

academy of northern ballet

Open Classes Student and Family Information Handbook 2019 - 2020



‘Our Academy is a centre for excellence for dance in the North of England, a place that complements the best dance spaces and training schools in the UK’

David Nixon OBE. Artistic Director of Northern Ballet

Academy of Northern Ballet General Information

Identity

The Academy of Northern Ballet offers a unique holistic and healthy training method which helps create a well-balanced dance environment. We recognise that individuals develop in different areas at varying rates from each other therefore each student is considered individually, corrected, and scheduled accordingly. Injury prevention is at the very core of the teaching method which emphasises correct alignment, fitness and the development of adequate strength at each stage. Nutrition and anatomy are also key elements of the curriculum. Students are actively encouraged to be creative, to ask questions, conduct research and take responsibility for their own learning.

Pastoral Care

Staff:

Please direct all your questions / calls to the Academy office on 0113 220 8000 or email academy@northernballet.com

Cara O'Shea	Academy Deputy Director
Emma Rodriguez-Saona	Open Programme Manager & Student Support Coordinator
Yasmin Delves	Centre for Advanced Training (CAT) Manager
Annemarie Donoghue	Associate and Graduate Programme Manager
Emily Humphreys	Academy Coordinator
Rachel English	Academy Assistant

Student Support & Safeguarding

Student Support Team

Our Student Support Team support the Admin staff attending to all students for the duration on the course. The student support team will chaperone the student around the building and deal with any day to day issues or questions.

Emma will deal with any pastoral issues. Please direct all calls regarding your child to Emma directly. Emma will also attend to any general enquiries, attendance and sickness etc

Safeguarding Officers: Annemarie Donoghue and Emma Rodriguez-Saona are all designated safeguarding officers. If a student or parent has any concerns regarding the course or a member of staff they should contact one of the Academy officers. Annemarie and Emma will deal with any investigation where necessary relating to behaviour issues or concerns raised by staff, students or parents.

In line with the Northern Ballet Safeguarding Policy please note the following guidelines -

- Given the physical nature of dance, some physical contact by the teacher may be necessary, but will never be inappropriate. Physical contact will only take place with the consent of the participant and the purpose of the contact will be clear.
- We will expect the course participants to work with each other and again physical contact may be necessary. We will expect this to be done in a sensible and respectful manner.
- All teachers and members of Student Support hold an enhanced disclosure certificate from the Disclosure and Barring Service
- A risk assessment of Northern Ballet studios has been carried out and our teachers and staff adhere to the health and safety recommendations from the document.

Whilst great care will be taken over your child's safety Northern Ballet cannot be held responsible for any injury or illness sustained during or after the period of this course.

Policies:

Full copies of the Behaviour policy and Safeguarding policy are available from the Academy on request. If you have any questions or concerns regarding our policies please contact Annemarie Donoghue annemarie.donoghue@northernballet.com

Photographers:

The Academy of Northern Ballet will use freelance photographers/videographers for our photoshoots and commissions to promote the Academy. The photos/videos will be used by Northern Ballet only, for up to 6 years. Once taken, the photos/videos are the intellectual property of the photographer/videographer and will be stored safely as part of their archive of work indefinitely. The photographer/videographer does not have permission to use these images in any other way. The photographer/videographer is responsible as a trading business/company to follow the General Data Protection Act 2018 and current GDPR legislation. Academy students involved in any photo/videos created for Academy promotion will be informed prior to the date with details on the purpose and outline of the event.

Code of Conduct

All students are expected to and are responsible to follow the code of conduct and regulations at all times.

- You are expected to act in a courteous manner to staff and fellow students at all times and any form of bullying will not be tolerated. You should be friendly, supportive and helpful, respectful and work sensibly with your fellow class mates at all times. Respectful and proper behaviour is expected in all areas of the building, including dressing rooms.
- All forms of bullying will not be tolerated and will be taken very seriously. If we become aware of any incident of bullying between students at the Academy our Safeguarding officer (Annemarie Donoghue) will investigate fully and parents will be contacted when appropriate in line with the behaviour policy.
- Please arrive at least 10-15 mins prior to the published class time. This allows for a prompt start and ensures that you have time to warm up for the session.
- You are expected to apply yourself in class, to listen and pay attention, not talk unless instructed to, take corrections and try hard the first time.
- You are expected to wear the correct uniform for class, hair off the face and not a distraction, in a bun for girls, no jewellery or watches, and have all required equipment with you.
- Teachers are there to help you. If you have any questions you can approach them.
- Northern Ballet reserves the right to substitute artists, vary the advertised programme or cancel classes if necessary.
- Refunds are only available when a class is cancelled (unless the reason for cancellation is out of Northern Ballet's control – ie weather, threat etc. All pre-booked classes, master classes and courses are non-refundable and non transferable at the point of sale.
- Changing rooms are available for all students from Ballet 1 upwards. All outdoor clothes should be left in the changing room. Students are not allowed to change in the foyer area as this is a public space.

