



Energy Plus School of Dance

Student / Parent Handbook





Contents

- 1. Welcome.....3
- 2. Contact information.....4
- 3. Opening Hours.....4
- 4. Parking.....5
- 5. Communication.....6
- 6. Registration.....6
- 7. Payment.....7
- 8. Missed Classes.....8
- 9. Class cancellation.....8
- 10. Events/Performance Opportunities.....9
- 11. Class Uniform.....10
- 12. Dress Code Requirements.....10
- 13. Attendance Policy.....11
- 14. Class Observation.....11
- 15. Code of Conduct.....12
- 16. No Solicitation Policy.....15
- 17. Studio Etiquette and Expectations.....15
- 18. Lost and Found.....16
- 19. Private Lessons.....16
- 20. Anti Bullying, Student Well-Being & Code of Conduct.....17
- 21. Data Protection/Privacy Policy.....20
- 22. Student & Parent Use of Social Media.....21
- 23. Child Protection Policy.....23
- 24. Covid 19 Studio Policy.....27



Welcome

Welcome to Energy Plus School of Dance. Founded in 1983 in Coventry, UK. Energy Plus School of Dance arrived in Mullingar in 1989. Energy Plus is a member of the Associated Board of Dance (A.B.D). Subjects taught are Ballet, Tap, Modern, Lyrical, Acro, Contemporary, Hip Hop and Musical Theatre. Children are taught from the age of 3 and are trained for examination, competition, demonstration and show work.

Our philosophy is to develop a joy and love for performance through dance technique, self discipline and self expression. Our instructors are experienced dance educators and professional performers who have the necessary knowledge to teach students of varying ages and abilities. Our classes and programmes of study are designed and dedicated to helping each child reach their full potential. We believe that all children benefit from dance and arts activities. We strive to create an environment in which each student develops self discipline, self confidence and enthusiasm for the performing arts. Students will be given opportunities to take part in many events and to progress through graded programmes of study.

Energy Plus sets class capacities that allow instructors to get to know each student as an individual and ensure that students receive the personal attention they need.

When it comes to class placement, we take time to assess each student on skill, maturity, strength, technique and their understanding of the class material. The general number of years per level is 3-4 years. We are all about encouraging our students to be confident. It is far more beneficial for new students to be promoted to a new class than to be placed in a class that is too challenging for them. For this reason, we may choose to move your child to a more advanced class when we've had a chance to get to know them.

Each student progresses at a different rate based on many factors. We will always recommend what we feel is the class best suited for each student based on our many years of teaching experience.

We look forward to meeting you and your child, and welcoming you to our Energy Plus dance family.



Contact Information

Email: energyplussod@gmail.com

Phone: 0862375910

Website: www.energyplusschoolofdance.com

Facebook: [Energy Plus Studios](#)

Instagram: [Energy Plus Studios](#)

- Please restrict calls and messages to between 9am-9pm Monday-Saturday, thank you.

Opening Hours

Tuesday-Friday: 3pm-9pm

Saturday: 9.30am-6.30pm

- Parents, please be mindful that when we are busy teaching we cannot interrupt classes to answer your enquiries. Introductory visits to our studio are very welcome, but are by appointment only.



Parking

Our studio is situated on private property with adequate parking facilities for our students. We operate a one way system which must be adhered to by all parents.

Under no circumstances will parents be permitted to park on the roadside in front of our premises or entrance/ exit. This is to ensure the safety of our students and neighbours. All parents are expected to cooperate with this policy.

The management cannot accept any liability for loss or damage caused to any vehicle or its contents whilst parked at our facility. Vehicles are left entirely at the owners risk.

When possible, we recommend that parents drop and go to free up parking spaces.

Our studio is ideally located close to local shopping centres:

Harbour Place Shopping Centre.....2.8km

Tesco Shopping Centre.....1.7km

Aldi.....1.7km

Hughes Eurospar.....2.3km

Supermacs Ardlee.....2.5km

Or why not visit our local lake?

