacher thinks they are ready, they progress into the pre-primary or 5-6 classes and from then on (around age 6 or 7) they will move through the ISTD grades/medal class system, up to and including student /professional level if applicable. Please note that in order to study modern or jazz children also need to be learning ballet as well. After grade 2 ballet, then two ballet lessons per week are compulsory but the **SECOND BALLET CLASS IS FREE!!** Ballet, Tap and modern exams require exam rehearsals six weeks before each exam in addition to normal classes, if this will be a problem for you in the future and you know now you do not want your child to take exams please let us know as this is not a problem. Disco and ballroom and latin exams do not usually require exam rehearsals until higher levels. Tap, ballet and modern exams are government recognised qualifications and can be quoted with point values on UCAS university application forms. Adults and trainee teachers have separate classes, please see our Adult or Teacher training info packs.

What if we've been to another school already or are older?

Those children who have previously been at another school are also welcome to join us at ACS, though they may be asked to "try out" to find the most appropriate class level. We usually try a level suitable for their age group first and assess how they get on during the class. If beginners starting at around age 7-9 then students can go straight into primary, if older then please phone the office for advice. We do have teenage beginners ballet, modern and ballroom classes. If older than 17 then please see our adult classes.

Can I join straight away?

Sometimes yes, straight away, sometimes there is a waiting list or the school might be in a holiday period. If you do not mind a weekday class or are joining our older ones classes, often you can start immediately, but please phone to check this. Our good reputation is such that most of our Saturday baby and pre-primary classes do have a waiting list of at least a term sometimes longer! If you know you can only do

Saturdays please put your child's name down well before they are 3 years old! Priority is given to those with siblings at the school already and those living closest within the borough as well as those wanting ballet, modern and tap instead of just one genre. Reasons for this are that those travelling to us from out of the local area find it very difficult to attend our classes straight after school once at senior school and so often cannot stay with us long term, changing dance school is always disruptive to a child, this is why priority is given to those students who may stay with us long term.

Are there classes during the holidays?

No, mostly we are closed for main school holidays such as Christmas, Easter, Half terms, Bank holidays and the Summer break. Occasionally at show times there may be a dress rehearsal on a Bank-Holiday weekend or throughout the preceding Easter before a show. Your invoices work out when there are holidays automatically. Our adult ballroom classes and private lessons still carry on during holidays. Our terms start on Mondays and finish on Saturdays. The children usually have an optional Summer school during the first week of the holidays, and activity themed days during Christmas or Easter.

Will my child take exams?

Yes, in tap, ballet and modern, most children here pursue exams, once out of the baby and pre-primary classes e.g. when they are about 7 or 8. In Disco and Ballroom and Latin children can start medals even earlier when they are about 5. We follow the ISTD graded exams which are now government recognised on the National Qualifications Framework (NQF) which means the exams taken whilst at ACS can be listed on job and University application forms and school league tables too, which often helps go towards getting into their chosen senior school! The initial decision whether a child is thought ready for their exam is always made by the teacher entering them and is not dependent on time in that particular class or whether their friend is taking their exam! Children all progress at their own rates and it should not be thought of as a competition. Parents are asked their permission to enter students for exams as it is a big commitment for them as well as their child, and exam fees are then sent by us to the ISTD seven weeks in advance of the exam. For Theatre subjects children will then be expected to attend six weeks of extra exam rehearsals on a Sunday (ballet/mod/tap only) in addition to their classes leading up to their exam, these lessons are compulsory and we reserve the right to withdraw the child from the exam if they have not attended enough rehearsals even if this means the parent losing their exam fee. Parents should note that over the years, after taking exams, days and timings of classes will change, after all some pupils remain with us until they are 18! If you do not wish your child to take exams you should let their teacher know, as exams are not compulsory. ISTD exams are accredited on the National Qualifications Framework (NQF) for England, Wales and Northern Ireland as shown below:

ISTD EXAM	GCF Level	Equivalent GNVQ For comparability	Credit Value	UCAS Tariff Points
Grade 1-3	Level 1	GCSE D-E	7 credits	
Grade 4-5	Level 1	GCSE A*-C	10 credits	
Grade 6	Level 3	GCSE A*-C	13 credits	Distinction = 40 , Merit = 35 Pass =30
Intermediate foundation	Level 2	GCSE A*-C	28 credits	
Intermediate	Level 3	GCSE A*-C	28 credits	Distinction = 65 , Merit = 50 Pass = 40
Advanced 1	Level 4	Higher level qualification	33 credits	
Advanced 2	Level 4	Higher level qualification	38 credits	
Diploma in Dance Instruction (DDI)	Level 3	Higher level qualification	68 credits	
Diploma in Dance Education (DDE)	Level 4	First Year Degree level	92 credits	

Does the school hold shows and attend competitions?