Methods of Payment

Payment for our Open classes can be paid in full at the start of the academic year or in 3 termly instalments (to be paid at the beginning of each term on allocated term dates or prior to term over the phone or at our reception desk).

Payment must be received prior to your child starting their first class. Academy and finance staff will be based in the Foyer on set 'payment dates' as below. The desk will be open on a termly basis for parents to make payments. Payment can be made via one of the payment methods listed below. Students will not be able to attend any sessions until payment is made. **All parents and students will need to arrive 30 minutes prior to the start time of their first class to allow sufficient time to pay for the classes.**

If payment is not made, this could lead to your child losing their class place. Please contact Emma in the Academy with any questions relating to timely payment.

Payment Dates: (2 week blocks)

Mon 9th Sept- Sat 21st Sept - Desk Open 16:00-18:30 Mon-Thurs / Sat 9:00-13:00*

Mon 6th Jan - Sat 18th Jan - 16:00-18:30 Mon-Thurs / Sat 9:00-13:00*

Mon 20th April – Sat 2nd May – 16:00-18:30 Mon-Thur / Sat 9:00-13:00*

*excluding Fridays and Sundays

Payment methods:

- Cheque – made payable to Northern Ballet
- Cash
- Debit card
- Credit card

Cancellation and Late Collection Policy

Cancellation:

If you wish to cancel your child's place mid year, **we require half a terms notice**. You can withdraw your child from the classes straight away but you will need to pay the half terms notice.

Late Collection Policy:

If you are late picking up your child the first 15 minutes will be free of charge from the time students finish class. Every 15 minutes thereafter will be charged at £5.

Safety and Advice

- You should inform members of Student Support and teachers of any injury or illness prior to the beginning of class.
- Any injury or pain incurred during class should be reported to the teacher immediately. If you are ill or injured it is your responsibility to stop, notify the teacher and seek help.
- Prior to the beginning of class, you should inform members of Student Support and ask permission from teachers if you have to leave early. A written note or email in advance to the office should be provided in order for the Academy to ensure you are escorted to the foyer promptly.
- You must sign in at reception each time you come into the building and must always sign out. This is very important in the event of a fire.
- Eating is not permitted in the studios at any time. Gum should not be chewed during class. Water is permitted in the studios as long as it is in a bottle with a secure lid. There are water fountains on each level but plastic cups are not to be brought into the studio.
- You must not touch or use any equipment or sets in the studios without supervision from your teacher.
- If you have any concerns regarding the class, teacher or other students you should speak with the members of Student Support or ask to speak with a designated Safeguarding Officer.
- Northern Ballet is a working environment and for everyone's safety please do not run or shout in either the corridors or studio spaces unless instructed to by a member of staff.
- For safety reasons, latecomers will not be allowed to join in class after the first **10 minutes**.
- Northern Ballet reserves the right to take action if we consider that any individual is not acting in an appropriate manner or complying with the above terms. This will be passed on to our Safeguarding officers for investigation where appropriate.
- Students are **not** allowed to lean over the barriers looking over the atrium on any floor. Any student seen doing this or fooling around near the barriers will face an **immediate expulsion**. This is for your safety and we hope you will all be sensible.
- Students are not permitted to use the lifts unless instructed to do so by a member of staff.

Social Media Advice

We understand social media is an important aspect of young people's lives and we want to ensure students use and benefit from this in a positive way whilst with us at Northern Ballet.

- No staff or dancers will add or befriend any student on social media
- Students should not follow dancers on social media.
- Students are advised to have private profiles on social media.

Mobile Phone Advice

- We advise students do not tag or check in at Northern Ballet whilst in the building.
- The use of mobile phones is not permitted in the changing rooms or studios.
- Students will be allowed access to the Northern Ballet WIFI and we advise parents to adjust parental settings on student's mobile phones.
- Northern Ballet cannot monitor sites that students access whilst the building.

Parent Viewing Dates

We invite all Open Class Parents to watch class during the spring term. This gives parents the opportunity to see what students have been working on during the year. Parents are also invited to attend the End of Year Show (students Pre Ballet 1 upwards). Creative movement parents are invited in to the last class of each term. Dates will be given for all parent viewing dates and performances.

