



## **Handbook**

**This handbook is a compilation of all the  
information given on the  
Ministry of Dance Website**

[www.ministryofdance.co.uk](http://www.ministryofdance.co.uk)

**Tel: 01858 461017**



## Contents

Homepage .....	3
Sophie Williams – Dance Mentor .....	4
Ethos .....	6
Vision.....	7
Location .....	8
Early Years Aged 3-4 .....	9
Juniors 1 (Aged 5-7 years) .....	11
Juniors 2 (8-10 yrs) .....	12
Inters (11-13 yrs).....	13
Seniors (14-20 yrs).....	14
Adult (21+).....	15
Register for a place .....	16
Timetable from September 2010.....	17
Calendar 2010.....	18
Guidelines for Students, Parents and Carers .....	19
Professional Code of Conduct.....	24
Fees and Payments .....	32
Child Protection Policy .....	33
Health and Safety Policy .....	37



## Homepage

*Welcome to Ministry of Dance*

I would like to personally welcome you to Ministry Of Dance which started in September 2009. Classes take place at Beauchamp College, Oadby, Leicestershire in its fantastic brand new dance studio. This facility – one of the best in Leicestershire – has a first class sound system, is fully mirrored, barred and has a sprung dance floor.

“Positive Passion for Dance” is what makes me tick. Discipline, structure and hard work are all important, but underneath it is sharing my passion and belief in dance that makes Ministry of Dance unique.

All classes are grounded on technical training using core syllabus material adapted to suit the abilities of the students. All jazz classes involve choreographic jazz – a flexible mix of styles and expression designed to challenge the students’ creativity.

Before you can join a class, you need to [register your details](#) and please read carefully the information about [timetables](#), [holiday dates](#), [uniform](#), [fees](#) and [policies](#). If you find it easier, you can download all of this material in one document by [clicking here](#).

I look forward to being able to share my positive passion for dance with you and please do not hesitate to contact me on 01858 461017 if you have any queries.

Thank you  
Sophie Williams



## Sophie Williams – Dance Mentor

Dance has been the centre of my life since the age of 4. I am totally passionate about dance and throughout my life whether learning to dance, dancing professionally or now teaching dance, the greatest reward has been sharing my passion with others. As a teacher, being able to give something back and pass on what I know, encouraging and mentoring children and students towards their dreams is a real privilege.

I never really felt comfortable at school, I wasn't academic, and it wasn't until I found dance that I really found out who I was. The biggest thing I loved was performing and once I found that I knew what my future would be. At my childhood dance school, *Mayhew school of Dance in Northampton*, I had a fantastic teacher, *Lisa Cottrell*, who believed in me and challenged me and introduced me to Dance festivals and went on to become and still is a wonderful mentor. Lisa helped me to successes including the *Ruby Ginner Greek Awards*, gaining a *Bursary* for most talented dancer at *Nottingham Dance Festival* and the *All England Dance Finals, London*. These were all such fantastic performing opportunities which inspired me and something I hope to be able to give to my students too.

By the age of 13 I knew that I wanted to become a professional dancer and focused all my energy on getting to audition for Performing Arts College. I began my professional training at the age of 16 at *Doreen Birds College of Performing Arts* where after 2 years training I gained my professional qualifications in *Advanced I.S.T.D Ballet, Tap and Modern*.

I then won a supported place at *London Studio Centre* where I studied with some inspirational teachers including *Anita Young, Steven Mear and Teresa Kerr* going on to complete my *Diploma in Performing Arts*.

After incredibly valuable learning experiences working with *Belinda King and Miguel Ferreres* in cabaret and cruise work, culminating in pantomime with *Kim Gavin and Carole Todd* understudying *Britt Eckland*, I gained my full Equity membership and won a sought-after place in the cast of *Starlight Express* at the *Apollo* in London's West End.

At this point my dancing career dreams were shattered when an accident during a performance of *Starlight* led to 8 months of physiotherapy and finally major spinal surgery which brought professional dancing to an end.

It was a traumatic time but through every negative comes a positive and I found a new niche as an actor, presenter on television and radio working on *The Bill, Northants T.V, B.B.C Radio Northampton, Peterborough FM and Sky Sports*.



At this stage performing was everything, and teaching still not something I had considered. However through a variety of life changes and new opportunities including a move to Barbados I found myself starting to help and encourage other people and began to realise how rewarding this could be.

After an initial period teaching for *Harborough Academy of Performing Arts*, Duponts , Uppingham Community College and Centre Stage in Market Harborough, a parent encouraged me to set up my own school and Ministry of Dance was born.



## Ethos

I believe dance is a fantastic form of expression and communication. My experience through life has led me to believe that particularly children and adults who lack confidence can so benefit from the artistic medium of dance.