Yes we have Christmas shows for smaller ones every year as well as bi-annual large production shows at local theatres such as the Towngate Theatre Basildon, for the older ones. We do expect all children to want to take part in our shows. Drama and singing students also have a separate annual Cabaret night and a bi-annual musical review show. Near to a show students are expected to come to extra rehearsals and dress rehearsals at weekends and some holiday periods. Costumes for shows are purchased by the school and hired to students for a small fee. As for competitions these are not compulsory but many of the disco, ballroom and latin students choose to take part in competitions which are always on Sundays, both at “friendly” local level and bigger ISTD National medallist level. Latin and ballroom competitive dancers are required to take private lessons in addition to their regular classes if going to ISTD comps, the finals of which are in Blackpool. National ISTD Tap, Ballet and Modern competitions are sometimes entered by the school for children who have been selected by their teacher or been attending scholars classes. We also have children accepted onto the Royal Ballet school’s “Junior Associate” JA or MA program who attend top up ballet classes at Covent Garden in addition to their lessons here.

Are there mixed classes?

We have some mixed classes for girls and boys, as well as some boys only classes taken with principal Mark or other male teachers to encourage our boys and to give them more specialised strength exercises preparing their bodies for the more rigorous jumping and elevated work required for boys work as well as for lifts and partnering later.

Do I need uniform straight away?

No, we advise new students to come along in something they already have that is easy to move around in. e.g. for babies a t-shirt and leggings with bare feet. For older ones a leotard and leggings/ track suit bottoms. (see uniform list) We sell all items of uniform in our dancewear shop in reception, so just ask the receptionist to purchase/order this. This is available with our School Logo only from our reception shop. We require all students to be in our regulation uniform by the start of their **third week**.

Will all classes be in a proper dance studio?

Yes, our full time premises at 66 Albert Road, has four dance studios complete with sprung hardwood beech or maple floors, barres and mirrors, so you can be assured that floors are safe for growing bodies to dance on (no concrete!). The studios are each named after famous dancers, The Astaire and The Bussell, are downstairs and The Alex Moore and Fosse are upstairs. We also have waiting areas and changing rooms, and dancewear and refreshments are available from our reception and shop. The Bussell also converts into a small studio theatre space for small in house performances of drama and singing and our Summer School. Please note we have limited parking to our frontage and our rear private car park up closes at 8.00pm in the evening. We ask you to park carefully with thought to other drivers and our neighbours if parking and waiting in the street, there is additional on street parking in Albert Road after 6.30pm or in nearby Park Lane or in Romford town centre car parks during the day time. We are also very close to several bus routes at either end of Albert Road (Victoria and Brentwood Roads) and Romford Mainline station is also within easy 4 minute walk. (see info further on in brochure)

What if my child wants to pursue dance as a career?

Most children start dancing for fun, fitness and friendship however if you do find your child has a special talent leading them towards a possible performing career, then ACS is the best place to be. We have trained many of our students for professional careers as adults (see alumni) and they now can be found in West End theatres and dancing around the world. It is usually necessary for students to have reached at least Intermediate/Grade 6 in Ballet, Tap and Modern by the age of 16 or 18 depending when they are due to leave school, most vocational full-time dance colleges will be expecting training and ISTD exams at this level as well as some singing and drama experience. We advise our students on the best colleges to apply for at 16/18 for their chosen dance style and help them with audition dances, monologues and general preparation. If going down the teacher training route we accept applications at our own part-time college for day students of 16 years and over. Please note we do not encourage our children to work in adverts or small bit parts on tv or theatre as we feel this is the time they should be perfecting their art and having fun being children without this added pressure, and also castings often mean they miss vast amounts of classes both here and at their state schools. Therefore the principals took the decision many years ago not to have a theatrical agency attached to the school, we concentrate on getting children ready for theatrical careers as adults instead.

How do I pay?

