

Policy Number 1 – New Students.

- 1.1 Dance Connection School of Dance has two schools - Newport, based at Burton Borough School and Shifnal based at Shifnal Village Hall.
- 1.2 At Newport there are 3 departments: Freestyle, Tap & Ballet and Performing Arts.

The timetables are as follows:

Freestyle				
Group/Age	Day	Venue	Time	Cost
Yrs 2,3,4,5,6	Wed	Shifnal Village Hall	Ring for details	£3
Teenagers	Wed	Shifnal Village Hall	Ring for details	£3
Pre Primary	Sat	Burton Borough Hall	9.30 - 10.00	£2.00
Primary	Sat	Burton Borough Hall	10.00 – 10.45	£2.50
Yrs 2 & 3	Sat	Burton Borough Hall	10.45 – 11.30	£2.50
Yrs 4,5,6	Sat	Burton Borough Hall	11.30 – 12.30	£3.00
Yr 7 +	Sat	Burton Borough Hall	12.30 – 13.30	£3.00
Teenagers	Sat	Burton Borough Hall	18.00 – 19.00	£3.00
Ladies	Sat	Burton Borough Hall	19.00 – 20.30	£3.00
Ballet/Tap				
Ballet 1 Age 3-7	Sat	Burton Borough Studio	14.30 – 15.15	Paid termly
Ballet 2 Age 7 - 9	Sat	Burton Borough Studio	15.15 – 16.00	
Tap 1 Age 4-7	Sat	Burton Borough Studio	16.00 – 16.45	
Tap 2 Age 8+	Sat	Burton Borough Studio	16.45 – 17.30	
Teen Ballet Age 10 +	Sat	Burton Borough Studio	To be notified	
Performing Arts				
Age 5 up	Sat	Burton Borough Hall	13.30 – 15.30	Paid Monthly in advance

- 1.2 New pupils are accepted through out the year ^[1]
- 1.2.1 On arrival to first session the new student and parent/guardian will be introduced to the teaching staff. For a child who is accompanied by a parent/guardian they will be settled into the class while the Administrator asks the Parent/guardian to complete the School Record card.
- 1.2.2 Parent/Guardian will be given a brief overview of the school and how it operates. They will be given the Principals contact details and the website address.
- 1.2.3 A child not accompanied by a parent/guardian will be asked for Name, age, parents contact. They will be given a record card and asked to take home and complete and return for next lesson.
- 1.2.4 Name of student will be added to appropriate register and record card filed and held by Administrator.
- 1.2.5 All students are encouraged to wear the school uniform of T-Shirt, Black Trousers and dance shoes for Freestyle & Performing Arts, Pink Leotard, Skirt, Ballet Slippers, Cardi and Sox for Ballet, Black T Shirt Black Trousers and Black Tap Shoes for Tap. All items can be purchased at a reduced price via the School Administrator.
- 1.3 Photography & Video/DVD Recording**
- 1.3.1 As a performing arts school there are occasions when Children will be photographed and/or videoed while participating in school events/productions. As part of the School Record card parents will be asked to consent to such arisings.
- 1.3.2 If any parent does not wish to allow videoing or photographing of their child to take place, then every effort will be taken to exclude them from such arisings.
- 1.3.3 The Annual Christmas production involves a full DVD production and if the Principal deems necessary she may need to exclude the child from the production.

[1] See Policy 5 - Annual Show