

# The Georgina Weston Dance Academy



## Academy Information Pack Terms and Conditions

Everything you need to know about the Academy,  
our classes and enrolment information.

If you have any further questions then please contact us:

[georgina@gwdanceacademy.co.uk](mailto:georgina@gwdanceacademy.co.uk)

[admin@gwdanceacademy.co.uk](mailto:admin@gwdanceacademy.co.uk)

07590 915171

[www.gwdanceacademy.co.uk](http://www.gwdanceacademy.co.uk)

[Orpington.dance](http://Orpington.dance)

[Chiswick.dance](http://Chiswick.dance)

[gwdanceacademy.co.uk/BHS](http://gwdanceacademy.co.uk/BHS)

Please note, all uniform can now be purchased from our  
online shop: [www.gwdanceacademy.co.uk/shop](http://www.gwdanceacademy.co.uk/shop)

Principal:

Georgina Weston BA(HONS) Ballet Education, LRAD, ARAD, RADrts, BASI Pilates  
This documentation has been formed to provide a basic lay out to state overall procedures and expectations of the dance school during term time including summer schools, dance shows and exam days.

Please take time to familiarise yourself with this document and keep it for a future means of reference.

## **Information about our Dance School:**

The Georgina Weston Dance Academy consists of three branches; Orpington established in 2009, Chiswick in 2011 and classes at Bromley High School since 2015. We offer Royal Academy of Dance Ballet classes, ISTD Tap and Jazz, Contemporary, Street dance and Dancers body conditioning, for students of all ages, from Pre-school 'Tiny Footsteps' from 18 months, to Advanced professional training classes. We also offer classes in several nurseries and Primary Schools in the area which we work closely with the schools to arrange.

We have a realistic approach to dance and the performance world catering for all types of student. From a child with an interest in dance on a fun and social level, to the student that's looking to excel and form a future career in this field.

We are affiliated to the Royal Academy of Dance (RAD) and the Imperial Society of Teachers of Dancing (ISTD). All our teachers are highly qualified, participate in regular CPD training, as well as being fully DBS checked and first aid trained. The dance school agrees and works with the Royal Academy of Dance safe guarding policy and all teachers are up to date with new legislations and rules. A copy of this can be found on our website.

Parents/ Guardians are invited to a Autumn and Summer end of term 'presentation class' where parents can watch their child in action in their classes. Parents are not allowed to sit in on regular classes (apart from 'Tiny Footsteps' which we insist on one parent/ guardian per child). We do allow parents to photograph their own child only throughout the end of term watching classes.

From time to time we might involve your child in photographs or filming during their lessons and rehearsals, and that said, photographs and video clips may be used by The Georgina Weston Dance Academy for promotional purposes on the dance school website and on selected social media, i.e. our Facebook page. If you do not want your child to be photographed/videoed then please email the principal on [georgina@gwdanceacademy.co.uk](mailto:georgina@gwdanceacademy.co.uk).

We do have a school uniform for all our classes (this is also required for sitting all examinations) and once your child has been with us for 3 weeks we ask that you purchase this uniform from our dance shop (please see individual uniform lists for specific grades). The dance shop is online at: [www.gwdanceacademy.co.uk/shop](http://www.gwdanceacademy.co.uk/shop).

We do not offer 'catch up' classes, unless previous arrangements have been made. All teachers and studios are booked prior to the start of term and we expect students to attend their classes regularly. In the event of us cancelling a class due to an issue on our behalf (for example teacher illness), then the class will always be made up. If classes are cancelled due to matters out of our hands i.e. heavy snow shutting areas/ schools being shut for electrical reasons/ general elections, then we cannot make-up classes and in this rare situation we would hope you would understand such things are out of our hands. In this case, we would always invite students to other classes to make up for any missed ones where we possibly can.

We ask that students are fully dressed with the correct uniform and are lined up outside the studio ready for a prompt start for all their classes. We request all ballet students to have their hair up in a bun and every other dance genre to have a high ponytail. For the younger students, please

ensure they have been to the toilet prior to the start of the class. Please note, for our 'Tiny Footsteps' 18-30 months class we do insist on a parent/guardian assisting the child throughout the class.

Parent / Guardians we do remind you that you do need to be ready outside the studio doors for collection of your child at the end of their lessons.

## **Payment, Prices and Invoicing**

The Academy sends out invoices for the payment of classes termly (3 times a year).

Since January 2018, we now have an online registration and accounts system, whereby we ask you to register your child EACH TERM for their classes through the following link: [www.orpington.dance/registration](http://www.orpington.dance/registration)

This will then generate an invoice for the classes which will be sent directly to you.

We are very reasonable in allowing payment to be made in the first few weeks of the term. However, on every invoice, there will be a payment cut-off date. Any payment made after this date will incur a 8% late payment charge.

You can pay by Cash or BACS transfer, cheques are NOT accepted. If you have any problems or concerns with this then please contact us immediately to make alternative arrangements, this will be dealt with in the strictest confidentiality.

