



## **WELCOME TO THE** **DANCE2DRAMA PERFORMING ARTS ACADEMY**

***Classes are held at the school in Ballet, Tap, Jazz, Acrobatic Arts & Musical Theatre.***

***Children are accepted from the age of 3yrs with our Twinkle Toes & Funky Feet classes for pre-school children combining ballet, tap, and modern with mime using fun themes to develop the young child's imagination.***

***Twinkle Toes & Funky Feet classes are a wonderful introduction to dance whilst building confidence and making new friends.***

***Ballet, Tap and Jazz and Acrobatic Arts classes start from the age of four years and Drama from 5 years.***

### **FEES**

***Fees are paid in either 5 week or 10 week blocks and should be paid by the first week of each block.***

***Payments can be made by cash, or using the parent online portal system at [www.dance2drama.co.uk](http://www.dance2drama.co.uk)***

***Late payments will incur a fee of £10.00***

***All missed classes must be paid for with the exception of a doctors note or hospital stay.***

***\*If you no longer wish to continue classes at Dance2drama one months notice must be given otherwise you will be charged for classes.***

***If you no longer wish to continue classes at Dance2drama please go onto the Dance2drama website and click onto online portal and click "Right to be forgotten" for your data to be removed and then notify Yvonne Browne by email that you no longer wish your child to attend.***

## **UNIFORM**

***There is a uniform to the school and this can be obtained through the school. Please see attached list.***

***It is normally expected that this is purchased 2-4 weeks after joining the school.***

***Pupils must take pride in their appearance and hair must be tied back at all times. No baggy t-shirts or sweatshirts and uniform should be clean.***

## **EXAMS**

***The school prides itself on achieving a very high standard of exam results.***

***The children are trained in the Imperial Society of Teachers of Dancing syllabus [I.S.T.D]***

***And Acrobatic Arts and Dance2drama is a certified Dance studio with Yvonne Browne having taken Acrobatic Arts module 1 certificate***

***Children are only entered for exams when the principal of the school thinks he/she is capable of achieving a pass.***

***Parents will be notified by letter and asked to sign a consent form.***

***Payment for exams must be paid in full two months prior to the exam date.***

***If you have to cancel an exam through illness, 50% of the exam fee may be returned, and the child's exam deferred if 8 week notice is given or a medical certificate is produced.***

***Fees for exams can be paid in instalments prior to the exam date.***

## **PERFORMANCES**

***The school holds its own big show at the Thameside Theatre every 2 years and we like to include all pupils in the performance.***

***This is fully costumed of which you will be expected to purchase.***

***Parents are invoiced prior to the show.***

***You will be expected to fully support the school in purchasing tickets for the performance.***

***Also any help towards the preparations for the show, such as prop making, designing and selling programmes on the day, costume dept etc will be very gratefully appreciated. Please let your talents known.***

### **PARENT WATCHING DAYS.**

***Although we do not have parents watching weekly classes, as this allows the children to concentrate and feel free to express themselves, at various times throughout the year parents will be invited to come along and watch the children in class to see their progress.***

### **PAST PERFORMANCES**

***Children have also performed in a number of performances in The West End for Mardi Gras Productions and Young Performers & Bobby Dazzlers***

***Record Breakers***

***Jubilee Festival in Hyde Park***

***Angelina Ballerina "The Mousical"***

***Thameside Theatre Young Producers & Starmaker productions***

***Fetes and Charity Events.***

### **Additional requests**

***It would be appreciated if you are going to be absent from class due to school trips, holidays or illness that you text or Facebook the principal.***

***We now have a Facebook page so please check it out for updates regarding school info such as cancelled classes due to bad weather.***

***[www.facebook.com/dance2drama](https://www.facebook.com/dance2drama) +  
[www.facebook.com/Twinkletoesandfunkyfeet](https://www.facebook.com/Twinkletoesandfunkyfeet)***

***[www.dance2drama.co.uk](http://www.dance2drama.co.uk) (our website)***

***[www.dance2drama@hotmail.co.uk](mailto:www.dance2drama@hotmail.co.uk) mobile:0790832826***

***On joining the school all parents must register themselves and their children onto the Parent Portal ensuring you provide an up to date email address.***

***We deliver all information of events and payment invoices by email so you need to make sure your emails accept this, and doesn't send it to spam.***

***All parents must inform the Principal of any health or special needs their child may have. If you need to discuss anything with me please do not hesitate, sometimes it can get a bit hectic at the venue and not very private but you can always email me or text/phone and I will get back to you asap.***

***All teachers are insured and DBS checked.***

***Please either register using the Parent Portal at [www.dance2drama.co.uk](http://www.dance2drama.co.uk) or fill out the attached registration form, parent acceptance form and uniform form, and sign and read the new laws on GPDR protection laws. You can register student and parent info on the parent portal.***

***Lastly we hope your child's time at Dance2drama is a memorable time***

***Best Wishes and Happy Dancing***

***Yvonne Browne***

***A.I.S.T.D dip***

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**DANCE2DRAMA PERFORMING ARTS ACADEMY**

**PARENTS ACCEPTANCE FORM**

**CHILDS NAME:** \_\_\_\_\_

**PARENTS NAME** \_\_\_\_\_

**I AGREE WITH THE TERMS WRITTEN IN THE PARENT HANDBOOK AND AGREE TO PAY FEES ON TIME**

**THAT PHOTOGRAPHS MAY BE TAKEN IN ORDER TO PROMOTE THE SCHOOL**

**I WOULD LIKE TO BE ADDED TO NEWSLETTERS**

**EMAIL ADDRESS** \_\_\_\_\_

**[PLEASE WRITE ADDRESS CLEARLY]**

**PARENTS FULL NAME** .....

**REGISTRATION FORM**

**PUPILS NAME>**.....

**DATE OF BIRTH>**.....

**ADDRESS>**.....

.....