Your first class is FREE if you “like” us on Facebook, (we will need to see this) the remainder of the current invoice period is then payable in advance the following week when you return. Fees are paid either termly or half termly in advance before week 2, or the undiscounted amount becomes due. Fees are non refundable, one **full month’s notice** is therefore required in writing, if leaving the school or dropping a class from your timetable. You will also still need to pay for a class if you miss due to illness or any other reason such as a holiday or school trip etc., however if you are able to attend another day to a class of a the same subject and level, then you can make this class up another week by taking two going to an alternative class of the same level if available. We have a significant discount scheme **up to 30%** for those doing many classes within the same family. We accept cash, cheque and payments straight into our bank account, (unfortunately not card) for late payments after week 2 of the half term, you either loose your discount or there is a £10 penalty added. (please see fee sheet for prices/payment terms)

How do I apply?

Just fill in the form on the back of this brochure and send back to us. If you have phoned first and know there is current space in the class, then come along with your form on the day, if not then please post back, marking as “Waiting List”. Your application is treated in order of receipt, so don’t wait too long or spaces might be gone. We do need the consent form signed by a parent or guardian before attendance to show you have read and accept the school’s terms and conditions before classes commence. Please note if a child has shared custody with separated parents then we require both parties to sign that they accept our terms and conditions and will make the child available for classes/rehearsals/shows etc whether it is a weekend or midweek. If this is agreed at the start of a child’s time with us, future problems can be avoided especially at exam and show rehearsal times.

What level of commitment is expected?

We do expect parents and guardians, as well as students themselves to be fully committed to their classes and put their dancing first. This teaches the children a valuable life lesson for the future, that good results are only achievable through hard work, and that missing classes lets their teachers, friends and other

children in the school down, not just themselves. We therefore reserve the right to ask a student or family to leave the school if they continually miss lessons or exam/show rehearsals or are behind with their fees. In cases of extreme sudden financial difficulty, the CIO trustees will accept nominations from the principals for the waiving of all or some fees on a temporary basis. The principals take into consideration the dedication and level of commitment shown to the school and their dancing by the pupil and their family up to that point, as well as their level of potential and future plans. For application procedures please contact the Principals direct.

Staff

Theatre Faculty- Miss Diana Clifford CDE, FISTD (Principal)

- Miss Diana Clifford FISTD CDE
- Mr Mark Anthony LISTD CDE
- Miss Jackie Barnes FISTD CDE Cert Ed Examiner and Modern Committee member
- Miss Vivienne Saxton RBS TC, FISTD Chairman of Imperial Ballet Faculty
- Miss Helen Steggle- FISTD Committee member Imperial Ballet Faculty
- Miss Joanne Wix AISTD Dip, FDI
- Miss Katie Wilson FDI LISTD
- Miss Natalie Lane DDE
- Miss Melissa Hussey AISTD QTS
- Miss Georgia Hussey AISTD
- Miss Fern Reilly DDI
- Miss Vicky Ford AISTD – Registered Body Control Pilates Teacher
- Mr Dean Coulson BA Hons Acting

DANCESPORT FACULTY

- Miss Debbie Clark FISTD
 - Mr Charles Richman FISTD examiner in Country and Western, Club dance chairman
 - Miss Katie Wilson FDI, LISTD
 - Mr Mark Anthony LISTD, CDE
 - Miss Diana Clifford FISTD, CDE
 - Miss Julie Young AISTD
 - Miss Melissa Hussey AISTD
 - Miss Georgia Hussey AISTD QTS
- visiting private Competition Coaching from top competitors in addition, Charlie Townsend, Ineta, Katie Gleeson and Krystof

Administrator/receptionists

- Mrs Sharon Herbert
- Mrs Karen Mitchell
- Miss Nathalia Moura
- Mrs Lucinda Crowther

HOW TO FIND US

By Car

Directions to Anthony Clifford Studios, Albert Road, Romford. RM1 2PP
Take M25 to junction 28 or 29
Take A12 or A127 towards London/Romford all the way to Gallows Corner roundabout
Take first left (A118) "Main Road" towards Town centre
Take first left at lights, "Upper Brentwood Road"
Continue along Brentwood Rd, over mini roundabout to large roundabout
"The Drill Pub"
Take Third exit at "The Drill" (still Brentwood Rd)
Continue to mini roundabout
Turn right (Durham Arms Pub) this is Albert Road
The Studio at 66 is half way down on left.

By Public Transport.

Train

The studios are also a five minute walk from Romford mainline station
Trains go out of Liverpool Street and take around 20-25 minutes.
On leaving Romford Station, turn right and then immediately left into Victoria Road
Follow road down and across traffic lights
Take next right into Albert Road (at Queen Victoria Pub)
The studio is half way down on Right.