We do allow students to come and trial a class and if you wish not to continue then you are not obligated to make any payment. Prior to attending we do ask you to register your child so we have the required information on our registers and for safeguarding reasons so we know who is attending. There is no 'enrollment fee' but we do insist payment is made for the remainder of the term in full within two weeks of your first class.

Class prices are found on the invoice relevant to the branch of the Academy in which your child is studying at. Payment can be made by Cash or BACS and is due for an entire term. If you miss a class due to holiday or sickness then I am afraid we cannot offer catch up classes for this. Classes cannot be carried forward into the next term and no refunds are offered for unattended classes.

BACS payment details are listed on the invoices, but for reference can also be viewed below. Please remember to include your INVOICE REFERENCE NUMBER on your payments.

Account Holder	GWDA Ltd
Sort Code	60-20-39
Account Number	46996540

## **Exams**

The Academy holds RAD Ballet examination sessions throughout the year. Students are entered for examinations at the discretion of their teachers and in accordance with the age restrictions from the examining body.

We do encourage, but not insist, on our students taking examinations with us. It gives them a sense of achievement and with the certificate and medals, allows them to be rewarded for their

hard work. During exam terms, all students who wish to sit exams must take a second 'exam coaching class' throughout the week, alongside their original classes (please note this is from Primary exam up, not Pre-Primary). These additional classes are chargeable and are crucial in the lead up to your child's exam to ensure that they are best prepared. Payment and exam registration forms will be sent out either the term before, or at the start of the exam term and must be returned by the deadline in order to enter your child for their exams.

## **Dance Shows**

The academy puts on a dance show at each branch. During this time, students will attend their regular classes during which a proportion of the lesson will be used for show rehearsals (senior soloists will have extra rehearsals organised with the various teachers).

For our shows, the Academy purchases all costumes and accessories and it is crucial you return your show registration by the requested dates so costumes can be measured up and ordered. We ask for a set participation show fee to help towards the cost of costumes, theatre hire, insurances, staffing for the shows, costume hire, lighting and music equipment, projector equipment and music licences.

In addition to your show participation fee, tickets for the show will be sold for the performance. There is no limit to how many friends / family members you can bring along, but tickets will be sold on a first-come-first basis. Each show we choose a charity to help raise money for through the profit from our ticket sales and the donations from drinks and refreshments provided.

## **Enrolment**

We do require completion of our academy online enrolment form for every student EVERY TERM. This will provide us with the most up to date contact details and medical information for the safeguarding of our pupils. It is your responsibility as their guardian to notify us if anything should change and therefore needs updating.

## **Contact Information**



### **The Georgina Weston Dance Academy**

**Georgina Weston,**

BA (HONS) Ballet Education, LRAD, ARAD, RADrts, BASI Pilates

☎: +44 (0)759 0915171

✉: georgina@gwdanceacademy.co.uk

🌐: www.gwdanceacademy.co.uk

📘: [www.facebook.com/GWDanceAcademy](https://www.facebook.com/GWDanceAcademy)

## Frequently asked questions

1. **Do we have to wait for a new term to join?** *No, you can join at any time throughout the year.*
2. **Do I need to book?** *Yes, we will need you to register for our classes prior to attending using the registration link [www.orpington.dance/regsitration](http://www.orpington.dance/regsitration) where you can select your academy branch / school and the classes you are interested in.*
3. **What should they / I wear for the first class?** *We would recommend black leggings and a vest top with bare feet for any first classes so your comfortable and can move. Please wear trainers/plimsoles for tap trial classes.*
4. **Can I stay in the room with my child?** *Ideally not. In our experience, children relax more and enjoy the lessons without having a parent or guardian present. It allows them to further engage with the teacher and settle into the class. For first classes we appreciate a comforting face is sometimes needed, but we do ask parents/guardian to wait outside the studio after the initial class.*
5. **Do they have to wear the set uniform?** *Initially no, but after 3 weeks of attending classes with us we do ask you to purchase the correct uniform once they have settled. All uniform can be purchased from our online shop and we highly recommend you purchase directly from us to ensure your child has the correct outfit and to save you re-buying for the exams. [www.gwdanceacademy.co.uk/shop](http://www.gwdanceacademy.co.uk/shop)*
6. **Where do I get the uniform from?** *We can supply all the correct grades/level of uniform directly through our website [www.gwdanceacademy.co.uk/shop](http://www.gwdanceacademy.co.uk/shop). Please note uniform will not be handed out without payment. We can correctly fit and ensure the students have the correct sizes.*
7. **How much do classes cost?** *Please see appropriate branch pricing and invoice form.*
8. **Do you run holiday classes?** *Yes. We run our week long Summer dance schools, as well as workshops at Christmas and Easter, and occasionally half terms. Please keep an eye on the website and ask the teachers for information on forthcoming classes.*

If you have any queries with any of the above then please contact the Principal, Georgina.

On behalf of the Academy, we would like to welcome you and your child to our academy and we hope they thoroughly enjoy their dance training with us.