

academy of
northern
ballet

Open Classes
Student and Family Information
Handbook 2017 - 2018



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

Catherine Worthington – Director of Academy Operations Manager

Annemarie Donoghue – Associate Programme & Graduate Programme Manger

Emma Rodriguez-Saona – Open Programme Manager & Student Support Coordinator

Yasmin Delves – CAT Programme Manager

Pastoral Care

Additional Student Support team will be available on evening and weekends.

Emma will generally deal with any pastoral issues. Emma will also deal with any general enquiries. Please direct any general calls to Emma regarding attendance, sickness etc. A member of the relief team will be on site for all classes.

Child Protection Co-ordinators:

Annemarie Donoghue and Emma Rodriguez-Saona

If a parent has any concerns regarding the class or a member of staff they should contact the Child Protection Co-ordinator.

In line with the Northern Ballet Child Protection 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 Data and Barring Service.
- A risk assessment of Northern Ballet has been carried out and our teachers and staff adhere to the health and safety recommendations from the document.

If you wish to read our full child protection policy, please request this from the Academy Department or it is available to view online.

We also have a full disordered eating policy which will be sent to parents if requested.

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.

Code of Conduct, Regulations and Terms and Conditions

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.
- Cyber bullying will not be tolerated and will be taken very seriously. If we become aware of any cyber bullying between students at the Academy parents will be contacted straight away and if appropriate a meeting will be held with the student and parents.
- 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.
- We expect you to do assigned homework and practice corrections at home.

- 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.
- No refunds can be given unless a class is cancelled. All pre-booked classes, master classes and courses are non-refundable and non transferable at the point of sale.
- Changing rooms are there for a reason. All outdoor clothes must be left in the changing room. Students are not allowed to change in the foyer area.

Payment methods

Payment for our open classes can be paid in a one off instalment at the beginning of the academic year or in 3 termly instalments (to be paid at the beginning of each term on allocated term dates).

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. Parents will need to come to the Payment Desk and pay for the term. Payment can be made via one of the payment methods listed. 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.**

Payment Dates: (2 week blocks)

Saturday 9th September- Thursday 21st September – Desk Open 15:30-18:30 Mon-Thurs / Sat 9:00-12:00*

Mon 8th Jan - Sat 20th Jan – 15:30-18:30 Mon - Thurs/ Sat 9:00-12:00

Tues 16th April - Sat 28th April – 15:30-18:30 Mon-Thur / Sat 9:00-12:00

*excluding Fridays and Sundays.

Payment methods:

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

Cancellation policy

If you are no longer able to attend during the 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 Pick Up Payment and 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:

- 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 message in advance to the office should be provided. You must inform the staff when you are leaving the building.
- You must sign in at reception each time you come into the building and must always sign out.
- 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 child protection co-ordinator.
- 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.
- 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 purely 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 Phones

- 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
- 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.

Filming and performances

Parents are invited to watch class during the spring term and also the year-end Performance. Dates will be given. Other parents may wish to photograph/ video their child participating in class during the viewing sessions and your child may be included in these images. Please let us know if you would not like your child to be filmed. Photography or video of your child taking part in the end of year performance will not be allowed. However a video will be made of the Academy performance and this will be made available for purchase.

Photographers may come in during the academic year under instruction of the Academy. If any photographs are going to take place we will inform parents and adhere to your photo permission allocation on your registration form.

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.**

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.

Toilet trips:

Students should 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.

Accident, Injury & Illness

During class:

All members of the Academy staff are trained in emergency first aid (excluding musicians).

Please make your teacher and a member of Student Support aware of any aches, pains or illness you sustain during class. This will enable us to assess if you are fit to continue.

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.**

Any accident resulting in injury inside the Centre will be entered into the company accident book.

If a severe accident or injury is incurred your parents will be contacted immediately and if necessary hospital treatment will be sought.

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 your parents at the end of the session.

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.

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 from your parents. This 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!

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) or leave a message with reception.

If you are unable to contact us you must bring a note explaining your absence at your next class.

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.

Please note:

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 Student Support will contact parents where possible. Students will never be left at the Centre alone and a member of Student Support will always wait with students until an adult arrives to collect them – as per the late policy if necessary.

Physiotherapy:

The Academy cannot provide regular physiotherapy as part of the course. A list of recommended physiotherapists is available from the academy on request.

Lost Property:

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

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 to do with the students training. A member of the 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 have a longer discussion then please email us to let us know and we will arrange a time that will be convenient.

A note from the Parents' 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

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.

Parent Car Park Offer

Following a recent discussion with Leeds City Council, they 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

Term Dates – General

Saturday 9th September – Saturday 16th December half term w/c 23rd October

Monday 8th January – Thursday 29th March half term w/c 12th February

Monday 16th April – Saturday 7th July half term w/c 28th May

Term Dates Courses – Minis Only

Course Block 1 Thursday 7th September – Thursday 16th November
(Holiday Dates – Thurs 26th October – HALF TERM)

Course Block 2 Thursday 23rd November – Thursday 8th February
(Christmas Holiday Dates – Thurs 21st Dec, Thurs 28th Dec)
(Holiday Dates - Thurs 16th Feb – HALF TERM)

Course Block 3 Thursday 22nd February – Thursday 11th May
(Holiday Dates – Thurs 5th April, Thurs 12th April – EASTER)

Uniform & 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 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

Jazz

- Ladies- Black leotard, black **plain** convertible jazz tights, black jazz shoes – [no bobbles, jewellery, glitz, sequins, etc]

- Men- White tight shirt, black **plain** jazz pants which end above ankle when standing, black jazz shoes.