Buses

These run each end of Albert Road, down Brentwood Road
165, 193, 294, 370, 373, 496,
Many other buses go to Romford train station (see walking directions from station above)
87, 103, 128, 499, 175, 247, 500, 365, 252, 248,



System of Fee Payments

We have set out below the rules that we apply to payment of fees. It is important that you understand our system so that you can take advantage of the various discount benefits and do not inadvertently incur penalties. By signing the forms overleaf on the enrolment form you agree to these terms.

1-Fees may only be paid in advance half termly or termly before end of week 2. If you miss a class the fee is not refundable. We require at least **4 weeks notice** before leaving the school or if dropping a class from your invoice or full fees will still be due. Once the invoice has been issued the week before the new term, these fees will be due

2- Fees are due even if you have not collected your invoice in time, or if your child forgets to give this to you and it sits in the bottom of their bag! We do publish the payment dates at the start of each term on the school notice board and on our website. We endeavour to issue invoices the week before fees become due, but sometimes a pupil misses class or leaves this behind. If you think this is a problem for you we suggest you pay termly as this invoice is posted to you and it is easy to remember when term starts.

3- Fees are payable in advance, i.e. Week 1 of the period invoiced. The amount of discount depends on the number of classes taken by the student and/or family and in future, for your information, we will show both discounted and undiscounted amounts for the current period. The account total of the invoice shows the full amount due for you to pay including any payments outstanding from previous months with penalty fees added.

4-Please note. If any fees are still outstanding after week 2 of the invoice date, then the undiscounted amount is due instead or for those with no discount a £10.00 penalty fee is added, to your bill.

The cashier's computer will show the total amount due on your invoice – i.e. say month 1 undiscounted (overdue portion) + month 2 with £10 penalty added. Receptionists will have the facility to look up your account history to check on any missed payments and the details of when you last paid, whether it was cash or cheque. The computer is checked and the till balanced every day so the computer history is always up to date. For those paying into the bank direct this is reconciled on Friday mornings so will not go through on to our account if you pay on the last Friday.

5- Please note bounced checks incur a penalty of £10.00

6-We require a month's notice if a child wishes to leave the school or drop a class or fees are still due. Where **termly** fees have not been paid within the first **2 weeks**, invoicing will automatically revert to half termly and the discount decreased accordingly with the 1st month undiscounted amount appearing on the invoice as above. Those wishing to change to termly can only do so at the beginning of a new term, to arrange this it is usually better to phone the office as close to the end of the previous term as possible before new invoices are printed.

Please ensure that you keep your receipts or payments records for at least a month and watch that an entry is made on the payment sheet or on the computer when you pay, since if you pay cash you will have no other proof of payment if our computer does not say you have paid.

Current Class Fees valid from- September 2017- July 2018

30 min baby/team class	45 min grade class or baby "combo"	45 min (vge-Inter tap)	1 hr (Grades)	1 hr (Inter-Adv2) Mod Ballet & Tap	1 ½ hour Adv1 /2 Ballet	DDI / DDE Teaching qualifications
£4.80	£5.90	£9.00	£8.60/£10	£13/£17	£26.00	£36

½ hour class (e.g. baby/preprimary/team) £4.80 x 6 =£28.80 per half term per subject

45 minute class (grade or medal or baby "Combo" class) £5.90 x 6 =£35.40 per half term per subject

Discounts if paid within 3 weeks of invoice date advised at start of term

No. Classes	1	2	3	4	5	6	7-8	9-10	11-12	13-15	16+
Per Half term	0%	0%	0%	5%	7.5%	10%	12.5%	15%	17.5%	20%	25%
Per Term	0%	0%	5%	7.5%	10%	12.5%	15%	17.5%	20%	25%	30%

Private lessons rates per half hour :

£20 - £25 per half hour depending on the teacher and their level of qualification

UNIFORM LIST (available to buy from our reception)

Please ensure all items of uniform are labelled with the pupil's name as we cannot accept responsibility for lost property.

