



New Pupil Welcome Pack

WELCOME TO ANTHONY CLIFFORD STUDIOS

We welcome you as a new pupil and hope you enjoy and benefit from your time with us here at ACS. We pride ourselves on excellent standards of training for boys and girls whether you wish to learn dancing for pleasure, fitness and self-confidence or with a view to a career within the profession as many of our past pupils have done. We are a friendly, family run studio and look forward to getting to know all our students and bringing out each ones full potential.

Classes and Exams

Children can start with us from the age of 3 in special baby classes, which are good fun as well as providing help with their co-ordination, concentration and poise. When children are 5 or when their teacher thinks they are ready, they progress into the pre-primary or 5-8 classes and from then on (around age 6 or 7) they will move through the grades/medal class system, up to and including student/professional level if applicable. Those children who have previously been at another school are also welcome to join us, though they may be asked to audition to find the most appropriate class. Pupils are entered for exams by their teacher when he or she thinks that they are ready and at the best standard they personally can achieve. Each child is different and although in rare cases children may take an exam after just a year, mostly children remain in each grade for around 18 months. Parents are asked their permission to enter students for exams and exam fees are then sent to the ISTD seven weeks in advance of the exam. Children will then be expected to attend six weeks of extra exam rehearsals (ballet/modern/tap only) in addition to their classes leading up to their exam, these lessons are compulsory or the child is dropped from the session. Parents should note that over the years, after taking exams, days and timings will change, after all some pupils remain with us until they are 18 and go off to have their own performing careers! Drama and singing classes are in two age groups (7 -12yrs, 13-18yrs) Near to a show students are expected to come to extra rehearsals. Apart from children's and student's classes we have permanent adult classes in a variety of dance forms. (see timetable on website) We also offer classes in the Advanced Vocational graded examinations and Associate, FDI and CDE teaching qualifications to students from across the country. See website www.anthonycliffordstudios.co.uk and separate information pack.

Facilities

Our full time Studios are at 66 Albert Road, Romford and have four dance studios complete with sprung hardwood beech or maple floors, barres and mirrors. These are named after famous dancers, The Astaire and The Bussell, are downstairs and The Alex Moore and Fosse are upstairs. We have as well a waiting area and changing room, on Saturdays refreshment are available. Please note that there is only limited parking to our front we ask you to park carefully with thought to other drivers so we can get as many cars off the road as possible, there are spaces on the front of the studio and additional street parking in nearby Park Lane or in Romford town centre car parks. 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 page 3)

History

Anthony Clifford's was founded by husband and wife team Mark Anthony and Diana Clifford (see website biographies), both experienced professional performers as well as highly qualified teachers. Between them Mark and Diana have qualifications in all the dance disciplines on their curriculum with Mark obviously being the ideal person to teach our growing boys section and encourage their interest. As the school has grown, the principals have been joined by a staff of other highly motivated and qualified teachers, assisted by student teachers. Although not all children who attend our classes are destined to be performers, we are very proud that many of our past pupils have indeed gone on to become professional dancers, actors and singers both in this country and indeed the world and have successfully auditioned for full time courses aged 16-18, many of them achieving full grants.

Shows and Competitions & Agency

Seven major production shows have been staged since the foundation of the school, at either the Towngate, Basildon or The Queens Theatre, Hornchurch. These are generally in May, every two years and though we always think the show cannot be bettered, each time it is of a higher and more professional standard than the last! We also hold a Christmas display annually for the younger children and beginners, which gives younger pupils the chance to gain some stage experience. The drama and singing classes also put on full musicals and cabaret evenings. Productions include Cinderella, Grease and Oliver, Lion King and Chorus Line, Joseph and Cats. Costumes for shows are purchased by the school, and parents hire them at a small fee for each show, thus avoiding a large outlay for parents on costumes which may only be worn once! The school also attends external competitions in disco and ballroom and latin culminating in attending Blackpool Tower Finals weekend. Most competition work is studied during regular lessons and comp rehearsals near to the actual date. Those more serious about competing have additional private lessons with their teacher and choose a regular partner. We are of course delighted with our show and competition successes, but we feel grade examinations and medals are still

our priority as we strive always to keep raising our standards and maintain our high levels of achievement. For those interested in gaining professional work as children whether that be in adverts, drama or in musicals we children can be represented by the Rosie Featherstone Agency. Please ask for information about joining.