**EDUCATIONAL SCHOOL** .....

**ATTENDING VENUE>**.....

**ENROLLING FOR CLASS>**.....

.....

**ANY ALLERGIES OR MEDICAL HISTORY>**.....

.....

**DOCTORS>**.....

**PARENT/CARER TO CONTACT IN EMERGENCY >**.....

**CONTACT PHONE NO>.....**

**PARENTS SIGNATURE>.....**

**DATE JOINED**

**DANCE2DRAMA>.....**

**DANCE2DRAMA PARENTAL CONSENT**

**I HAVE READ THE PARENT HANDBOOK AND AGREE TO THE TERMS AND CONDITIONS IN THE HANDBOOK AND AGREE THAT IF I WISH TO TERMINATE CLASSES AT DANCE2DRAMA I NEED TO GIVE 5 WEEKS NOTICE OTHERWISE 5 WEEKS FEES WILL BE CHARGED.**

**ALL OUTSTANDING FEES MUST BE PAID.**

**>PARENTS**

**SIGNATURE.....**

**I HAVE READ AND AGREE TO THE PUBLICITY POLICY AND UNDERSTAND PHOTOGRAPHS MAY BE TAKEN BY DANCE2DRAMA FOR THEIR WEBSITE AND SHOWS MAY BE RECORDED BY PROFESSIONAL VIDEO COMPANIES.**

**>PARENTS SIGNATURE .....**

I HAVE READ THE DANCE2DRAMA POLICY ON DATA PROTECTION LAWS AND AGREE THAT DATA MAY BE USED FOR THE FOLLOWING	YES	NO
FOR PARENT & CHILD DATA TO BE STORED BY DANCE2DRAMA PERFORMING ARTS ACADEMY		
FOR SENSITIVE DATA OF MY CHILD REGARDING HEALTH TO BE STORED BY DANCE2DRAMA PERFORMING ARTS		
FOR PHOTOGRAPHS AND VIDEOS TO BE TAKEN AND USED FOR PUBLICITY ON DANCE2DRAMA WEBSITE AND SOCIAL MEDIA		

**PARENTS SIGNATURE .....**

## **DANCE2DRAMA PERFORMING ARTS ACADEMY**

### **DATA PROTECTION LAWS GPDR**

**On May 25<sup>th</sup> 2018 the new Data Protection Laws (GPDR) come in to action. And it is Dance2drama Performing Arts Academy right to inform you why and what we do with the personal data you provide us with.**

#### **What details and information will Dance2drama ask for?**

**You will be asked to provide us with your child's full name, date of Birth, address, school attending, any medical History or special needs. Phone number and an emergency phone number.**

#### **What is the Data used for?**

**You will be asked to register Parent and child details on our online Parent portal via our website [www.dance2drama.co.uk](http://www.dance2drama.co.uk)**

**This is so we have a record for the following**

- **To contact you in an emergency**
- **To inform you either by email or text of any cancelled or changes to class times**
- **To inform local Authorities when performing on stage in shows**
- **To apply for BOPS through local councils for shows**
- **To send out class, costume or exam invoices via email by Dancestudio pro**
- **To give you the opportunity to pay via our online portal for class, exam and costume fees by paypal and stripe**
- **To inform our teachers of any medical/special need requirements**

## **COOKIES**

***Please note we use cookies on our website these are used to provide your details for the following***

- 1. To send invoices and newsletters, Emails using Parent Portal provided by Dancestudio Pro***
- 2. Paypal and stripe payments***
- 3. Examination Boards, local councils, and when your child performs in productions such as London shows and Disney***
- 4. To collect analytics via Google and Yola website***
- 5. Please note we will not share your data for marketing purposes***

## **How is my Data stored?**

***Your details will be stored in 2 ways;***

- 1. Via our online Parent Portal at [www.dance2drama.co.uk](http://www.dance2drama.co.uk)***

***Which will only be accessed by the Dance2drama principal Yvonne Browne and can only be accessed by Password on the computer/ or Ipad and then another password to Dance2drama portal***

- 2. By Paper files which will be stored in a locked filing cabinet in the office of Dance2drama, and will only be accessed by Principal Yvonne Browne***

## **How long will my Data be kept?**

- 1. Your data will be kept on file for 6yrs and then destroyed***
- 2. You have the right to request access to the data we hold that concerns you***
- 3. You have the right to correct any inaccuracies within the personal data we hold that concerns you***

***Should you wish to exercise any of these rights please contact the principal via email or contact us page.***



**Your right to be forgotten**

**You have the right to have your personal data removed from our systems at anytime to do this please go to your parent account on parent portal at [www.dance2drama.co.uk](http://www.dance2drama.co.uk) and click on “Right to be forgotten” this will email the principal who will then remove your data and then inform you this has been done by email.**

**Dance2drama have the right to not do this if fees are outstanding.**

**For further info on Data protection laws GPDR please see our full policy.**

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