Not everybody is an academic or sports person. I myself am much better at tap dancing than maths, but finally we are in an age where different forms of ability and different types of learning ability are now recognised. Thank goodness and about time.

I do feel being a parent myself, that children in this day and age are very vulnerable. We hold huge responsibility towards what we teach our children. We must take great care in their nurture by supporting them where ever possible to achieve their dreams in whatever area they wish to follow.

Dance is an incredibly hard art form and one of the most challenging industries out there. I am not going to lead anyone down the garden path to believing they can achieve a professional performing career in the entertainment industry if I do not believe they have what it takes but I love to inspire people to dance, it's been my life and is always my passion.

I feel there are two paths to take. That of the keen dancer who can give the commitment, dedication and discipline to go on to become a professional and that of the student who will go to do something completely different, but uses dance in order to find their voice.

Both journeys are completely acceptable and my main aim is to make sure that all students are mentored and taught with care, consideration and enthusiasm, in a positive, fun, challenging, hard working and safe environment.



## Vision

This is what I would like to do and what I would like to achieve with Ministry of Dance:

- I would like Ministry of Dance to be a strong training ground where I can offer students mentoring and support to fulfil their potential to whatever level is right for them.
- I would like to hold 'Live Demonstration Classes' where essentially students perform their class work live on stage in front of an audience of family and friends.
- Performing is important and festivals are a great way to gain performing experience, so I want to offer that possibility – especially in the summer months
- On the back of the festival experience I want to build an annual showcase giving all students a chance to perform their work – whether they participate in festivals or not.
- I also want to broaden my student's horizons wherever I can by encouraging them to go on courses, see shows, get involved in performing and find ways to work with different teachers, styles, formats and choreography.



## Location

All classes take place at  
Beauchamp College  
Ridgeway  
Oadby  
Leicester  
LE2 5TP

Download PDF directions here or view map here

- All Ballet and Jazz dance classes take place in the '*dance studio*' in the *Applied Learning Centre*
- All Tap dance classes take place in the main hall opposite the main car park next to the Training centre.
- *Please do not hesitate to contact Sophie if you have any queries on 01858 461 017 07966 026239*



## Early Years Aged 3-4

You will probably find, especially with little girls that they naturally start dancing round your kitchen wanting to be a fairy from this age. The imagination, creativity and enthusiasm that come from children of this age are boundless.

This should so be encouraged; they are so sweet and the younger you start them the better they'll be. If they want to dance and they enjoy it you're half way there.

My class for this age group is on Saturdays.  
Dance Studio, Beauchamp College  
9.30 - 10.15 am  
A 45 min class at a cost of £4 per session.

It is a very creative class. We take on many characters from being ponies, to teddy bears going on a picnic, to fairies, to going on airplane journeys visiting all kinds of exciting lands.

I like to follow the children's lead wherever possible and as you can imagine we can go from building sand castles to making snowmen, the opportunities are endless.

Of course, through their enthusiasm, children of this age with their small life experience probably so far of pre-school, love to communicate with their voice. They have to be taught to keep their mouths silent and express themselves through movement and dance.

Technically young children will be learning dance through the similar routes of 'learning through play' in the educational system.

But most importantly they need to be heard, understood, having fun while being encouraged and supported through their dance class.

When bringing a new small child to dance with M.O.D.

- Please arrive at the dance studio well in advance (10 minutes or more) before class starting time.
- As there is another class following on, please pick up your child promptly from the studio door.
- Please make sure your child goes to the loo before or after class.



- For this age, please stay in the waiting area during the class. This is important from a safeguarding point of view plus, obviously if they need the loo during class they must go and as it is not possible for me to leave the class my assistant will bring your child to you.
- The youngest starting age is 3.
- Dancing isn't something that all children will take to. Things like separation anxiety can be an issue and so I am more than happy for parents to physically join in or sit quietly and watch if this will help to settle your child. In my experience, you should allow anything from 1 to 6 weeks as a settling in period.
- As part of settling in, you are welcome to pay cash for the first four weeks. If doing this, please put your cash or cheque in an envelope clearly marked with your child's name and the date.
- After four weeks, payment is by invoice paid termly up front.
- Once your child is happily settled, I do ask that parents wait outside in order not to distract the children.
- Food is not permitted in the studio but they may bring bottled water for hydration.
- It is very important that you leave all jewellery and small trinkets at home, however please do bring their favourite teddy/toy as we sing them a song before we say goodbye.
- When they start dancing, bring them in something comfortable - Joggers and a t-shirt are fine – and then once they are settled in please use the uniform guide to get hold of dancewear and footwear and I recommend Boo Boo's Dancewear in Kibworth on 0116 279 3902 who know what is needed.