Curriculum

The curriculum we offer covers the full spectrum from ballet, tap, modern, jazz, drama and singing to ballroom, Latin American and disco/street and Hip-Hop. We study the syllabus of the Imperial Society of Teachers of Dancing in which all our teachers are qualified and experienced. The ISTD is recognised throughout the world as a leading examining body for dance. It's teachers are accredited by the Council for Dance Education and Training, which is concerned to ensure that children do not receive incorrect training which could damage their bodies. You can also now be assured that these exams are recognised by the government and QCA and will in the future be useful when applying to universities and for jobs. If we find your child's talents lead them towards a performing career it is usually necessary for them to have reached 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. Some secondary schools set great store by the ISTD grades reached by pupils (as ISTD dance exams can be quoted on their league tables). Diana is always willing to write references for our pupils trying to get into particular schools. Please note the higher ISTD exams now have equivalent point values to GCSEs and A levels as part of the National Qualifications Framework and can be entered on UCAS university application forms as well as being part of the new senior school "Diploma" in the media specialisation.

Theatre Faculty

- Miss Diana Clifford CDE, FISTD (Principal)
- Mr Mark Anthony LISTD, CDE, (Principal) (Head of Boys training)
- Miss Jackie Barnes Cert Ed, CDE, FISTD examiner, (Head of Teacher training) ISTD Modern Committee member
- Miss Joanne Wix AISTD dip CDE
- Miss Sarah Iddiols AISTD, FDI
- Miss Katie Welch FDI LISTD
- Miss Nicola Buccelli AISTD, FDI
- Miss Natalie Lane FDI, CDE
- Miss Katie Ventress FDI, CDE
- Miss Melissa Hussey INT ISTD

DANCESPORT FACULTY

- Miss Debbie Clark LISTD
- Mr Charles Richman LISTD examiner in Country and Western, Club dance committee member
- Miss Katie Welch FDI, LISTD
- Mr Mark Anthony LISTD, CDE
- Miss Diana Clifford FISTD, CDE
- Miss Julie Young AISTD

Administrators

- Mrs Sharon Herbert
- Mrs Karen Mitchell
- Mrs Barbara Reeves
- Laura Henderson AISTD dip

Teacher Training Department

- Jackie Barnes Cert Ed, CDE, FISTD examiner (Head of Teacher training) Tap, Modern, Modern Committee member
- Vivienne Saxton, MA Dip RBS (TTC) ARAD (Adv) & Examiner FISTD, Imperial Ballet Chairman
- Christina Ballard (Modern) FISTD, Examiner, Committee member
- Diana Clifford CDE, FISTD (Principal) Tap, Modern

Contextual Teacher Training

- Lesley Allum-Jolly Mst Ed., Examiner for ISTD Lifespan Development
- Diana Clifford FISTD CDE

HOW TO FIND US

By Car

Directions to Anthony Clifford Studios, Albert Road, Romford.

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, Century Youth House is on the right and has a car park at back accessible by driving down the left hand side of the building.

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, the Youth House is opposite on the left.

