



NRG DANCE

FUN, FITNESS, FRIENDSHIP

We want you to have as much information about NRG Dance as possible, this welcome pack will provide you with information on our policies. Please read the following information carefully and make yourself familiar with it and complete the membership form and return to Tracy along with the £20 annual membership fee when you wish to confirm your child as a member of NRG Dance.

PLEASE KEEP THE PACK FOR FUTURE REFERENCE Any questions or concerns you may have then please do not hesitate to contact Tracy.

Email: info@nrgdance.co.uk Telephone: 07918907241

Registration Fee: There is an Annual registration fee of £20 per member. (From April to March)

Completing a membership form with fee and setting up a standing order is the only way to confirm your child's place in a class. When a child first starts classes they can be paid for on a pay as you attend basis (no more than 3 weeks) but as soon as you feel your child is settled and enjoying the classes please complete the membership form with fee and set up the standing order. **Please note that any class that is full will have a waiting list.**

Tuition Fees: Fees are paid Monthly by standing order on the 1st of each month in to the following account:

Account Name: T Alexander Account Number 00226413 Sort Code 83-24-07

A child is not permitted to attend class the second week of the month if payment has not been made.

Class Fees

Fees are based on a 43 week teaching year and averaged out over 12 months. Therefore the standing order will be payable on the 1st of the month for 12 months of the year. *See attached calendar where dates are highlighted when there is no dancing.*

Class Costs: £4 a class

Non competitive dancers

Aged approx. 7/8 and under will attend one dance class – standing order is £14.34 a month. – If they also attend NRG Max the monthly cost is £28.67 as detailed below.

Dancers of this age are permitted to attend NRG Max on an adhoc basis (school holidays etc) as I realise that it is quite late for them. When this is the case they would just pay the £4 cash on arrival and keep their monthly payment at £14.34.

Aged approx. 8 and over will attend one dance class and also NRG Max Class – standing order is £28.67 a month.

Competitive dancers

Who attend **one class on a Wednesday** – standing order is £28.67 a month.

Who attend **two classes on a Wednesday** – standing order is £43

All Primary School aged Competitive dancers up to age 7/8 should also attend from 545-615 on a Wednesday.

Competitive dancers aged approx. 8 and over should also attend from 545-615 and 815-830 on a Wednesday

Times of classes are detailed on the calendar

Please note even though there is no scheduled classes during the summer holidays optional classes might be held. Competitive pupils will definitely have classes/lessons during this time.

Attendance Policy: There is no reduction for missed classes - pupils are encouraged to attend every week, as erratic attendance prevents progress and can result in falling behind other members of the class. We obviously accept that there are reasons why pupils miss the occasional class, and when this happens, we appreciate it if parents can inform us via text message or by Facebook message.

- Any pupil who has not attended for 2 consecutive weeks where no prior notice has been given of absence will be removed from the class list.
- If a pupil decides they no longer wish to attend NRG Dance please let Tracy know immediately. It is the parent's responsibility to cancel their Standing Order – no refunds will be given.

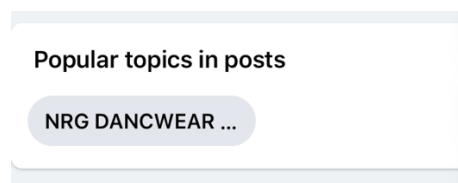
Uniform Policy: Dancers must wear the correct uniform for class; plain black, tight fitting dance wear (This is available from many different suppliers, but we recommend Dancing In The Street for their excellent product and quick delivery). Long hair should be securely tied back, and jewellery should not be worn. NRG Dance branded uniform is available and can be ordered at any time. Although NRG Dance branded uniform is not mandatory it does help to promote the all-inclusive team atmosphere at NRG Dance. Order Forms are always available from Tracy or from our Facebook page.

NRG Dance Branded Sublimation Uniform will be ordered on the last day of each month.

Information & ordering of all NRG Dance clothing, accessories and recommended black lycra dance wear is available on our website – see the link below:

www.nrgdance.co.uk/nrg-dance-uniform_clothing_accessories

This link is also available on our facebook page



Please note that this document does get updated and the most up to date version is always available on our website for you to view

CODE OF CONDUCT

Correspondence: Most of the school's correspondence is done via our closed Facebook Page – NRG Dance – Members Only". Please ensure you request to join this page so you can keep up to date.