BABY AND PRE-PRIMARY combo ballet and tap CLASSES

Girls- Raspberry Pink lycra leotard with skirt attached

Ankle socks (SUMMER) Pink ballet tights (IN COLD WEATHER IF PREFERED)

Pink ballet shoes with elastic/ Black tap shoes, bare feet for modern

Pink wrap over cardigan (OPTIONAL)

HAIR UP IN BUN

TAP/MODERN

Girls -Primary to grade 3

Black cotton lycra camisole leotard with logo

Black cotton lycra footless tights

Black split-sole jazz shoes / Black low heeled tap shoes with heel taps

HAIR IN BUN

Girls -Grade 4-and above MODERN AND TAP

Modern- black Cotton Lycra camisole leotard with school logo and black lycra tights with bare feet (this is worn in exams)

Tap –Black jazz pants over same black leotard, Black low heeled jazz taps with heel taps

HAIR IN BUN

Boys- Modern and tap, street/disco

Black Black capped sleeve leotard with logo, black cotton lycra jazz pants – or black cycle shorts (this is worn in your exams)
(own Knee pads, suitable dance support)

BALLET

Girls -Primary to grade 2

Sky blue cotton lycra leotard (this is worn in exams)

Sky blue georgette skirt (Primary only) – waist elastic (grade 1 and 2)

Pink ballet socks (PRIMARY) Pink ballet tights (grade 1 and 2)

Pink leather or canvas ballet shoes with elastics

HAIR IN BUN

Girls -Grade 3 and 4

Black camisole strap cotton lycra leotard with waist elastic and ACS logo (this is worn in exams)

Pink ballet tights (convertible)

Pink canvas or leather ballet shoes with elastics

HAIR IN BUN

Girls -Grade 5 and 6

Black camisole strap cotton lycra leotard with waist elastic and ACS logo (this is worn in exams)

Pink ballet tights (convertible)

Pink canvas or leather ballet shoes with elastics

HAIR IN BUN

Girls- Intermediate-advanced 2

Black camisole strap cotton lycra leotard with waist elastic and ACS logo

Pink ballet tights (convertible)

Pink canvas or leather ballet shoes with elastics

HAIR IN BUN

BOYS – Ballet

Primary- black lycra shorts, white or black boys cotton lycra capped sleeve leotard for class (white only for your exam)

Grade 1 and over black cotton lycra tights and plain white socks white or black boys cotton lycra capped sleeve leotard for class (white only for your exam) Suitable boys dance belt/support

White canvas ballet shoes with elastics sewn crossed over

Disco-5-6 years and over

Black crop top or leotard with black cotton lycra jazz pants , black jazz shoes

BALLROOM AND LATIN

Girls- White Ballroom and latin sandal Rosie T bars” low 1 inch heel for up to age 11 years girls, (Under size 10 silver sandal)

Flesh latin shoes with cross over for Juniors 12 years plus for heel height discuss with your teachers. Separate additional flesh coloured Ballroom court shoes for above bronze again please discuss heel height with your teacher.

Black cotton lycra leotard with school logo (with optional footless tights) and black dance short lycra skirt with logo –Juveniles

Long and /or short for juniors and adults practice wear

Boys- Black ballroom shoe- juveniles. For more advanced juniors and adults a separate ballroom shoe (patent) and a Cuban heel latin shoe

Boys- black jazz pants or ballroom and tight fitting ACS Black t-shirt top with logo

Drama and Singing classes

Black leggings or Jazz Pants with ACS T-shirt or Hoodie

IMPORTANT DIARY DATES for ACS

new term back 4th September to 10th Dec- half term 23rd Oct- 29th Oct
Xmas show 10th Dec Junior children age 3-8

NB Any child who will pass their first Ballet, tap, modern exams by Jan 2018 or who will be in 9+ Disco or Bronze Ballroom or above by Jan 2019, those under 8 will be part of the 2019 show.

We'd like to remind Grade students that Sunday exam rehearsals are compulsory for ballet, tap and modern, if you wish to take your exam, for the 6 weeks leading up to your exam. Grade 1-5 are government recognised exams and have GCSE equivalent points, Grade 6 plus have UCAS university credit points, this is why your schools should release you from lessons for exams.

Important information

Invoices are due for payment **even if you have not physically collected your invoice** and should be paid within the first 2 weeks of the period in order to avoid loss of your discount or a £10 penalty payment being added whichever is the greater

If dropping a class or the leaving school a full 4 week's notice is required, strictly no refunds.