Other parents may wish to photograph/ video their child participating in class during the viewing sessions for their personal record and your child may be included in these images. Full details on photo permissions are included in your registration form.

Photography, Filming and Performances

Parents are not allowed to film or photograph students in the End of Year Show on personal devices however an official DVD will be made of the End of Year Shows and will be available for purchase.

Due to the End of year shows no open classes will take place on the last day of term as studios will be in use for rehearsals and performances.

The Foyer

Please note that the foyer is a public space; please do not leave your children in the foyer unattended, this includes siblings. **Please stay with your child until they are collected from the foyer by a member of academy staff and collect them from the foyer in person at the end of the class.**

If you are unable to access the building on a particular occasion and have a different arrangement on how your child should meet you please ensure they Academy are aware of this in advance. Parents/carers can also contact the Academy or reception team in advance. Our student support team will see students to and from the foyer and are on hand to support students if they have any questions regarding collection.

Due to the space being public, students **must not change in the foyer at any time**, please do this in the disabled toilet on the ground floor for younger students if needed. Older students should be changing in the changing rooms provided. Staff may approach you to remind you of this if they see you changing your child in a public area.

Security / Terror Alert

In light of recent terror alerts within the UK Northern Ballet has a security threat procedure in place for the building, staff and students. Northern Ballet reserves the right to cancel classes if official information informs us that Northern Ballet or the surrounding area is deemed at risk. We will also review transport disruptions and access to the building. No refunds will be given for the cost of a cancelled class as decisions will be made to ensure the safety to all staff, students and parent/carers.

In the event of a security or terror threat prior to Academy classes starting, the Academy will contact parents by email, text or phone call to inform them of any cancelled classes. If there is a security threat whilst classes are taking place the Academy will liaise with the police and relevant authorities to keep all students safely in the building.

Accident, Injuries and Class Etiquette

Accident, Injury & Illness

First Aid:

Northern Ballet always have a number of staff who are Emergency first aid trained within the building.



Accident or Illness During class:

If a student feels any aches, pains or illness during class please make your teacher and a member of Student Support aware. This will enable us to assess if you are fit to continue. Any accident resulting in injury inside the Centre will be entered into the company accident book.

- In some cases of illness your parents may be contacted to collect you.
- In cases of minor injury, accident or illness the member of Student Support will speak to parent/carer at the end of the session.
- If a severe accident or injury is incurred your parents will be contacted immediately and if necessary hospital treatment will be sought.

Due to the number of aches and pains dancers get, niggles will not always be reported directly to parents by Northern Ballet. You should make your parents aware of any niggles, along with any advice given by your teacher / member of Student Support and any treatment given. Parents can contact the academy for further information / advice if needed. If the problems are ongoing teachers may suggest further investigation is needed and parents will be informed directly of this.

Ice and Plasters

Ice or plasters requested by you or your teacher will be distributed as necessary for aches and strains by the Student Support team. **If you would not like your child to be administered ice or plasters please contact the academy office – 0113 220 8000.**

If you are attending class with an injury or illness:

If you are unwell or have a pre-existing injury you must bring a letter with you or have emailed the office in advance. Information sent should include:

- The nature of your illness or injury
- If injured, when and how it occurred
- What you are able to do and what you should avoid

Please note that we encourage students to come in and watch class even if they are injured as there is always so much to learn. However, please do not come into class if you are sick- we might all catch it!

Absences

If you are unable to attend class:

If you are unable to attend class due to emergency or illness on the day of class please contact the Academy office on 0113 220 8000 (Monday to Friday 10am – 5pm), leave a message with reception or contact the Open Programme Manager by email.

If you are unable to attend class due to other arrangements or illness/injury incurred prior to the day of class please contact the Academy by letter, phone or e-mail as soon as possible.

If you are unable to contact us in advance please email retrospectively so we can note this on system.

Teacher Illness:

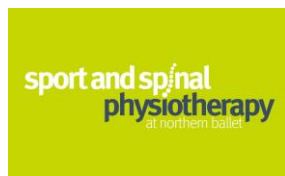
In the event of a teacher being ill or injured we will try to find a suitable substitute teacher. If a teacher is ill or injured on the day of class and sessions have to be cancelled or shortened, the member of staff will contact parents where possible. Students will never be left at Northern Ballet alone and a member of staff will always wait with students until an adult arrives to collect them – as per the late policy if necessary.

Toilet trips:

Students should try go to the toilet prior to being taken upstairs by staff. If students take time during class to go to the toilet they are missing out on valuable lesson time and we want to minimise this as much as possible.