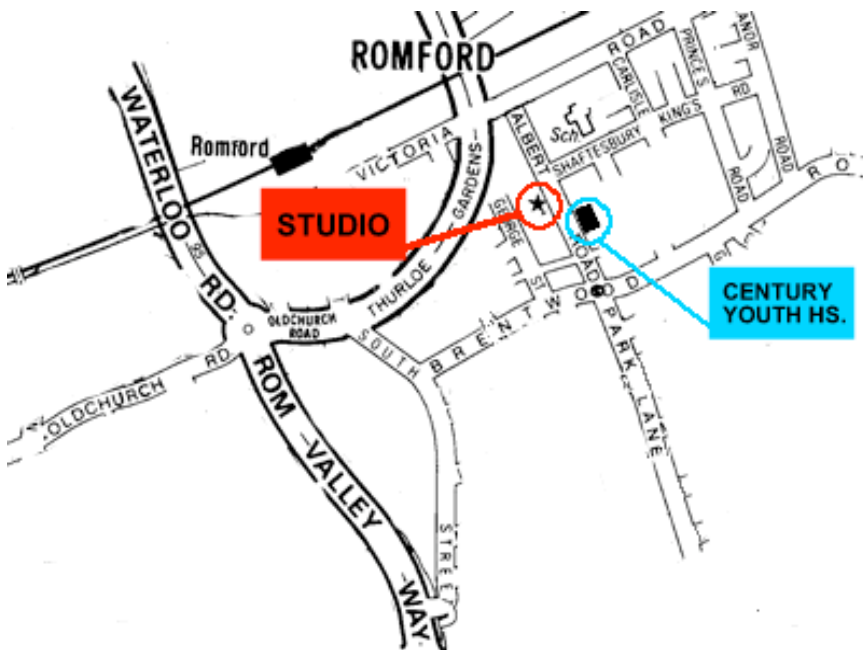
Buses

These run each end of Albert Road, down **Victoria and Brentwood Roads**

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,



MONDAYS			
Fosse Studio, Albert Rd		Astaire Studio, Albert Rd	
4.00-4.30 pm	Baby Ballet Miss Katie V	4.00-4.45 pm	Primary Tap Miss Katie W
4.30-5.00 pm	Baby Tap Miss Katie V	4.45-5.30 pm	Grade 1 Modern Miss Katie W
5.00-5.30 pm	Pre-Primary Ballet Miss Katie V		
5.30-6.00 pm	Pre-Primary Modern Miss Katie v		
6.00-6.30 pm	Pre-Primary Tap Miss Katie		
TUESDAYS			
Anthony Clifford Studios, Albert Rd, Bussell Studio (downstairs)		Anthony Clifford Studios, Astaire Studio (downstairs)	
4.00-4.45 pm	Primary Ballet Miss Sarah	4.00-4.45 pm	5 – 6 disco Miss Katie
5.30-6.15 pm	9+ yrs Disco Miss Katie	4.45-5.30 pm	7- 8 yrs Disco Miss Katie
WEDNESDAYS			
Anthony Clifford studios, Albert Rd, Astaire studio (downstairs)			
4.00-4.45 pm	Primary Ballet Miss Joanne		
7.15-8.00 pm			
THURSDAYS			
Anthony Clifford Studios, Albert Rd, Fosse studio (upstairs)			
4.30-5.15 pm	9+ Disco Miss Katie	7.15-8.00 pm	
4.00-4.30 pm	Baby Disco Miss Katie		
FRIDAYS			
Anthony Clifford Studios, Albert Rd, Alex moore (upstairs)			
4.00-5.00 pm	7-8 yrs Ballroom/ latin Charles & Katie,		
Anthony Clifford Studios, Astaire (downstairs)		Anthony clifford studios, Astaire studio (downstairs)	
5.45-6.30 pm	Teens Ballroom/Latin Mark	4.00-4.30 pm	Baby Ballet Miss Joanne
4.15-5.00pm	5-6yrs Ballroom/Latin (Julie)	4.30-5.00 pm	Baby Tap Miss Joanne
5.15-5.45pm	Baby "Strictly" ballroom and latin £4 x 4 =£16 Julie	5.00-5.30 pm	Pre-Primary Ballet Miss Joanne
		5.30-6.00 pm	Pre-Primary Modern Miss Joanne
		6.00-6.30 pm	Pre-Primary Tap Miss Joanne
SATURDAYS			
Bussell Studio, 66 Albert Rd		Astaire Studio, 66 Albert Rd	
9.00-9.45 pm	Primary Ballet	9.15-9.45 am	Baby Ballet Miss Natalie/Melissa
9.45-10.30pm	Grade 1 Modern	9.45-10.15 am	Baby Tap Miss Natalie/Melissa
10.30-11.15am	Primary Tap	10.30-11.00 am	Pre-Primary Tap Miss Natalie/Melissa
11.15-12.00 pm	Grade 1 Ballet	11.00-11.30 am	Pre-Primary Modern Miss Natalie/Melissa
12.00-12.45 pm	Grade 2 Modern	11.30-12.00 am	Pre-Primary Ballet Miss Melissa
12.45-1.30 pm	Grade 1 Tap	12.15-12.45 am	Baby Ballet Miss Melissa
9.00-9.45 am	Senior Singing	12.00-1.15 am	Baby Tap Miss Melissa
9.00-10.30 am	Senior Drama /singing	12.00-12.45	Grade 2 & 3 Modern
10.30-11.15am	Junior Singing	12.45-1.30	Grade1 & 2 Tap
11.15-12.00	Junior Drama	1.30-2.15	Grade 4 & 5 Modern

Please note all class prices are charged on a 4 weekly invoice, or termly should you prefer, even if classes are missed for some reason. For higher grades, teacher training or adults timetables see website timetable page www.anthonycliffordstudios.co.uk

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 monthly or termly. If you miss a class the fee is not refundable.