Alumni

Ricky Morrell-	Bird College-Footloose UK Tour, Sleeping Beauty-Glasgow, Ray Quinn- Backing Dancer UK Tour
Andrew Parrish-	Bird College- Royal Caribbean Cruises, Royal Variety Show
Holly Clare-	Stella Mann College- Thompson Cruises, Costa Cruises
Vicky Ford-	Stella Mann College- Euro Disney, Trade shows, teaching
Leanne Rowe-	Laine Theatre Arts- Lead "Baby" in "Dirty Dancing", Film Roman Polanski's "Oliver Twist" - "Nancy", "May" in BBC's series "Lilies", Film "Boudicca" Boudicca's daughter, Film, "Jayne Ayre"
Collette Fraser-	London school of Musical Theatre- Beth in "little Women" Theatre Royal Drury Lane, west end, Brenda Blyth Teen detective west End various T.I.E projects and tours
Glenn Stavers-	Performers College- teaching and choreography pop videos, teaching
Danielle Henderson-	Urdang -Disney land Paris
Hannah Cameron	Trinity Laban- member of "Transitions" Dance Company
Jackie Siddons-	Elmhurst- teaching
Esther Green-	Arts Educational- Cruises, trade shows, teaching
Joanne Wix-	North London Dance studio- Moscow Ballet- teaching
Sarah Baker	Italia Conti- Teaching
Emily Squibb	West end "Made in Dagenham", "Stephen Ward" teaching
Helen Jones	Dancer review show in Cyprus
Jenni Blow	Laine Theatre Arts
Dean Coulson-	Mountview- acting
Jessica Smart-	Fellowship- teaching
Emma Wilson-	teaching, Angelina Ballerina Tour, Avenue Q
Katie Ventress	teaching
Caroline Doolin-	teaching
Rebecca Fowler-	teaching
Amanda Wallsgrave-	teaching
Joanne Haynes-	teaching
Clare Fenton-	teaching
Sarah Christie-	teaching
Katherine Hill-	teaching
Melanie Kay-	teaching
Emily Cardno-	teaching
Rebecca Hood-	teaching
Emma Felton-	teaching
Charlotte Higgs-	teaching
Janine Koznick-	teaching
Nicola Roberts	teaching

ACS Mission Statement

We aim to encourage everyone to know the joy of learning to dance by providing, within available resources, flexible, high quality dance tuition across a range of dance faculties based on the ISTD examination board syllabus. We strive to create a friendly, caring atmosphere, nurturing the individuality of each student and encouraging him or her to reach his or her full potential. Students are given opportunities for public demonstration and performances to develop confidence and performance techniques. Our staff members are highly skilled, trained and motivated in their chosen dance fields, with a thorough knowledge of child development and modern dance teaching practices.

Equal Opportunities Policy

The ACS Dance Centre actively promotes diversity and equal opportunity in all aspects of its work and seeks to prevent discrimination against any individual or group within the Centre, on the grounds of racial/ethnic heritage, religious and political belief, socio-economic and marital status, physical attributes, disablement, gender, sexual orientation and age.

Disabilities Policy

The ACS Dance Centre recognises that it has clear obligations towards all its students to ensure that they are all afforded the opportunity to realise their full potential.

The ACS Dance Centre tries to anticipate the needs of all students who join with a disability, or special need, or who become impaired during their course of study. The aim is that no one should be disadvantaged in any way.

If students have impairment, or have special requirements, they are encouraged to inform us as soon as possible (usually on the application form). We rely on the parent/student to tell us what is needed. This will give us time to check that we can meet particular needs or, if not, make sure that suitable provision is in place by the time that students arrive. If a student is being considered for examination entry we reserve the right to submit their details to the relevant ISTD dance faculty for further consideration on exam special requirements. This may apply to dyslexic pupils etc. This policy also embraces the Disability Discrimination Act 1995.

Safeguarding Child Protection / Vulnerable Persons Policy

The ACS Dance Centre has a duty of care to safeguard all children and vulnerable persons from harm whilst involved in tuition, practice and performance DURING THE TIME THEY ARE IN CLASS UNDER OUR SUPERVISION.

The ACS Protection Policy is to follow good practice guidelines from relevant bodies, including Government, English Amateur Dancesport Association (EADA), Child Protection in Sport Unit (CPSU), Local Education Authorities (LEAs). These guidelines cover physical injury, sexual abuse, emotional abuse and staff are made aware of their responsibilities which include avoiding unnecessary physical contact and/or private or unobserved situations. (full policy available on request, child protection/safeguarding officer Diana Lunn- Deputy Sharon Herbert)

Health and Safety Policy

The ACS Dance Centre aims to keep the working environment of the studios and office clean, tidy and free from Hazards. Our teachers endeavour to conduct dance classes in a safe and proper manner encouraging good warm-up and cool-down practices and supplementing the syllabus exercises by keeping abreast of the most up to date thinking in dance/sports medicine. We operate a "No Smoking" Policy. Facilities provided and maintained include