Lough Owel Tullaghan.....2.2km

So lots of places nearby to grab a coffee while you wait for your little dancer.



Communication

Energy Plus primarily uses email to communicate information to families. Please ensure that your current email address and all current contact details are on file with our office (student record form must be kept up to date).

We believe that good communication is necessary and very important to your child's progress and overall experience. Always feel free to bring any questions or concerns to our attention, if you have a matter to discuss with your child's instructor we ask that where possible, you communicate by email. Of course, sometimes it is necessary to discuss your child's needs on the day, and we are happy to do so.

Registration

New students must fill out our student record document, which can be found at studio reception or on our website.

Please ensure you pass on any of your child's medical conditions so that we can properly understand their needs and give them the best experience possible.



Payment

Price lists are on display in our reception and students will receive payment information each term.

Term 1: September-Christmas

Term 2: January-Easter

Term 3: Easter- Summer

- Term payments can be made in 3/4 equal instalments.
- New students may pay for class 1 before committing to a full term.
- Payments must be made as follows;
 1. By bank transfer (details forwarded on request)
 2. Students can bring payment in named envelope to class.

Payment plans

Term payments can be split in to 3 or 4 equal payments in advance as instructed each term.

- Family discounts:

Energy Plus offers 10% discount to siblings. We also offer a number of discounts to students attending multiple classes. Parents will be notified about all available discounts.

Missed classes

Energy Plus will not refund for missed classes.

If classes are cancelled by Energy Plus , fees for cancelled session will be refunded or a class replacement will be offered.

Please note that all payments for previous term must be up to date before commencing the next term . Class places cannot be guaranteed if fees are outstanding.

Class Cancellation

Energy Plus reserves the right to cancel any class that does not meet minimum enrolment.



Events/ Performance Opportunities

All Energy Plus students are given the opportunity to take part in many events throughout our dance year. These include:

1. Annual musical productions
2. Freestyle competitions
3. Festivals (home and away)
4. Graded examinations
5. End of year show

Please note, poor attendance may mean that your child has not reached the required standard, therefore good attendance is essential. Participation in all events are optional but please remember, once you have decided to take part in an event , costumes and choreography are organised. If you drop out of event at short notice this affects your classmates choreography and progress. Students that withdraw from events at short notice without a valid reason may not be invited to take part in future events.



Class Uniform

Girls:

A.B.D. leotard

Black footless tights

Black tap shoes

Pink Ballet shoes

Black jazz shoes

Boys:

Energy Plus t-shirt

Black cycling shorts/ leggings/ jazz pants

Black tap shoes

Black ballet shoes

Black jazz shoes

All required uniform, Energy Plus t shirts and hoodies can be ordered at reception.

Dress Code Requirements:

Jewellery of any kind should not be worn in class. Hair must be secured neatly in a pony tail or low bun, away from the face. Please do not wear head bands to class as they tend to fall out and become a distraction to students.



Attendance Policy

A student's progress will depend on regular and consistent participation in class. Excessive absences will slow down the student's ability to progress and could prevent the student from participating in performance opportunities. If an Inter/Senior student is absent from a class they are responsible for learning the steps taught in the lesson missed.

Students are expected to be on time for class so that they can participate fully in the class warm up.

Please do not send your child to class if he/she has an illness that could be passed onto other students.

Refunds will not be granted for missed classes, please notify Energy Plus if your child will have to miss two consecutive classes.

Questions regarding a student's class level should be directed to their instructor.

Class Observation

We ask parents to stand away from the viewing window if the students are distracted, this is particularly important for our younger dancers. No visitors are permitted in the studio during class time.

Parents are able to watch their dancer during designated observation weeks. While observing class, please do not distract your child. We ask that you leave the room with any younger children who may be restless or distracting. You will be emailed the dates of observation weeks in advance. They typically take place at the end of term.