Parent Communication: Please do not try to talk to a teacher while they are teaching a class. The teachers are there to teach the dancers and by pulling them away from class, you are prohibiting the dancers from learning. Where possible please speak to Tracy after the class or arrange an appropriate time to give her a call.

Class Etiquette: Arrive in time for class. Please use the toilet before class begins. A water bottle is highly recommended, no fizzy juice please. Mobile phones must be on silent and in bags during class.

Behaviour:

Unruly behaviour will not be tolerated in practice. This includes non-participation or any behaviour disruptive to the team. A dancer will be asked to leave or sit out of practice if such behaviour continues.

Be respectful and age appropriate: We always expect our dancers to uphold age appropriate and respectful behaviour.

Observance: Parents/guardians/guests will be invited into the dance hall to view what the children have been working on, which will normally happen the last 5-10 minutes of the class. No parent viewing within the classes is permitted unless approved. Parents are welcome to watch private lessons from the organised viewing area,

Care of the Students: At NRG Dance, we ensure that all children are protected. For younger students we insist they do not go home without their Parents or Guardians and will be kept within the hall with the teacher until collected. Once out of the lesson parents are responsible for their children. Parents and students will not let any persons in the hall or waiting area if they do not know them or are suspicious of them. We also do not tolerate any behaviour that results in bullying or discrimination, the school will give a written notice for any unacceptable behaviour from a student. If this behaviour does not show improvement the school has the right to refuse admission. **Our Child Protection Policy can be viewed on our website.**

Lost Property: Please have your name clearly marked on your uniform and shoes. Teachers will always try to reunite pupils with named items however all property is left at own risk.

Attendance At Other Dance Schools: Students are not permitted to attend class at any other dance school where the same style of dance is taught. It is acceptable for a child to attend another dance school to be taught a style of dance not taught at NRG Dance. If you are unsure please discuss with Tracy.

Attendance at Workshops: Attendance at workshops is encouraged. Please discuss with Tracy if you plan to attend one.

Injuries: Parents/legal guardians of minor students and adult students waive the right to any legal action of any injury sustained at NRG Dance, and property resulting from normal dance activity or any other activity conducted by students before, during, or after class times.

Admin Assistants: Their role is to take the register, payments and orders. They cannot deal with any other matters.

Student Teachers: Their role is to assist with the teaching of the class. They cannot deal with any other matters.

Termination of place: NRG Dance reserves the right to terminate a pupil's place should they deem it necessary.

Complaints procedure: Please contact Tracy Alexander for any matters of this nature which will be attended to speedily.

Dance Exams: These are optional at NRG Dance however do confirm progress and build confidence. Exam dates will be provided well in advance and any pupil who wishes to enter can do so.

Image Use: Photographs and video images will be taken in class and at performances and then displayed on our website, social media or in printed advertising matter. All images will be the property of NRG Dance. If any parent does not wish images of their child used then please let us know in writing.

Pupil Records: We endeavour to maintain accurate Pupil Contact Details therefore parents should inform us of any change to their details as they occur, especially changes to mobile numbers. All information is confidential. **Our data protection policy can be viewed on our website.**

Social Media: NRG Dance recognises the numerous benefits and opportunities which a social media presence offer. However, there are some risks associated with social media use, especially around the issues of safeguarding, bullying and personal reputation. This policy aims to encourage the safe use of social media by the staff, parents, carers and children of NRG Dance. Parents are asked to consider carefully what they post on "social media" in relation to the dance school. Any posts deemed inappropriate will be asked to be removed immediately. Posts can have a positive effect in many ways but can also have the opposite effect.

Parent/Guardian Etiquette: Honesty and Integrity is expected. Respect works both ways. Teachers at NRG Dance will always treat dancers, parents & guardians with respect. Parents to demonstrate respect for teaching staff always. Parents to respect and follow the advice and direction provided by teachers and be supportive of their children's efforts. It is not the place of any other parent to correct or "coach" other dancers within the studio. Critique is carried out by qualified teachers and student teachers. The school reserves the right to ask a student to leave the school for inappropriate behaviour by a parent.