Physiotherapy

Although The Academy cannot provide complimentary physiotherapy for our Open Class students we can advise on recommended physiotherapists for the Yorkshire area. Contact information is available from the Academy Office.



Lost Property

Lost Property:

- All equipment, uniform & personal items should be clearly marked with your name
- Please immediately inform the Academy Office of any lost property and arrange collecting it with the office. Any un-claimed property will be donated to charity at the end of each term.
- Northern Ballet accepts no responsibility for any loss of property

Allergies

Nut Allergies

We do have a number of the students in the building with severe nut allergies. Due to this we ask all students to not bring nuts or nut products into the building. Your understanding on this would be greatly appreciated.

Parent Contact

The Academy of Northern Ballet is run by a very friendly and approachable team and we are always more than happy to speak to parents about anything relating to student training. A member of the student support team will always come to greet students and parents at the start of class so if you have any quick questions then please let them know. The department can get very busy so if you would like to speak with the Programme Manager then please email us to let us know and we will be able to contact you by phone, email or arrange a meeting if appropriate.

The Academy of Northern Ballet Parent Association

The aim of the Parents' Association is to support the Academy and all our children by raising funds to help enhance the children's dance education as well as organising events for the students to enjoy. All parents who have a child at the Academy are automatically members of the association but we would really appreciate you being involved. If you could give just a few hours each term to support us in supporting all our children then we really would like to hear from you, parents.association@northernballet.com

Parent Car Park Offer

Leeds City Council have kindly agreed to let Academy parents use the **Quarry Hill** carpark free of charge for a maximum of 15 minutes when dropping off/collecting their children at Northern Ballet after 17:00.

- This agreement states that vehicles will be left alone for a period of 15 minutes maximum.
- This agreement is for **after 17.00 hrs MONDAY-FRIDAY ONLY**.
- This agreement is not in place at weekends

Venue

All academy classes are run from our dance house on Quarry Hill.

It is the largest dance house outside of London and the Academy students share the facilities with the company of Northern Ballet and Phoenix Dance Theatre.

The building has:

- 7 state of the art studios
- A Studio Theatre
- Private changing rooms for all users of the building
- A physio suite
- Library and training rooms

Please help us keep the building as good as new. We want you all to be proud of the space in which you train so please treat it with respect. We know you will.



Term Dates – General

TERM 1

Monday 9th September – Saturday 21st December

(Half term w/c 28th October)

TERM 2

Monday 6th January – Saturday 4th April

(Half term w/c 17th February)

TERM 3

Monday 20th April – Saturday 27th June*

(Half term w/c 25th May)

*no open classes will take place on Saturday 27th June due to our Academy Performances.

Term Dates – Courses – Minis Only

BLOCK 1

Thursday 12th September – Thursday 21st November

(Half term w/c 28th October)

BLOCK 2

Thursday 28th November – Thursday 13th February

(Christmas Holidays Sun 22nd Dec – Sun 5th Jan)

(Half term w/c 17th February)

BLOCK 3

Thursday 27th February – Thursday 14th May

(Easter Holiday – Mon 6th April – Sun 19th April)

Uniform and Equipment

Mini Movers – No set uniform, just something comfortable.

Creative Movement and Pre Ballet classes

- Girls - Pale Pink leotard (cap sleeved), pink ankle socks, soft ballet shoes (not satin), no skirts / tutus / cardigans / tights
- Boys - Black shorts, white T-shirt tucked in / white cap sleeved leotard, white ankle socks, soft white ballet shoes.
- Skipping rope (Creative Movement 2 and Pre Ballet)
- Yoga/Dance mat (Pre Ballet only)

Ballet 1 and above

- Ladies- Black leotard camisole and pink convertible tights
- Ladies- Pink soft canvas ballet shoes (not satin)
- Ladies- Pink pointe shoes **when fitted and assigned to start**
- Men - Black tights, white T-shirt tucked in or white leotard, sturdy waist belt, white ankle socks, white canvas ballet shoes
- All - skipping rope and mat
- All - water bottle

Optional for all courses:

Black Academy tracksuit & Academy T-shirt –Please note Academy Open Students should purchase the Academy tracksuit and not the Professional Training CAT tracksuit.

Hair and Presentation

Ladies:

Ballet: Hair in a neat high bun– no partings or accessories (girls). This should include hair grips and a bun net.

Jazz: Neat ponytail

Men:

Hair should be neat and away from the face.

Your hair is part of your uniform and we expect all students to adhere to these requirements.