Code of Conduct

Student code of conduct:

- For all students to be aware of Energy Plus anti bullying policy.
- To abide by Energy Plus teacher guidelines at all times, including listening without interruption and to not be disruptive during class time.
- To act in a manner that is respectful and courteous to all.
- To not deliberately exclude other students.
- To not ridicule or snigger at other students dancing skills.
- Be helpful and generous by supporting other student learning.
- To not bully, harass or intimidate any other student.
- To not post messages on social media of a derogative nature in regards to any Energy Plus student, teacher or parent.
- Never threaten by way of physical violence another student or teacher.
- Phones are not to be used in class and should be turned off or on mute.
- Profanity, unsportsmanlike conduct and gossip will not be tolerated.
- Students will conduct themselves in an appropriate manner at all performances and events.
- Any inappropriate or slanderous remarks on any social media site will be cause for immediate dismissal from our studio.
- Students should arrive a few minutes before class is scheduled to begin, to allow time to change.
- Please note, knowledge and understanding will vary in accordance to age range and maturity of each individual student. It is therefore recommended that all parents discuss the code of conduct with their children/ families to ensure the best possible understanding and knowledge of behavioural expectations, in compliance with the policy as set out in the document.



Teacher Code of Conduct:

- For all teachers, including student helpers, to be aware of the Energy Plus anti bullying and code of conduct policy.
- For teachers to outline expectations and class time rules to students to ensure the best possible teaching experience.
- To promote team work and support students with this practice.
- For teachers to act in a manner that demonstrates a positive role model for all students and parents.
- To act in a manner that is respectful and courteous to all.
- To support and encourage all student learning levels.
- To not discuss students and or teachers with other students or make derogative comments about other dance disciplines.
- To monitor all student behaviour and condemn any bullying, harassment or intimidating behaviour.
- To not post messages on social media of a derogative nature in regards to any student or teacher.



Parent Code of Conduct:

- For all parents to be aware of the Energy Plus anti bullying and code of conduct policy.
- For parents to support students understanding and compliance of the policy as outlined.
- To support the dance curriculum as implemented by the teachers including student differences pertaining to skill level.
- For parents to support students to comply with teacher and class time expectations as set out by the teacher.
- To act in a manner that is respectful and courteous to all.

- For parents to be a role model for all students and parents alike.
- To not post messages on social media of a derogative nature in regards to any student or teacher.
- To not make comments of a derogative nature in regards to any students dance abilities.



No Solicitation Policy

Out of respect for Energy Plus and what we have created we ask that no student / parents of students currently taking classes at Energy Plus and recently thereafter solicit / recruit or attempt to solicit / recruit Energy Plus students / teachers or parents relating to dance tuition or performance.

Solicitation / recruitment is disrespectful, unprofessional and unethical. It will not be tolerated and will result in immediate expulsion.

Studio Etiquette and Expectations

- Children should never be left unattended in the reception before, during or after class.
- A teacher must be present in the studio before children are allowed to enter.
- Unacceptable behaviour could result in dismissal from class.
- Parents must be prompt in picking up students after class.
- Please do not send your child to class if they have a fever or if they have symptoms that are contagious.
- It is the parents responsibility to notify us if their child will be missing more than two consecutive weeks of class for any reason.
- We recommend that students wear appropriate clothing for the weather while entering and leaving the building.
- Energy Plus is a smoke free environment.



Lost and Found

Please mark all dance attire, shoes and dance bags with students name in indelible ink. Items that are found that are marked with a name will be kept in our office for one week. Items that are not marked will be placed in the lost and found. Unclaimed clothing items will be donated to charity.

Any items found on-site at a performance or rehearsal will be brought back to the studio.

Private Lessons

Private lessons are available in a wide range of styles and levels. Lesson material is based on your individual needs and moves at a pace that is comfortable for you. Private lessons can be used to help students with grade work, to create solo/duet/trios for festival and show work or simply as an extra class for your enjoyment. Please note the private lessons are an optional extra.

Parents / students should not feel pressured into taking private lessons, as all students will progress in their group lessons.

If you are interested in private lessons for your child, please contact reception.