## Juniors 1 (Aged 5-7 years)

Once your child reaches the age of 5 years the dance world opens up. They are now ready to experiment with *different genres of dance*.

You will find *Tap and Jazz* particularly interests them as they are now beginning to pick up on the world of *music*. Particularly *tap* due to the noise factor, it fascinates them.

*Jazz* is more funky and much more fun using all different types of up beat music so they really enjoy this genre.

*Ballet* of course is the classical basis of all forms of dance and gives the technical grounding to making a great dancer. The better their ballet the better the dancer.

I like to encourage all students to take ballet classes where ever possible but it is not compulsory as of yet.

*There are 3 classes for this age group*

*Tap is on Fridays  
In the main hall  
4.30 - 5.15 pm*

*Ballet and Jazz are together on Saturdays  
10.30 - 11.15 am (Ballet)  
11.15 - 12.30 pm (Jazz)*

All classes for this age group are *45 mins* in length.  
Cost *£4 per session*.

There is a *15 min break* at the end of the Jazz class *should you need to speak to me*. I feel open communication is very important and I like to keep the channels open so *please do not be afraid to approach me*.

*Your children are very important to me and I want them to be happy.*



## Juniors 2 (8-10 yrs)

This age group are really enthusiastic. By now they have so much more life experience and are really coming into their own.

The concentration and focus that this age group enables children to really get the basics under their belt along with their developing creative side. They are full of ideas and really keen to get an outlet to let these ideas flow free.

*All classes at this age are 1 hour in length.*

*Genres: Ballet, Jazz and Tap*

All of these classes will start with warm- up, into technical training exercises to develop body core strength, posture, muscle tone, co-ordination, flexibility.

The later part of the class will be given over to creative work which includes working on choreography and routines which varies every few weeks.

Essentially the creative time enables students to learn to pick up all sorts of styles and types of choreography, also allowing them a free reign to experience all different types of music and therefore different types of expression and development.

There are 3 classes for students of this age:

*Tap                      Fridays 5.15 - 6.15pm. Main Hall @ £5 per class*  
*Ballet Saturdays 12.15 - 1.15pm Dance Studio @ £5 per class*  
*Jazz                     Saturdays 1.15 - 2.15pm Dance Studio @ £5 per class*



## Inters (11-13 yrs)

<i>Ballet</i>	<i>Wednesdays , 5.00 - 6.00pm, Dance Studio @ £5 per class</i>
<i>Jazz</i>	<i>Wednesdays, 6.00 -7.00pm, Dance Studio @ £5 per class</i>
<i>Tap</i>	<i>Fridays, 6.15 -7.15pm, Main Hall @ £5 per class</i>

All classes will incorporate *technical training* and development for the first 30 mins followed by creative *choreography* for the later 30mins.

In *ballet* we get the chance to use *different types of music* and therefore use *different styles* of dance but keep it within the classical bracket. It gives chance to range from *Brave heart* to *Titanic* to *Tchaikovsky* to *Contemporary*.

This also applies with *Tap* which will range from Nina Simone, Ella Fitzgerald to Cole Porter. Mainly working around American style tap which is less structured than I.S.T.D and other syllabuses and works more on students maths ability, rhythm and style.

*Jazz* will incorporate all styles of jazz from street jazz / hip hop to theatre style.



## Seniors (14-20 yrs)

Classes for this age group are

<i>Tap</i>	<i>Fridays 7.15 -8.15pm, Main Hall @ £5 per class</i>
<i>Jazz</i>	<i>Saturdays 2.30 - 3.30pm, Dance Studio @ £5 per class</i>
<i>Ballet Grd7-8</i>	<i>Saturdays 12.15 - 1.15pm, Dance Studio @ £5 per class</i>
<i>Ballet Grd4-6</i>	<i>Saturdays 3.30 - 4.30pm, Dance Studio @ £5 per class</i>

All classes for this age group become more *disciplined* and more *open* in style as by now it is very necessary to up their training opportunities especially if they are contemplating a career in this industry.

As with all other age groups the first 30 mins is given over to essential *technical training* and the later is given over to *creative choreography*.

Classes for this age will work along a similar route to that of professional colleges where most classes follow an open class style.

This means that any type of choreography, steps, and styles will be constantly thrown at the students to see how quickly they can pick up this choreography therefore prepare them for auditions.

Students will also do a lot of strengthening and stretching work as this is so necessary to make them the best dancer they can be.

I also wish to pass choreography opportunities over to this age group so I may ask a keen and up in coming student choreographer to assist me within other classes with other age groups.

I am also keen to give opportunity to senior students to get involved in teaching and if I spot a student who seems to have a keen interest or natural ability with younger children I may look to take on this person as an assistant teacher.