Competitive Pupils: If a pupil wishes to become competitive this should be discussed with Tracy. Private lessons will be available on Wed/Fri/Sat/Sun. Private lessons cost £15 for a 30 minute 1 to 1 lesson. Pupils stay an additional half hour after their one to one to practice – there will be no teaching time – just time for the child to practice. Hour long "Group Private Lessons" will be available where up to 6 kids will be in attendance for an hour and this will be an hour of teaching time.

Competitive pupils will attend Disco Freestyle Competitions - these competitions are for freestyle and slow dance only. Competitors will dance through knock out rounds in their age group and grade. The dancers who do not get knocked out and reach the final (approx. 6 dancers) will be placed and awarded with trophies. Pairs are sometimes danced at these events.

THANK YOU FOR READING OUR TERMS AND CONDITIONS WHICH ARE STANDARD INDUSTRY PRACTICE
HOWEVER SHOULD YOU HAVE ANY FURTHER QUERIES, PLEASE DO NOT HESITATE TO CONTACT US.

NRG DANCE HEALTH AND SAFETY STATEMENT

NRG DANCE is committed to preventing accidents and dance related ill health.

Responsibilities

It is the responsibility of all NRG DANCE staff to ensure that students have a safe environment in which to learn to dance. NRG DANCE has Public Liability insurance and all teachers are DBS cleared

NRG DANCE conducts a risk assessment on all hired space. Teachers are responsible for ensuring that the premises we hire are free from hazards and in good repair. Any risks are identified and reported to owners as soon as possible.

NRG DANCE staff are responsible for knowing the fire evacuation protocol and are aware of the location of 1st aid equipment

Health and Safety risks arising from Dance lessons teachers' responsibilities

Parents/guardians should be aware that practical dance lessons will inherit some form of risk. All NRG DANCE teachers are 1st aid trained, as well as trained in correct stance, posture and technique. Risk assessments are conducted by teachers and staff will ensure

- Correct warm up and cool down is taught in every lesson
- The dance space is clear from obstructions
- The dance studio floor is clean and dry
- Students are instructed on correct technique including placement of limbs and correct lifting procedure
- Students are taught good spatial awareness
- Class sizes are appropriate for age and ability
- Students are encouraged to consider own safety
- Any physical contact is kept to a minimum and only implemented when necessary to aid/teach technique or avoid accident/injury
- Appropriate heating/ventilation in hired properties
- Any accidents will be fully investigated

Health and Safety Parent/Guardian/Students responsibilities

- Ensure students are dressed appropriately for dance lessons (see uniform on website)
- Have bare feet
- Have hair tied appropriately
- The wearing of jewellery is at own risk
- No eating is permitted in the dance space. Students are advised to have water and are encouraged to maintain hydration during lessons
- No chewing gum is permitted whilst dancing this is a choking hazard
- Students do no touch equipment without teachers instruction
- Students do not attempt any movement without correct teacher instruction, failure to adhere to this puts students at risk of injury

NRG DANCE HEALTH AND SAFETY STATEMENT (cont)

First Aid and Reporting of accidents

- All teachers are fully 1st aid trained and will be the 1st responder in case of accident or injury
- Teachers will take responsibility for the administering of 1st aid and if necessary contact the emergency services or advise on further medical care
- Teachers will ensure parents/guardians are contacted as soon as possible following accident/injury
- Teachers ensure they know where the 1st aid box is and that the owner of premises is aware if it needs replenishment
- Parents/guardians should ensure that any allergies/needs are detailed on the students membership form. It is the parent/guardians responsibility to complete a new membership form (available on NRG DANCE website) should personal or medical information change. Inhalers should be carried at all times
- Any accidents/injuries are accurately recorded.