- Sprung Maple or beech flooring and Harlequin Flooring
- Changing, washing and toilet facilities
- First Aid facilities and appointed person with proper recording on any accidents
- Records kept on premises of Contact details (Name & Address) of Students, Teachers and supervisory staff
- Evacuation procedures
- Regularly serviced fire extinguishers and heaters and PAT tested portable equipment.
- Safety notices displayed

Data Protection Policy

The ACS Dance Centre keeps records of Pupils on a computer database for the purpose of efficiency and consistency of administration. Records are password protected and kept only for the following purposes. They can be viewed by you at any time.

- Administration
- Advertising, marketing and public relations
- Accounts and records and history of payments
- To inform examining board should pupils wish to take ISTD exams

PUPIL SECURITY

We are sure that like us, you, are thinking about ensuring the safety of your children. As you know, it has always been our custom for teachers to take a register within their own classes. However, you should be aware that with the large number of children who are on the premises at any one time, it is impossible for us to take responsibility for every child not actually in class including siblings of pupils waiting outside. We would ask you therefore to please impress upon your children that they should never leave the building between or after classes, unless with your permission. If you are going to leave the premises whilst they are in class please make sure that they know who is in charge of them. Although we have staff in reception most of the time these assistants will have other duties and cannot be baby sitters. Should you be held up so that you are likely to be late in collecting your child, please telephone on : 01708 754959 and they may remain in the studio with the teacher to wait for you if necessary as a one off.

ACS Dance Centre - Terms & Conditions of attendance

- 1) All invoices should be settled in advance in full by the 2nd week or discounts are lost or a **£10 penalty** will be added whichever is greater, bounced cheques will also incur a £10 penalty and added to your invoice
- 2) **No attending of another dance/drama school** at the same time as attending “Anthony Clifford Studios” under any circumstances. **This includes auditioning for “shows” organised by amateur production companies and charities** except by express permission of the principal. This rule is in accordance with the Council for Dance Education and Training code of ethics for dance teachers, a code which we fully adhere to. As a conflict of interest can occur just like playing for two different football teams at the same time!
- 3) If holidays are taken during term time or a child misses through sickness, **class fees are still payable**. Please notify us by telephone if your child will be absent.
- 4) If you wish to terminate your place at the school or drop a class we must have a **full calendar month’s notice preferably** in writing via email or the remainder of the month will still be charged for, no refunds.
- 5) Children whose parents live apart and have shared custody should BOTH be willing to commit to bringing the child to exams, shows and rehearsals, regardless of the day of the week they fall on. If this is impossible we advise talking to us, before commencing classes at the school. Difficulties with attendance especially at show time can often cause the child great distress in the long term and can put the school and our staff in a very difficult position. This should be carefully considered before starting with a hobby requiring dedication, such as dance, so everyone knows where they stand.
- 6) **Those learning modern and jazz MUST also study ballet with us. Those at Grade 3 ballet and above MUST take 2 or more ballet classes per week (2nd or more ballet classes are free !!) Drama and singing are taken together, students learning this must also attend some sort of dance classes with us for a term before commencing drama**
- 7) No chewing gum in class. No eating in class, bottles of water may be put at the front of the class for drink breaks at the teacher’s discretion.
- 8) No jewellery to be worn in class.
- 9) Hair should be tied up and in a bun for girls. Correct regulation uniform should be worn (please see uniform list).
- 10) When a student is thought ready for their Exam their teacher’s decision is final. Permission is then sought from parents who then agree to bring their child to an extra 6 weeks of Sunday exam practices as required.(tap, ballet modern only)
- 11) ACS cannot accept responsibility for property or valuables brought onto the premises or for cars parked in the car park or the street. We ask all parents to park considerately and not over neighbouring driveways, parking is a privilege not a right and we do want to continue to get on with our neighbours.
- 12) If mobile phones are brought onto the premises they must be switched off during class.
- 13) Children are only the responsibility of the staff **when in class**. Cashiers are not responsible for baby sitting children or siblings of pupils when waiting before or after class. Children should be picked up promptly. If you know in an emergency that you will be late collecting your child please phone the studio direct (01708 754959).
- 14) Smoking is not permitted in the building at any time.
- 15) The buildings and studios of ACS should be treated with care and respect and we ask that all children and accompanying adults clear up after themselves and place litter in the bins provided. Dirty nappies should be taken home with you please
- 16) ACS reserve the right to take still and moving pictures of pupils whilst they are performing in any show/competition or class. ACS retains the copyright on this material to sell copies to parents subject to copyright laws and for use in advertising for the school and on its website. At performances in a public venue (e.g. Theatre) then no private photography, audio or video recording by members of the public is allowed. At closed venues then ACS may give advance permission for parents to take their own but this is on the strict understanding that this is for personal use only.
- 17) ACS operates an equal opportunities policy and does not discriminate on the grounds of race, gender, physical disability age or sexual orientation. ACS also has a child/vulnerable adults protection policy, a health and safety policy, special needs policy and a data protection policy. Full details of these policies available on request from reception.
- 18) ACS has a customer complaints procedure. Initially any complaint should be raised with the teacher or administrator concerned to seek a resolution. If the matter cannot be resolved then the principal should be consulted directly. An investigation into both sides will result by individual and group meetings. Our staff and teachers have the right to be treated with respect we reserve the right to ask the pupil or parent to leave the school if they are abusive either verbally or physically.
- 19) In the course of lessons it is sometimes necessary for limited physical contact to take place between pupil and teacher or pupil and pupil, for instance during the course of teaching ballroom in contact, or to correct alignment of leg, arm or body. In today’s society, ACS feel it necessary for you to be aware of this and for you to again give your permission (please discuss this with your teacher if unclear of exactly what is involved, further details on our full child protection policy, available to read on request) During private lessons we suggest a parent be present if a child is being taught alone with their teacher.
- 20) If a child is injured or becomes unwell during lessons, ACS may feel it necessary to apply limited first aid or call an ambulance, we again ask your permission to do this and ask that you supply full contact details for us to contact you immediately and any relevant medical history. If your child has an allergy to something for example peanuts, bee stings, plasters you should make this known to us. We cannot administer medicine to your child unless a special arrangement has been made e.g. for an asthma inhaler.
- 21) ACS have to supply details of names, dates of birth and ethnic origin etc to the ISTD examining body in order for pupils to take exams, we ask your permission to do this and for us to store your contact details on our computer database. You may view these records at any time, they are for internal use only.