## Adult (21+)

While adult dance classes are essentially something not to be taken too seriously, these classes are primarily for people who have danced before to a reasonable level who want to rekindle their passion and interest.

This class starts with warm up/ stretch/body conditioning and centre work, strengthening and abdominal work moving on to different types of routines set to challenge the brain and stimulate creative expression.

The last 30 mins of class is similar to that of the other students and will incorporate all different styles of dance changing from more funky stuff like Street Dance to Salsa.

*There is 1 class at present for adults*

*Wednesday Evenings 7.15 - 8.15pm, Dance Studio @ £5 per class.*



## Register for a place

Before starting a class you must register so that we hold all your details. I use the internet for this to keep administration and paperwork to a minimum, so appreciate your help with this.

Please use this form to give us the details we need to register a place in one of our classes.

Once you have registered, please contact me to agree a start date, and then pay cash on the day for the first month. At the end of the first month if you would like to continue, I will give you an invoice and payment thereafter is termly in advance by invoice.

If you would like to have a chat, please don't hesitate to contact Sophie by phone on 01858 461017 or 07966 026239



Ministry Of Dance

## Timetable from September 2010

For up to date information, please visit [www.ministryofdance.co.uk](http://www.ministryofdance.co.uk)

Tel: 01858 461017

<b>Saturday</b>				
<b>Time</b>	<b>Duration</b>	<b>Cost</b>	<b>Age</b>	<b>Genre</b>
9.30-10.15	45 mins	£4.00	Early Years	Ballet
Break				
10.30-11.15	45 mins	£4.00	Juniors 1	Ballet
11.15-12.00	45 mins	£4.00	Juniors 1	Jazz
Break				
12.15-1.15	1 hour	£5.00	Seniors Grades 7-8	Ballet
1.15-2.15	1 hour	£5.00	Juniors 2	Jazz
Break				
2.30-3.30	1 hour	£5.00	Seniors	Jazz
3.30-4.30	1 hour	£5.00	Seniors Grades 4-5	Ballet

<b>Wednesday</b>				
<b>Time</b>	<b>Duration</b>	<b>Cost</b>	<b>Age</b>	<b>Genre</b>
5.00-6.00	1 hour	£5.00	Inters	Ballet
6.00-7.00	1 hour	£5.00	Inters	Jazz
7.15-8.15	1 hour	£5.00	Adult	Jazz

<b>Friday</b>				
<b>Time</b>	<b>Duration</b>	<b>Cost</b>	<b>Age</b>	<b>Genre</b>
4.30-5.15	45 mins	£4.00	Juniors 1	Tap
5.15-6.15	1 hour	£5.00	Juniors 2	Tap
6.15-7.15	1 hour	£5.00	Inters	Tap
7.15-8.15	1 hour	£5.00	Seniors	Tap



# Calendar 2010

February 2010							March 2010							April 2010						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6		1	2	3	4	5	6				1	2	3	
7	8	9	10	11	12	13	7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	21	22	23	24	25	26	27	18	19	20	21	22	23	24
28							28	29	30	31				25	26	27	28	29	30	

  

May 2009							June 2010							July 2010						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5				1	2	3	
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			

  

September 2010							October 2010							November 2010						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4					1	2	1	2	3	4	5	6	7	
5	6	7	8	9	10	11	3	4	5	6	7	8	9	8	9	10	11	12	13	14
12	13	14	15	16	17	18	10	11	12	13	14	15	16	15	16	17	18	19	20	21
19	20	21	22	23	24	25	17	18	19	20	21	22	23	22	23	24	25	26	27	28
26	27	28	29	30			24	25	26	27	28	29	30	29	30					

  

December 2010						
S	M	T	W	T	F	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		

  

Key

- Classes on these days
- School holidays on these days



M i n i s t r y O f D a n c e

## Guidelines for Students, Parents and Carers

**For up to date information, please visit [www.ministryofdance.co.uk](http://www.ministryofdance.co.uk)**

**Tel: 01858 461017**

My main aim for Ministry Of Dance is to make sure that all students are mentored and taught with care, consideration and enthusiasm, in a positive, fun, challenging, hard working and safe environment.

Obviously there are certain rules and regulations that we must all abide by in order to help the ship to sail as smoothly as possible.

I would ask that you read these guidelines - which you can [download and print off here](#) so that you have all the information you may need and that students, parents / cares understand the few rules I have in order to make sure I can focus on my primary aim.