NRG DANCE CHILD PROTECTION POLICY

1. It is the policy of NRG Dance to provide efficient, up-to-date, enjoyable and safe instruction in dance to all pupils who enrol in the school or join in the classes or activities.
2. The premises and equipment will be checked for any defects or faults that exist or may have developed which might present hazards to any attending classes.
3. All instruction will be geared to the previous experience and abilities of the pupil(s) and no person will be required to perform movements beyond their intrinsic capabilities. Staff will be sensitive to all pupils' religious beliefs and culture.
4. No energetic instruction will be given without pupils undergoing a "warm-up" session, and after an energetic session completing a "warm-down" session.
5. Smoking is not permitted.
6. A day book will be kept to allow records to be kept of any incident in class, injuries of any nature to staff or pupils.
7. No very young pupil will be allowed to leave the premises until collected by a parent, guardian or other adult authorised to do so by a parent or guardian. A member of staff will remain on the premises until all pupils have left.
8. No pupil under age 16 will be driven home by a member of staff in his/her car without the permission of a parent or guardian or in the event of an emergency.
9. Normally no member of staff will be alone with a young pupil for any substantial period of time without the consent of a parent or other authorised person.
10. If appropriate, changing facilities will be provided. Where possible parents should supervise their own children in the changing area otherwise supervision will not be by a single adult.
11. No child may be photographed or videoed without the consent of parent or guardian.
12. All staff will be members of the PVG Scheme (Disclosure Scotland)
13. Only suitably qualified persons will be employed in a teaching capacity while any student engaged to assist with teaching will only work under the supervision of a qualified member of staff.
14. In the event of activities outside the dance school the instructors will regard themselves as being in "loco parentis" and, so far as applicable and within their control, apply the preceding and subsequent guide lines as if the event was in their own studio.
15. Teachers will avoid any unnecessary physical contact with pupils. However parents should understand that some aspects of teaching involve some contact. Where it is necessary teachers will use the utmost discretion and, in any event, not do so without another adult in the room.
16. The school principal(s) will ensure that s/he and the members of staff are properly covered against incidents involving public liability and professional negligence insurance.
17. The school principal(s) undertake not to involve in misleading or false advertising.
18. No form of discrimination, by religion, colour, the child's background and so on will be tolerated in the school.
20. At all times, all staff will endeavour to keep the highest standards of instruction and behaviour. The school principals retain the right to discharge from the school any pupil who persistently disrupts the tuition, uses offensive language, or other anti-social behaviour.



NRG DANCE

FUN, FITNESS, FRIENDSHIP

STANDING ORDER CONFIRMATION

IF YOU ARE COMPLETING THE MEMBERSHIP FORM ONLINE YOU DO NOT NEED TO PRINT, COMPLETE & RETURN THE STANDING ORDER FORM AS YOU WILL TICK A BOX ON THE ON-LINE MEMBERSHIP FORM TO CONFIRM THAT YOU WILL SET UP A STANDING ORDER

Childs Name:

| Class Description | Non-competitive Monthly Cost | Competitive Monthly Cost |
|--|------------------------------|--------------------------|
| NRG Mini Movers (Pre-School) | £14.34 | £14.34 |
| NRG Mini Movers (School Age up to and approx. 7/8 years old) | £14.34 | £28.67 |
| NRG Dancers Juniors & MAX NRG Class (Approx 8 and over up to 1 st year in high school) | £28.67 | £43 |
| NRG Dancers Seniors & MAX NRG Class (High School age) | £28.67 | £43 |

Max NRG is mandatory for all pupils aged 8 upwards

I confirm that I have set up a standing order for the 1st of each month to

Account Name: T Alexander Account Number 00226413 Sort Code 83-24-07

The standing order has been set up for the amount of:

£

Where possible please use your child's first name and first initial of their surname (i.e. Charli Alexander would have a reference of Charli A)

Please detail reference you have used

SIGNATURE

PRINT NAME

DATE

Please return this form to Tracy along with completed membership form and annual registration fee of £20. NOTE THERE IS NO MEMBERSHIP FEE DUE FOR 2020/2021 DUE TO COVID

NO CLASSES ON CIRCLED DATES- STANDING ORDER IS BASED ON A 43 WEEK TEACHING YEAR – SPREAD OUT EQUALLY OVER 12 MONTHS

NRG Dance (Tracy - 07918907241)

March 2020–February 2021 (United Kingdom)

A few times throughout the year the blood donors use the legion on a Wednesday. On these dates I will organise for the classes to be run on a different day that week (usually Sunday).

com

March 2020

| M | T | W | T | F | S | S |
|----|----|----|----|----|----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

April 2020

| M | T | W | T | F | S | S |
|----|----|----|----|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

May 2020

| M | T | W | T | F | S | S |
|----|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

June 2020

| M | T | W | T | F | S | S |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