2-It is your responsibility to collect your invoice from the cashier or your teacher each month or term (if it has not been received by post). Fees are due even if you have not collected your invoice in time, as we do publish the payment dates at the start of each term. 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 always posted to you

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 3 of the invoice date, then a £10.00 penalty fee is added, to your bill or you lose your discount, whichever is greater.

The cashier's computer will show the total due on your invoice – i.e. say month 1 undiscounted (overdue portion) + month 2 with £10 penalty added. She will also now 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.

5- If more than 2 months is outstanding we shall assume you do not wish to continue at the school and the pupil will be asked to sit out of class. If you have exceptional circumstances please contact the principal direct to discuss any problems.

Where **termly** fees have not been paid within the first **3 weeks**, invoicing will automatically revert to monthly with the 1st month undiscounted 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 just before the beginning of the new term.

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.

Current Class Fees valid from September 2011

30 min baby/team class	45 min grade class	45 min (vge-Inter tap)	1 hr (Grades)	1 hr (Inter-Adv2) Mod Ballet & Tap	1 ½ hour Adv1 /2 Ballet	DDI / DDE
£4	£5.20	£8.50	£8.00/£10	£12/£15	£18/ £22.00	£30/£32

½ hour class (baby/team) £4 x 4 =£16.00 per month

45 minute class (usually grade or medal) £5.20 x 4 =£20.80 per month

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 Month	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 :

£15 - £40 per hour depending on the teacher and their level of qualification

UNIFORM LIST (available to buy from 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 CLASSES

Girls- Raspberry Pink lycra leotard with skirt attached

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

Pink ballet shoes with elastic/ Black tap shoes, Black jazz shoes for disco, bare feet for modern, White ballroom sandals

Pink wrap over cardigan (OPTIONAL)

HAIR UP IN BUN

Boys- Black cycle shorts, white t-shirt, for shoes see above, boys should wear white or black ballet shoes, black jazz shoes for disco or ballroom

TAP/MODERN

Girls -Primary to grade 3

Black lycra leotard

Black 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- Navy Cotton Lycra unitards with capsleeves and low back, or black lycra leotard and tights of any camisole style bare feet

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

HAIR IN BUN

Boys- Modern and tap,

Tight fitting vest top in white or black, jazz pants – for modern exam boys unitard

Knee pads

BALLET

Girls -Primary to grade 2

Sky blue cotton lycra leotard

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 ballet shoes with elastics

HAIR IN BUN

Girls -Grade 3 and 4

Plum cotton lycra leotard with waist elastic or black camisole leotard for second class

Pink ballet tights

Pink leather ballet shoes with elastics

HAIR IN BUN

Girls -Grade 5 and 6

Purple cotton lycra leotard or black camisole leotard for second class

Pink ballet tights

Pink leather ballet shoes with elastics

HAIR IN BUN

Girls- Intermediate-advanced 2

Black camisole type leotard

Pink ballet tights

Pink leather ballet shoes with elastics

HAIR IN BUN

BOYS – Ballet

Primary- black lycra shorts, white boys cotton lycra capped sleeve leotard

Grade 1 and over white boys capped sleeve leotard, black cotton lycra tights and plain white football socks

Black or white ballet shoes with elastics sewn crossed over

Suitable dance support

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 (CHECK HEEL HEIGHT WITH YOUR TEACHER) White (Rosie T bars) for juvenile girls, (Anna) Flesh for Juniors/adults Black “Cherrys) for teens . Separate additional Ballroom court shoe for above bronze.