Any problems please do not hesitate to contact me either by phone on 01858 461 017 / 07796 026239 Or e-mail me at [sophiew@ministryofdance.co.uk](mailto:sophiew@ministryofdance.co.uk)

- [Registration and contact information](#)
- [Medical or Family Issues](#)
- [Absences](#)
- [Policies](#)
- [Dropping off and collecting](#)
- [Changing Facilities](#)
- [Toilets](#)
- [Belongings and the studio](#)
- [What to Wear - Early Years](#)
- [What to Wear - Juniors](#)
- [What to Wear - Inters](#)
- [What to Wear - Seniors](#)
- [Behaviour and Class Conduct](#)
- [Warnings/Discipline Sanctions](#)

### *Registration and contact information*

- You must complete the online registration form before becoming a student of Ministry Of Dance.
- Most importantly with home phone and mobile contacts (in case of emergency) e-mail and up to date address.
- It is essential for me to record these details and you must tell me straight away - preferably by e-mail - if any contact details change -such as new mobile phone numbers and so on.
- All details are confidential under the Data Protection Act.

### *Medical or Family issues*

- I need to know if a student has any specific medical conditions or special needs as their well being is paramount.
- I need to know if there are any family / stressful situations that may be affecting a student so that due care can be taken.
- Please record these confidential details in the appropriate place on the online registration form

Please don't hesitate to contact me by phone or e-mail or in person as these situations can sometimes be very delicate.

### *Absences*

If you are unable to attend a class, I would be grateful if you could let me know either by e-mail ([sophiew@ministryofdance.co.uk](mailto:sophiew@ministryofdance.co.uk)) or by text to 07966 026239



Please note I cannot usually answer my mobile during class  
In the event that a student is not able to attend a class, no refunds can be made.

## *Policies and Procedures*

Core policies and procedures can be found on the website [www.ministryofdance.co.uk](http://www.ministryofdance.co.uk)  
It is the responsibility of all students (where appropriate) and their parents / carers to access and study this information.  
If you are not able to access the website, please let me know so that a hard copy version can be provided of the relevant material.

## *Dropping off and collecting*

Many classes run back to back and it is therefore important that you help the smooth running of the classes by being punctual with arrival and pick up times.

Please could all parents/carers ensure that:

- Students arrive dressed and ready to participate in class
- Students arrive at the right time for their class
- Students are picked up at the right time for the end of class

Please drop off and pick up from the main studio doors.

Once students leave the studio they are the responsibility of parents/carers  
No supervision is provided outside the studio environment

In the event that a parent or carer is not present/late, children will wait with me in the studio until they are safely collected.

## *Changing Facilities and Waiting Area*

There is a changing room within the dance studio.

Please bring the bare essentials only (I suggest warm over clothing for when leaving, outdoor shoes, hydration and snack and relevant dance kit only.)

There is a waiting area available in the 'sixth form' building opposite the Applied Learning centre.

## *Toilets*

Please encourage all students to use the toilet facilities before or after class as supervision cannot be provided for toilet breaks during class.

To find the toilets, please leave the dance studio and go directly ahead through the swing doors into the learning area and you will see a washroom area on your left hand side.

The toilet facilities at Beauchamp College are 'Anti Bullying' – which you may not be used to – however please don't be worried of these facilities - Beauchamp are just ahead of the game in using best practice in this area.

The toilets are unisex and have transparent screens to the main washroom area – the idea being that during school time any problems can be dealt with swiftly.

## *Belongings and the Studio*

Please avoid bringing excess baggage and belongings with you to class.

- No valuables of any kind
- No Jewellery or Watches ( to avoid injury)
- No Trinkets or little things (they tend to get lost)
- No Mobile Phones / I Pods (please do not bring into the studio)

All that is really needed is you, appropriate clothing and change of shoes for which ever genre you are attending.

Early Years are invited to bring a Teddy bear with them to class which we use this to sing a little song before we go home.



M i n i s t r y O f D a n c e

No food or snacks are allowed in the dance studio

You may bring bottled water for hydration.

Please name all dance kit

### *Uniform / Hair*

There is no specific uniform just pink for the early years and black for all other age groups – however here are some guidelines to help you choose. My recommended supplier is Boo Boo's Dancewear Ltd in Kibworth ([www.booboosdancewear.co.uk](http://www.booboosdancewear.co.uk)) 0116 279 3902 – Cindy at Boo Boo's is very helpful and knows what Ministry of Dance guidelines are, but please feel free to use any dancewear shop you prefer.

## **Early Years (Aged 3-4)**

- Loose comfortable clothing, preferably joggers, t-shirt and bare feet while beginning. Favourite toy.
- If you already have dance kit and ballet shoes then please bring them in what you already have.
- If you wish to purchase dance kit I would like this age to wear pink.
- A basic ballet leotard (sleeves or sleeveless will be fine)
- Little pink skirt (either attached or separate)
- Pink leather ballet shoes with elastic to attach over the arch of the foot
- Ballet sock or white sock will be fine
- Hair must be tied up, preferably in a bun or at least in a pony tail so it is out of the face and off the neck.
- Do please ask for my help with shoes and hair if you need it.
- Make sure with shoes that they fit similar to a slipper, the shoe must not pinch the foot or curl the toes and neither must they be like flippers.