July 2020

| M | T | W | T | F | S | S |
|----|----|----|----|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

August 2020

| M | T | W | T | F | S | S |
|----|----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

September 2020

| M | T | W | T | F | S | S |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

October 2020

| M | T | W | T | F | S | S |
|----|----|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

November 2020

| M | T | W | T | F | S | S |
|----|----|----|----|----|----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

December 2020

| M | T | W | T | F | S | S |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

January 2021

| M | T | W | T | F | S | S |
|----|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

February 2021

| M | T | W | T | F | S | S |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |

15 Jul 2020 • No Dancing
22 Jul 2020 • No Dancing
29 Jul 2020 • No Dancing

5 Aug 2020 • No Dancing
12 Aug 2020 • No Dancing
21 Oct 2020 • No Dancing

16 Dec 2020 • No Dancing
23 Dec 2020 • No Dancing
30 Dec 2020 • No Dancing

ALL CLASSES IN THE BRITISH LEGION, THURSO ON A WEDNESDAY

| | |
|---------|---|
| 215-3 | NRG Mini Movers - Pre-School |
| 3-445 | Private Lessons |
| 445-545 | NRG Mini-Movers Primary School up to approx. age 8 |
| 545-615 | Competitive Pupils |
| 615-715 | Max NRG – All pupils who are not mini movers |
| 715-815 | NRG Dancers – aged from approx. 8 years up to approx. 1 st year in high school |
| 815-830 | Competitive Pupils |
| 830-930 | NRG Dancers – approx. 1 st year in high school upwards |

REMINDERS WILL BE PUT ON THE FACEBOOK PAGE FOR DAYS THERE IS NO DANCING

PLEASE MAKE SURE YOU ARE A MEMBER OF THE FACEBOOK GROUP NRG DANCE – MEMBERS ONLY

Issue 6 August 2020

NRG DANCE PRIVACY POLICY

Data Privacy and Cookies

This privacy policy notice is served by NRG Dance, Alexsin House, Nipster, Watten, Wick, KW 5UP under the website; www.nrgdance.co.uk. The purpose of this policy is to explain to you how we control, process, handle and protect your personal information through the business and while you browse or use this website. If you do not agree to the following policy you may wish to cease viewing / using this website, and or refrain from submitting your personal data to us.

We take your privacy seriously and we are committed to protecting your privacy. We follow the procedures set out in this policy when using your information.

By using this Website to give us your information you accept the terms of and consent to us using your information in accordance with this policy.

Information Collected

For the purpose of the Data Protection Act 1998 the data controller is NRG Dance whose contact details are set out at the end of this document. We will use the information we collect about you lawfully and to process your order and to provide you with the best possible service.

If you use the Services or if you contact us with an enquiry we will collect personal information such as your name, contact details, phone number, e-mail address and address and only use them to respond to your enquiry.

We will never collect sensitive information about you without your consent. We may contact you by telephone, post or email.

Use of Information

The information you provide will be held on a database in the UK and may be accessed by our staff and by those who provide support services to us. We will not share your information with any third party without your consent.

We may pass aggregate information on the usage of our Website to third parties but this will not include information that can be used to identify you.

If we intend to transfer your information outside the European Economic Area (other than to fulfil your order) we will obtain your consent prior to such transfer.

We do our best to ensure that all information held relating to you is kept up-to-date, accurate and complete. However we also rely on you to notify us if your information requires updating or deleting. We will respond to requests from you to update or delete your information in an efficient and timely manner.

Cookies

Unless you have indicated your objection when disclosing your information to us, our system will issue cookies to your computer when you log on to the Website. Cookies are small amounts of information regarding your browsing habits which we store on your computer. Cookies make it easier for you to log on to and use the Website during future visits. They also allow us to monitor Website traffic and to personalise the content of the Website for you. You may have the ability to accept or decline cookies. Most web browsers automatically accept cookies, but if you prefer you may be able to modify your browser settings to decline all cookies, or to notify you each time a cookie is tendered and permit you to accept or decline cookies on an individual basis. If you choose to decline cookies, however, that may hinder the performance of the Website. For specific details about how to configure your browser you should refer to its supplier or manufacturer.

NRG DANCE
Alexsin House
Nipster
Watten
Wick
Caithness
KW1 5UP

info@nrgdance.co.uk