Anti Bullying / Student Well being policy

Energy Plus aim to uphold the values and integrity of the school ensuring the best possible opportunity for students to learn the art of dance and musical theatre. Classes are taught by professionally trained and accredited teachers. The school began in 1983 and throughout this time has continued to provide a warm and friendly school environment for all students, teachers and parents.

Energy Plus is committed to ensuring that we operate a school that is free of bullying and harassment of any description, adopting a 'zero tolerance' policy that provides a platform to support the rights of all school attendees. We have developed a Code of Conduct to ensure that all students, teachers, parents and visitors to the school are treated respectfully and without discrimination. The code is a set of key guidelines for which every school participant is expected to comply and uphold with a specific focus on students, teachers and parents.

Energy Plus recognises the vulnerability of its students in terms of age range and aims to be proactive in providing a safe and secure school environment. Bullying, harassment and intimidation is a serious offence which impacts on a person's self esteem and can cause other associated issues. It is our belief that collectively the school community can work toward reducing the potential of bullying and harassment including all other inappropriate behaviours through clear communication strategies coupled with a code of conduct guide.

Energy Plus welcomes all students and parents to make contact should a problem arise .All information to be treated as strictly confidential and will be dealt with appropriately

Please direct all enquiries to ;The Principal energyplussod@gmail.com

Purpose:

To implement a policy that aims to protect as well as uphold and safeguard the rights including the well being of all school attendees being students, teachers, parents and visitors.

To promote the school's values and model appropriate behaviour through a collaborative and respectful approach.



Definition:

Bullying is defined as persistent, unjustified behaviour by an individual or group, which infringes upon the rights of others and intends to physically or physiologically harm.

Bullying includes:

- Teasing or name calling
- Put downs or comparisons of a negative nature
- Spreading rumours
- Purposeful exclusion of others
- Disrespectful behaviour toward others
- Physical violence and/or threats to harm another person
- Cyber bullying via electronic devices used to abuse, harass or intimidate

The following conduct codes aim to inform and guide expectations of behaviour to promote a safe and positive learning environment that is free of bullying within the dance school community.

Student Code of Conduct:

- For all students to be aware of the Energy Plus Anti Bullying, Student Well-being and Code of Conduct Policy set out by the school
- To abide by teacher guidelines and expectations at all times including listening without interruption and to not be disruptive during class time.
- To act in a manner that is respectful and courteous to all.
- To not deliberately exclude other students during class teaching times.



- To not ridicule or snigger at other students dancing skills or other.
- Be helpful and generous by supporting other student learning.

To not bully, harass or intimidate any other student.

- To not post messages on social media of a derogative nature in regards to any student, teacher or dancing discipline.
- Never threaten by way of physical violence another student or teacher.

Please note: *Knowledge and understanding will vary in accordance to age range and maturity in each individual student. It is therefore recommended that all parents discuss the code of conduct with their children/family to ensure the best possible understanding and knowledge of behavioural expectations in compliance with the policy as set out in the document.*



Data Protection/ Privacy Policy

When you register for classes at Energy Plus, we collect contact information such as parent/guardian names, addresses, phone numbers, emergency contacts, email addresses and student information such as student names, birthdays and medical conditions. This information is needed to manage studio business and to contact parents/guardians from time to time. Applicants provide information voluntarily via the student record document (which can be found on our website or at the reception desk), and must be filled in when enrolling your child.

We maintain a database of photographs. Photographs may be published on our school website/Facebook/instagram pages or in our brochures, newsletters, local or national newspapers and similar school related productions. In the case of website, Facebook and instagram photographs, students names will not appear on the website as a caption to the picture without parental permission. If you or your child wish to have his/her photograph removed from the school website, brochure, newsletters etc, at any time, you should write to the school principal.



Student and Parent Use of Social Media

The use of social media outlets is commonplace. This policy is intended to provide parents and students with guidelines for the use of social media regarding Energy Plus School of Dance.