## **Juniors 1 (5-7yrs) and Juniors 2 (8-10yrs)**

If these age groups take ballet and jazz together I suggest:

- Pink tights with hole underneath foot (so they can roll up to calve, change shoes for jazz and save time on changing different uniforms for different genres)
- Black Leotard (any style you wish)
- Black lycra shorts to go over ballet kit ready for jazz
- Pink canvas ballet shoe with elastic to attach over arch of the foot.
- Hair must NOT be worn down. Please tie up preferably in a bun for ballet but at least in a pony tail so it is off the face and neck.
- Black Spilt sole jazz shoe (any style)
- If attending jazz / tap you may wear whatever black dance kit you like but I must be able to see their bodies from a posture/ technique point of view
- Tap shoes, black lace up or Velcro (not too high a heel)

## **Inters (11 - 13 yrs) and Seniors (14+)**

- Same kit as above you have free artistic license to wear whatever you would like as long as it is black!
- But please always carry a dressing gown belt / trouser belt/ yoga band to use in ballet / jazz class for stretching hamstring muscles
- Baggies may only be worn for warm up then removed so correct technique can be seen.

## **Adults (21+)**

Please wear anything you find easy to move in. Preferably black joggers, black top, bare feet or soft dance shoe like a jazz shoe.



## General Notes

*Please Note:*

You must name all dance kit as belongings constantly get lost and I cannot take responsibility for items if they are not named.

For younger children, the new Velcro tap shoe is brilliant and saves time on tying shoe laces.

Do get advice from myself or your local dancewear supplier on correctly fitted ballet shoes

If you need help learning how to do a bun, please do speak to me.

- You will need, hair band, hair pins, hair net.
- Brush hair into pony tail at the centre back of the head slightly above the ear line.
- Twist pony tail, then wrap pony tail around hair band area making a bun shape. Use hair pins (not grips) to secure bun to head. Place hair net over bun to add extra security. Hairspray to hold in place.
- If a student has 'bob' length hair, then just a hair band would be great to hold hair out of face.

## *Behaviour and Class Conduct*

- On entering the studio I ask that all students behave in a mature and respectful manner.
- Students must start warming up and stretching before class begins so they are ready mentally to start class
- Students must learn to respect themselves and their fellow students. The principle being that we are here to learn to dance and work hard not have a mothers meeting.
- Students need to learn to communicate and express through dance rather than their mouths.
- Eyes and ears are incredible learning tools, especially in dance. They need to learn to listen with their ears and look with their eyes in order to pick up correct technique and every smallest detail in choreography.
- Students also need to learn to watch their respective peers as so much can be learnt just through watching.
- I really want students to feel they can approach me. Do not be afraid to speak to your teacher. We all learn and pick up at different speeds. It is never a problem to have to repeat something or re-teach a step, it is part of learning and part of learning to pick up steps correctly.
- I do ask that during class time questions try to stay relatable to dance, breaks are for telling me about your auntie.

## *Warnings / Discipline Sanctions*

- It is very important to me that your children have fun through dance but you need to consider the commitment it can involve particularly when it comes to attendance, competitions, festivals and shows.
- All require extra taxi services, time, money and rehearsals.
- A certain level of behaviour and hard work comes with the discipline of learning to dance so certain codes of conduct need to be adhered to.
- Generally I don't like to shout. I do not believe this is the correct way to 'enhance' students self-believe and confidence and do feel this is quite an old fashioned way of teaching.
- Of course sometimes this may be necessary.
- If a student's behaviour is causing me concern I work on a 3 warning system.
- They are warned *once*, then if they don't settle, they are then warned *twice* and if they cannot adhere to what I am asking then they will be given a *third* warning and asked to sit out and watch until I feel they are ready to join in again
- If there was a serious behaviour problem then I would wish to discuss this personally between ourselves as to what best suits the particular individual. They may have to be excluded until we can come to an agreement.
- *Unacceptable behaviour involves lack of respect, messing about, not listening, not concentrating or distraction of fellow pupils.*
- This kind of behaviour cannot be tolerated and can be tiresome and disappointing



- *Everyone needs to work together to make a constructive, happy, positive atmosphere.*

Last updated, February 2010



## Professional Code of Conduct

For up to date information, please visit [www.ministryofdance.co.uk](http://www.ministryofdance.co.uk)  
Tel: 01858 461017

Ministry of Dance is working towards membership of the Council for Dance Education and Training which exists to advise and provide guidelines for professional dance schools in the UK.