New Pupil Enrolment Form (please return to: ACS, 44 Princes Rd, Romford, RM1 2SP)

Name (pupil 1) **Date of Birth** **Age** **Male / Female**

Name (pupil 2) **Date of Birth** **Age** **Male / Female**

Name of Parent / Guardian to whom all correspondence should be sent

Address.....**Town**.....**Postcode**

e-mail:.....**Tel No.****Mobile**.....

Where did you find out about us? **Google search?** “.....

Facebook **Recommended by:**..... **other**.....

ISTD Pin (if known this is on your istd certificate/report).....

Do you work at Ford’s Motor Company?..... **Financial Sponsorship may be available**

If yes please fill in name of employee: **and FIN No:**

Ethnic origin : (please delete or circle as applicable) :

White(British), White (Irish), White other, Black-Caribbean, Black- African, Black – other, Indian, Pakistani, Bangladeshi, Chinese, any other ethnic origin, White/Caribbean, White/African, White/Asian, any other mixed background, prefer not to say

Medical History

Does your child suffer from any of the following ?:

Asthma, Epilepsy, Diabetes, Dyslexia, Dyspraxia (please supply dyslexia institute or Dr’s report)

Allergies (if yes to what are they allergic, do they carry an epipen?)

Hearing or Sight impairment, Learning difficulties, any other disability.....

I wish to enrol my child for the following classes:

Subject	Grade/level	Day	Teacher	Waiting List
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Has your child attended another dance school before for more than a term? ...Yes / No

If yes which school? When did you leave? (Please note you **cannot still** attend another dance/drama or performing arts school at the same time as coming to us, as this is a conflict of interests against CDET ethic rules)

Please list exams passed, dates, results and which society they were with:(ISTD, RAD, BATD etc)

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If your child brings prescribed medication to class e.g. inhaler/epipen do you give permission for a member of staff to administer this in an emergency. Yes/no (if over 16 yrs they may administer themselves)

I/we have read and agree to all terms and conditions and agree to pay the first week of each half term / term

I agree to take part and bring my child to extra rehearsals for show and exams in the future

Signed Parent / Guardian

Signed second Parent /Guardian if shared custody.....

Printed name of guardians for correspondence**Date**