Teaching Faculty

All teaching faculty have been carefully selected by Northern Ballet Artistic Director, David Nixon. All have performed professionally, many with Northern Ballet and teach on our open classes as well as our professional training classes. The syllabus taught at Northern Ballet has been carefully designed by ballet mistress Yoko Ichino to make sure that all students gain the most out of their training.

Annemarie Donoghue – Mini Movers and Creative Movement

Annemarie trained in classical ballet from a very young age and graduated from Bretton Hall College with a BA Hons in Dance in 1994. On graduation she taught GCSE and A Level dance at Ossett High School, Wakefield. She joined Northern Ballet in 1996 as Education Officer and project manager and led workshops up and down the country in company repertoire and technique. In 2005 she became the manager of the newly formed Classical Training Department (now Academy) having been an integral part of the set up of the Centre for Advanced Training programme at Northern Ballet.

Annemarie left the department for a short while in 2007 to look after her growing family of 3 children returning to teach our mini movers and creative movement classes as well as being a member of the pastoral team and mentoring programme and has now become our Associate Programme Administrator and also teaches our over 55s sessions.



Rachel English

Born in the UK, Rachel trained as a Royal Ballet School Associate before moving on to train full time at Elmhurst Ballet School. She gained experience dancing in Birmingham Royal Ballet's productions including *Firebird*, *Coppelia* and *Façade*. Following her training Rachel danced for The Cinevox Company before joining Ballet Ireland as part of the company. After this, Rachel spent some time dancing for TV and cruise ships.



Cunard and Costa. Rachel has been teaching for a number of years in a variety of styles and currently teaches at different schools across Yorkshire. In 2015 she graduated with a First Class BSc Honours Degree in Physiotherapy.

Jane Tucker – Classical Ballet

Jane began her training with Northern Dance Centre, completing it at Central School of Ballet and Northern Ballet School. Jane began her professional career with the Hong Kong Ballet in 1994, touring extensively throughout Asia, North America and Canada. She joined Northern Ballet in 1999 and performed in ballets such as *In the Mood*, *Great Expectations*, *A Streetcar Named Desire*, and *Madame Butterfly* to name but a few. Jane gained a Distinction in the Professional Dancers Teaching Diploma at the Royal Academy of Dancing in London 2002. She has since taught at Northern Ballet School, Elmhurst, Northern School of Contemporary Dance and Liverpool Theatre School besides doing workshops throughout Australia.



Emily Humphreys – Classical Ballet

Emily attended the Rebecca Davies School of Dance in York until she began her vocational training at the Northern Ballet School in Manchester graduating in 2008. During her time here she was year representative and dance captain in the Jazzgalore company productions. She also studied for her teaching qualifications with the Imperial Society for Teachers of Dance.

After graduation Emily worked for Costa Crociere In-House Productions where she was selected to be in the inaugural cast for two of their new vessels. She spent two years with Moore Entertainment before returning to life at sea with Princess Cruises, premiering some of their brand new productions including *Bravo* choreographed by Danny Teeson and Wendy Johnson, and works by Karen Bruce to name a few. Emily graduated with a first class BA (hons) in the Professional Practice of Dance at Middlesex University in 2013, specifically looking into safe dance practice and injury prevention.



Sara Horner – Classical Ballet

Sara has been performing and teaching for over 13 years since completing her professional training at Performers College, Essex. During this time, she has worked in corporate shows, Pantomime, Cruise ships and Theatre tours of the UK and abroad, as a lead female vocalist, dancer and backing artist. Sara is also a freelance dance teacher teaching in numerous establishments in the West Yorkshire region and is currently in



training to be an Examiner for bbo dance. She is also Principal of Sara Horner School of Dance teaching ballet, tap, modern and musical theatre to adults and children in North Leeds.

Ebony Goodridge

After training in various dance styles, Ebony went on to study Dance at Leeds Beckett University and successfully secured a position with our Learning Department as a Dance Education Apprentice. Ebony has now moved on to teaching for the Academy on a weekly basis and works as a freelance teacher delivering classes and workshops in schools, nurseries and activity organisations including Total Dance and Premier Sports.



Guest teachers may also teach class throughout the year.

Academy Handbook Declaration Slip 2019/2020

Student Declaration

I have read, understand and will comply with all ☐ Yes ☐ No
of the information given in this handbook, including
the Code of Conduct & Regulations.

Name _____

Course class & day _____

Signature _____ Date _____

Parent Declaration

I have read, understand and will help my child to comply with all of the information
given in this handbook including the Code of Conduct & Regulations.

☐ Yes ☐ No

Name _____

Signature _____ Date _____