As part of this we have adopted the CDET Code of Professional Conduct and Practice for Teachers of Dance 2008-2009 which is attached and seek to abide by the fundamental principles of

- Integrity
- Objectivity
- Competency
- Due Skill and Diligency
- Courtesy and Consideration

Sophie M Williams  
April 2009



## **Code of Professional Conduct and Practice for Teachers of Dance**

This is a recommended Code of Professional Conduct and Practice prepared by the Council for Dance Education and Training to guide dance teachers on issues of good practice. It is endorsed by the dance teaching organisations in its membership and will be reviewed every two years. For more detailed information on standards of good practice see *Dance Teaching Essentials*, published by and available from Dance UK, priced £7.50.

### **Fundamental Principles**

A teacher should:

- behave with integrity in all professional and business relationships. Integrity implies not merely honesty but fair dealing, courtesy and consideration.
- strive for objectivity in all professional and business judgements.
- not accept a teaching post or undertake work for which he or she is not competent or qualified.
- carry out his or her professional work with due skill, care and proper regard for the technical and professional standards expected of him or her.

#### *Integrity*

A teacher should:

- uphold and enhance the good standard and reputation of the profession.
- work in a collaborative and co-operative manner with other dance professionals and organisations.
- not attempt to influence or intimidate any examiner at any examination or a judge at a competition.

#### *Objectivity*

A teacher should:

- work in an open and co-operative manner with students and families.
- ensure that students are not discriminated against on the grounds of sex, race, colour, religion, age, disability, national or social origin or other status.



### *Competency*

A teacher should:

- acknowledge any limitations in his/her knowledge and competency and take steps to practice in a fully skilled manner.
- assist professional colleagues, in the context of his or her own knowledge, experience and sphere of responsibility, to develop their professional competence.
- undertake continuing professional development to ensure knowledge and practice remains current as required by his or her individual awarding body(ies) and/or employers.

### *Due skill and diligence*

A teacher should ensure that no action or omission on his or her part, or within his or her sphere of responsibility, is detrimental to the interests or safety of students.

### *Courtesy and consideration*

A teacher should:

- always act in such a manner as to promote and safeguard the interests and well-being of students.
- justify student trust and confidence.

## **Confidentiality**

A teacher should ensure that confidential information obtained in the course of his or her professional work should not be used for personal advantage or be disclosed without the consent of the pupil or parent, except where there is a legal right or duty to disclose. A teacher should be aware of and abide by current data protection legislation.

## **Publicity**

- A teacher may seek publicity for his or her own services, and advertise his or her services, achievements and school in any way consistent with the dignity of the profession.
- A teacher should, under no circumstances, promote his or her services, or the services of another teacher, in such a way, or to such an extent, that amounts to harassment of the prospective pupil or parent.
- A teacher should not publish, or cause to be published, any notice, newspaper, advertisement or any other matter likely to damage the standing of the profession or to damage or depreciate the reputation of any colleague.
- Promotional material may contain any factual statement, the truth of which a teacher is able to justify, but should not make any disparaging references to, or disparaging comparisons with, the services of others.



## Teaching names

- A teacher may teach under whatever name or title he or she sees fit.
- A teaching name should not be misleading.
- A teacher should not use any title, description or designatory letters to which he or she is not entitled.

## Statutory Requirements

A teacher should:

- comply with all statutory requirements affecting health and safety at work.
- ensure the provision of adequate public/products liability insurance and employer liability insurance.
- comply with all the statutory requirements affecting the running of the business, including registration of names, income tax, value added tax and any other matter required by law.
- ensure that he or she is in accordance with the law with regard to copyright, recording, public performance and other matters concerning printed matter and recorded music related to their work.

## Health and safety

A teacher should:

- ensure that classes are of a size appropriate to the levels and techniques being taught and the space being used. Students in each class should be of compatible age and/or standard.
- be aware of developments in Child Protection legislation and undertake Criminal Records Bureau enhanced disclosure as required.
- ensure that teaching facilities are adequately maintained and provide:
  - 1 suitable flooring appropriate to the technique taught, with a clean, safe surface; to minimise the risk of injury;
  - 2 adequate heating levels and ventilation;
  - 3 suitable, secure and safe area for changing.
- abide by Health and Safety statutory legislation requirements, understand his or her responsibility in case of a medical emergency and keep records in an accident book.
- ensure that all fire regulations are displayed and adhered to.



## **Data Protection**

A teacher should behave in accordance with sound data protection principles; currently these are the eight data protection principles of The Data Protection Act 1998. These principles are summarised in Appendix A.