- Please use common sense and discretion when posting.
- Never post anything that could compromise the self esteem of students who attend Energy Plus.
- Never post any negative comments about Energy Plus, our teachers, our students, our performances, or any events attended.
- Do not post videos of class rehearsals or performances without permission from Energy Plus.
- If it has been brought to our attention that there has been improper use of social media, you will be asked to remove the content and if not done so or if this continues to be a problem, it may result in the dismissal of the student.



Child Protection Policy

Energy Plus School of Dance aims to provide a happy and safe environment where children can learn. We are committed to a practice which protects children from harm. We are committed to safe guarding the welfare of all children and young people up to the age of 18 and recognise our responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation. Energy Plus School of Dance believes children have the right to be safe, secure and free from threat, regardless of gender, ethnicity, disability, sexuality or beliefs.

We will act with integrity, treating children with respect, listening to their concerns and acting upon them.

Staff in this organisation accept and recognise our responsibilities to develop awareness of issues which cause children and young people harm.

At Energy Plus we believe:

- the welfare of each child is paramount.
- All children regardless of their age, culture, disability, gender, racial origin, religious beliefs and sexual identity have the right to protection from abuse.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- Everyone should be treated with respect and dignity.
- Bullying is not accepted or condoned.
- Action will be taken to stop any inappropriate behaviour.



We will endeavour to safeguard children and young people by

- Adopting child protection guidelines through a code of behaviour for staff.
- Sharing information about child protection and good practice with parents and teachers.

- Having a clear procedure for reporting allegations or abuse, sharing information about concerns with child protection agencies and involving parents and children appropriately.
- Following carefully the procedures for recruitment, providing effective management for staff and volunteers.
- Following set rules regarding photography and filming.

Staff and teachers should be committed to:

- Treating children and young people with respect and dignity.
- Valuing each child and young person.
- Encouraging our students to develop.
- Provide an example we would wish others to follow.
- Use appropriate language with children and young people and challenge any inappropriate language used by a young person, child or adult.
- Respect a young persons right to privacy.

Physical Contact:

Staff and volunteers should never:

- Engage in sexually provocative or rough physical games.
- Do things of a personal nature for a child or young person that they can do for themselves.
- Allow or engage in inappropriate touching of any kind.



Sharing Information about Child Protection and Good Practice with Children, Parents and Staff:

- Good communication is essential in any organisation. Every effort will be made to assure that should individuals have concerns, they will be listened to and then taken seriously.
- We acknowledge some information is confidential and should only be shared on a strictly need to know basis.
- Energy Plus will aim to ensure that students have information about how and with whom they can share their concerns, complaints and anxieties.
- Parents/Guardians are ultimately responsible for their children's welfare. They should be assured that their children are involved with a credible organisation.
- Each member of staff will receive copies of our child protection policy.

Procedure for Reporting Allegations or Suspicions of Abuse:

Energy Plus School of Dance has the following procedures in place to help any child who appears to be at risk or a victim of abuse. If a member of staff suspects either physical, sexual, emotional abuse or neglect of a child, then this should be reported to the principal. This information will be recorded and appropriate actions will be taken.

If a child reports either physical, sexual, emotional abuse or neglect to a member of staff this information will be recorded and reported to the principal. Appropriate action will be taken. In any case where an allegation is made or someone at Energy Plus has concerns, a record should be made. Details must include, as far as practical:

- Name of child or young person.
- Age
- Home Address
- Date of Birth
- Names and address of parents or guardians with parental responsibility.
- Phone numbers, if available.



-Is the person making the report expressing their own concerns or passing on those of somebody else? If so, record details.

-What has prompted the concerns? Include dates and times of any specific incident.

- Has the child or young person been spoken to? If so, record what was said.
- Has anyone been alleged to be the abuser? If so, record details.
- Who has this been passed on to in order that appropriate action has been taken e.g. designated officer, principal, social services and Garda síochána.
- Has anyone else been consulted? If so, record details.