Suitable clothing allowing movement such as leotard or tight top with jazz pants,

Boys- Black ballroom shoe, For more advanced a separate ballroom shoe (patent optional) and Cuban heel latin shoe optional

Boys- smart trousers or jazz pants and tight fitting top

IMPORTANT DIARY DATES for ACS – 2011-12

Please note we will be closed for half terms

Autumn Term 2011

Monday the 5th September to Saturday 11th December inclusive

Christmas Junior Display 12th December

Spring term 8th January 2012

Important information

Invoices are due for payment on the weeks starting the following dates **even if you have not physically collected your invoice** and should be paid within the first 3 weeks in order to avoid penalty payment being added:

ACS Mission Statement

We aim to provide, 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 equal opportunities 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. This may apply to dyslexic pupils etc. This policy also embraces the Disability Discrimination Act 1995.

Child Protection

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

The ACS Child 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) also see terms and conditions

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 with 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

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 CYH waiting area 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 our CYH staff on **07973 233616** or at the studio 66 Albert Road is: 01708 754959 and they may remain in the studio to wait for you.

Terms, Conditions and Policies

- 1) All invoices should be settled in full by the due dates or a **£10 penalty** will be added (see system of fee payment)
- 2) **No attending of another dance/drama school at the same time as attending “Anthony Clifford Studios” under any circumstances.**
- 3) If holidays are taken during term time or a child misses through sickness, **school fees are still payable.**
- 4) If the pupil will be absent from class we ask you please to notify us by telephone.
- 5) If you wish to terminate your place at the school we must have a **full calendar months notice** in writing or the remainder of the month will still be charged for, no refunds.
- 6) Those learning modern **MUST** also study ballet. Those at Grade 3 ballet and above **MUST** take 2 or more ballet classes per week (2nd or more ballet classes are free !!)
- 7) No chewing gum in class. No eating in class, small 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.
- 10) Correct uniform should be worn at all times.
- 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 in disabled spaces, staff spaces or over 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 in class.
- 13) Children are only the responsibility of the staff **when in class**. Cashiers are not responsible for children or siblings of pupils when waiting before or after class. If you know in an emergency that you will be late collecting your child please phone the studio (01708 754959), or the office (01708 783576) as appropriate.
- 14) Smoking is not permitted in the building at any time.
- 15) The buildings and studios of ACS and CYH 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. Dirty nappies should be taken home with you please.
- 16) If using the internet when waiting for children in class, then all small children should be supervised by an adult. Settings on the computers should not be altered in any way and no food or drink should be on the tables by the computers or near by. If these computers are damaged then parents will be charged in full for repair or replacement.
- 17) 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 and is free to sell copies subject to copyright laws and for use in advertising for the school and on the website. At performances in a public venue (e.g. Theatre) then no 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.
- 18) ACS operates an equal opportunities policy and does not discriminate on the grounds of race, gender, physical disability or age. ACS also has a child protection policy a health and safety policy, special needs policy and a data protection policy. Details of these policies available on request on our policies outline.
- 19) 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.
- 20) ACS have periodic shows and competitions as members of a dance school we expect parents to automatically give permission for their child to be part of these events if available.
- 21) 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, to correct alignment of leg, arm or body or during partner dancing holding on to their partner who is sometimes a teacher, sometimes a pupil. 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 principal if unclear of exactly what is involved, further details on our full child protection policy, available to read on request)
- 22) If a child is injured or becomes unwell during lessons, ACS may feel it necessary to apply 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. If your child has an allergy to something for example 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.
- 23) ACS have to supply details of names, dates of birth and ethnic origin 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.
- 24) Those parents choosing to change their children in the waiting area and not the changing room do so at their own discretion and are reminded that there are a number of other adult users in the building when we are there as well as other parents and carers waiting for their children both male and female. Anthony Clifford staff are all CRB vetted but we cannot take responsibility for the histories of other members of the public using the building.

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.....

Tel No. **Mobile**

e-mail: **ISTD Pin(if known)** **ISTD Mem no**

Name of your State School (for your exam results to be entered on their league tables)

.....

Passport or driving licence no> (necessary if over the age of 16 doing higher grade exams)

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, (please supply dyslexia institute report or similar)

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

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

I wish to enrol my child for the following classes:

Class type _____ **Grade/level** _____ **Day** _____ **Teacher** _____

.....
.....
.....
.....

Has your child attended another dance school ?

If so which school? When did you leave?

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 have read and agree to all the school terms and conditions and agree to pay monthly / termly

Signed Parent / Guardian **Date** **Printed**

name of guardian for correspondence