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.

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.

Cara O'Shea – Classical Ballet & Jazz

Cara trained with London Junior Ballet and was a Cecchetti Scholar for four years. At age 16 she joined Northern Ballet School in Manchester on the Classical Ballet focus. Cara joined the Academy of Northern Ballet as a trainee classical ballet teacher in 2007 and has had the unique opportunity of training intensively as a teacher under the personal supervision of Yoko Ichino. She received her teaching certificate from Northern Ballet in 2009 and is

now mentor for the first and second years of the Centre for Advanced Training (CAT) course. Alongside teaching, in 2009 Cara completed her B.A. in Professional Practice (Classical Ballet) from Middlesex University. Cara has performed with Chelmsford Ballet Company, National Youth Ballet of Great Britain, danced principal roles with Manchester City Ballet and has appeared with Northern Ballet.

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.

Fi Beale – Classical Ballet

Fiona was born in Solihull where she started dancing. She later moved to Southampton and attended the Parkewood School of Dance. She then spent a year at the West Street Studios before completing her training at Central School of Ballet. She graduated in 1996 and joined Northern Ballet. She danced many roles with Northern Ballet including Mrs Fezziwig, Nephew's Wife, Belle and Mrs Cratchitt in Christmas Carol, Bathilde in Giselle, Maud in A Simple Man and Red Couple in Jardí Tancat. In 1998 she created the role of Michaela in Carmen and also danced the title role of Carmen. She has performed the roles of Miss Haversham in Great Expectations, Mina and Lucy in Dracula and Lucille in Jekyll & Hyde. She created the role of Stella in A Streetcar Named Desire and also danced the role of Blanche, before creating the role of Kate in Madame Butterfly. Fiona retired from performing in 2002 having had a daughter, and now lives in Halifax with her husband, ex Northern Ballet dancer Jonathan Beale, and her 3 children. She has taught for Northern Ballet's education programme and started teaching at the Academy in 2013.

Sara Horner – Classical Ballet (AISTD RT bbodance)

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 bbodance. She is also Principal of Sara Horner School of Dance teaching ballet, tap, modern and musical theatre to adults and children in North Leeds.

Christopher Hinton-Lewis

Chris was born in Wolverhampton and trained at the English National Ballet School. He joined Northern Ballet as a dancer in 1999 and was promoted to Premier Dancer in 2008.

Throughout his time with the Company he performed many roles including Romeo and Mercutio in Massimo Morricone's *Romeo & Juliet*; Scrooge and Young Scrooge in *A Christmas Carol*, Dracula in David Nixon's *Dracula* and Heathcliff in *Wuthering Heights* and many more. Chris also created many title roles including Demetrius in *A Midsummer Night's Dream*; Simon in *Swan Lake*; Adameter in *A Sleeping Beauty Tale*; Duke of Buckingham in *The Three Musketeers* and Hamlet which were all choreographed by David Nixon.

In 2010 Chris joined the Royal New Zealand Ballet under artistic director Gary Harris. Whilst there he performed leading roles including José in Didy Veldman's *Carmen*, Tibalt in Christopher Hampson's *Romeo & Juliet*, Cavalier in Gary Harris' *The Nutcracker* and Petrushka in Michael Fokine's *Petrushka*.

Since retiring Christopher has been a guest ballet master with Northern Ballet helping to restage productions including *A Midsummer Night's Dream*, *Angels in the Architecture* and *A Christmas Carol*. As a freelance teacher he has taught at The Hammond School, the University of Leeds, Laban CAT programme and has given Company Class for Matthew Bourne's *Sleeping Beauty*. Chris is currently studying BSc Sports and Exercises Science at the University of Leeds.

Rachel English

Born in the UK, Rachel trained as a Royal Ballet School Associate before moving on to train at Elmhurst Ballet School, where she gained experience dancing in Birmingham Royal Ballet's productions including *Firebird*, *Coppelia* and *Façade*. Following her training Rachel spent some time dancing with Ballet Ireland and Cinevox Contemporary Company before spending some time dancing for TV and cruise ships including Cunard and Costa. Rachel has also been teaching for a number of years in a variety of styles including classical ballet, contemporary, musical theatre, jazz and tap and currently teaches at a number of different schools in Yorkshire. In 2015 she graduated with a First Class BHSc Honours Degree in Physiotherapy.

Amanda Gilliland

Born in the UK, Amanda trained at the Lupino Theatre School before moving onto the Royal Ballet Upper School. She joined the London Festival Ballet/English National Ballet where she was a coryphee and danced soloist roles in productions such as *La Sylphide* and *Romeo and Juliet*, before moving on to dance on the West End in productions including *Chess* and *Phantom of the Opera* where she was a dancer/singer as well as the second assistant to the director. Following this Amanda then went on to be the Assistant to the Artistic Director, Derek Deane at English National Ballet and then Company Manager for their spring and Australia/Hong Kong tour. Along with dancing Amanda has a wealth of teaching experience at a number of different schools including London Studio Centre, Cardwell Theatre School and her own associate classes for dancers wishing to follow a classical career.

Guest teachers may also teach class throughout the year.

Academy Handbook Declaration Slip 2017/2018

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 _____