Disclosure:

- Never guarantee absolute confidentiality, as child protection will always have precedence over any other issues.
- listen to the child rather than question him/her directly.
- Offer the child reassurance without making promises and take what the child says seriously.
- Allow the child to speak without interruption.
- Accept what is said- it is not your role to investigate or question.
- Remain calm.
- Alleviate feelings of guilt and isolation whilst passing no judgement.
- Advise that you will try to offer support, but must pass the information on.
- Explain what you have to do and whom you have to tell.
- Record the discussion accurately as soon as possible after the event.
- Use the Child's words or explanations, do not translate into your own words, in case you have misconstrued what the child was trying to say.



- Contact Energy Plus designated person for advice/ guidance (principal).
- The designated person may then discuss the concern/ suspicion with the relevant organistaion and if appropriate make a direct referral.
- Record any discussions or actions taken within the next 24 hours.

Procedures For Staff Recruitment:

Energy School of Dance operates employment procedures that ensure highest priority is given to issues relating to child protection. Each teacher will be required to undergo a police check (Garda vetting/ DBS) as part of our recruitment policy.



Covid 19 Studio Policies

While in the building students, parents and staff are required to wear a mask in all areas where 2m social distancing is not possible.

What Energy Plus is Doing to Keep you Safe:

- Temperature checks.
- Multiple hand sanitising stations.
- Cleaning studios after each class.
- Frequent cleaning of all common spaces throughout the day.
- Adhering to social distancing guidelines.
- Wearing face masks in recommended areas.
- For studio classes there will be no activities that require direct or indirect contact.
- Continuing to adhere to the most current guidelines to ensure the safety of students, parents and staff.
- Students, parents and staff exhibiting any signs of covid 19 are asked to stay home until a diagnosis of covid 19 has been ruled out.
- Class start and finish times will be staggered.
- Separate entrance/ exit to building and to studio.
- Parents, please drop and go to limit numbers in our small reception.



What do Students Need to Know and Do?:

- Students must arrive no more than 5 minutes before the class begins.
- Students should not have shown signs or symptoms of covid 19 in the past 14 days.
- Students showing any symptoms of covid 19 will be asked to go home and may return once a medical professional has ruled out covid 19.
- Students should not have had close contact with anyone who is sick within 14 days.
- Our changing room will not be available during covid 19.
- Students must arrive with their dance uniform on (under tracksuit).
- All students must bring a bag large enough to hold all their belongings, which must go straight into their bags as they take them off on entering the studio.
- Where possible, younger students up to grade 1 should arrive with tap shoes on.
- Older students must not wear dance shoes outside.
- All dancers should have hair tied up neatly to avoid face touching.
- All students should bring their own drinks (labelled).
- Our studio will be zoned to enable students social distancing.
- Students will enter the studio through the main studio door and exit through the office door.
- A member of staff will see the students in and out.
- Parents must come to the studio doors to collect students but please do not enter the building. It is so important that you are there to collect on time. If for some reason you cannot collect on time please txt / call us to let us know.



How do you feel today?

Parents, please make sure that your child is well when coming to the studio. If your child has a temperature, sore throat or cough, please do not send them in. It is up to each Parent to make responsible and considerate decisions to ensure that their child is well when attending classes. Temperatures will be checked at the studio.

-Our Studio floor, ballet barres , door handles , bathrooms etc will be cleaned regularly between classes.

Singing:

We will be taking great care during our Musical Theatre classes to carefully position and distance students at all times , especially when singing.

Parents, please take the time to talk to your children about distancing. I know our students will adapt well to our new procedures and be delighted to get back into our studio....which is for many of our Energy Plus Family , their home from home.

Payment:

Payment can be made through bank transfer, details available on request.

OR

Any cash payments must be placed in an envelope and labelled with STUDENTS name. This must be brought into the studio by the student. Receipts will be distributed the following week.



Our new studio is well ventilated and windows will be kept open. Please ensure that students have a warm top to wear.

I do hope that we will soon be able to welcome Parents back into our building. For the moment we must take extra care to keep numbers to a minimum. Please do not hesitate to contact me if you need to discuss anything.