## **Standards of good practice for the relationship between teacher and student for principals of dance schools, studio principals and individual teachers should:**

- have written, clearly defined aims and objectives setting out the broad goals to be achieved by the school. A similar set of objectives will be stated which outline the benefits a pupil can expect to receive through the teaching staff's conscientious implementation of them. A teacher should have a written health and injury prevention and child protection policy.
- employ teaching staff with experience and qualifications appropriate to the levels and techniques to be taught. Student teachers should be trained and supervised to ensure maintenance of the school's teaching standards.
- conform to sound business practice.
- apply appropriate teaching aims and assessment procedures to students.
- ensure that students and families have ample opportunity to communicate with their teachers.
- use adequate and flexible teaching skills to create a productive learning environment.

Individual teachers will:

- 1 encourage communication between student and him/herself and other students.
  - 2 communicate a love of dance and encourage the art of dance.
  - 3 demonstrate professional attitudes, including punctuality, reliability and responsible care of students.
  - 4 develop self-discipline and self motivation in the students.
  - 5 transmit general concepts of movement in addition to those of a particular dance style.
  - 6 develop in the students an appreciation of the characteristic style of each specific discipline taught.
- recognise and develop each student's potential and offer appropriate guidance for further progress.



- recognise physical differences and limitations and different learning styles, modifying the teaching and seeking advice where necessary. The teaching and choreography must be anatomically safe, and physical corrections must be attempted in a careful and sensitive manner.
- uphold the rules of their dance teaching society/organisation.

### **The Council for Dance Education and Training. March 2008**



## Appendix A

### The eight principles of the Data Protection Act 1998

The eight principles of the Data Protection Act 1998 may be summarised thus. All data recorded by dance teachers concerning individuals with whom they come into contact (be they child or adult) must be:

- 1 fairly and lawfully processed
- 2 processed for limited purposes
- 3 adequate, relevant and not excessive
- 4 accurate
- 5 not kept longer than necessary
- 6 processed in accordance with the data subjects' rights
- 7 secure
- 8 not transferred to countries outside the European Economic Area (EEA) without adequate protection

**Notification** – In certain circumstances (but not all) dance teachers need to register with the Information Commission.

A dance teacher (the data controller) who holds personal data manually (i.e. not stored on a computer) is exempt from registration. All dance teachers, however, must comply with the eight principles of the Data Protection Act 1998.

A dance teacher who holds personal data on computer or other electronic means **may** be required to register with the Information Commission depending on the data held and the purpose/s for which it is held. If, for example, personal data is only stored for the dance teacher's accounting purposes and record keeping then it might be that registration is not required. This should always be confirmed with the Notification helpline on 01625 545740

A dance teacher who holds any health-related information electronically (e.g. on a computer, word processor etc) must, without exception register with the Information Commission.

In summary:

- Where records held are 100% manually (i.e. not on a computer) there is no need to register with the Information Commission.
- If any information is held electronically then notification (registration) **may** be required except where data held is health-related when notification is **compulsory**.

Notification: Registration is £35 annually

Information Commissioner's Website: [www.ico.gov.uk](http://www.ico.gov.uk)

Notification helpline: 01625 545740





## Fees and Payments

For up to date information, please visit [www.ministryofdance.co.uk](http://www.ministryofdance.co.uk)  
Tel: 01858 461017

### Introduction

This document sets out the terms and conditions for fees and payments for classes in the academic year September 2009 through to July 2010.

### Fees

Fees are set as follows:

One hour class: £5.00

45 minute class: £4.00

### Payment Terms

Fees are payable on invoice, termly in advance.

Terms for 2009-10 work as follows:

- Term 1 – Wednesdays, 14 sessions, Fridays and Saturdays 15 sessions
- Term 2 – Wednesdays, Fridays and Saturdays 11 sessions
- Term 3 – Wednesdays, Fridays and Saturdays 13 sessions

Payment may be made by cheque made payable to Sophie Williams or by cash  
We are unable to accept credit cards or electronic payment.

### Cancellation

Individual sessions missed through reasons of ill health etc will not be refundable.

If a student wishes to stop a class altogether, they must give a minimum of two weeks' notice in writing.



## Child Protection Policy

For up to date information, please visit [www.ministryofdance.co.uk](http://www.ministryofdance.co.uk)

Tel: 01858 461017

### Ministry of Dance believes that:

- The welfare of children is paramount.
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or 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.
- All staff (paid/voluntary) working in dance have a responsibility to report concerns to the appropriate officer.

### Policy Statement

Ministry of Dance has a duty of care to safeguard all children involved in dance from harm. All children have a right to protection and the needs of disabled children and others who may be particularly vulnerable must be taken into account. Ministry of Dance will ensure the safety and protection of all children involved in dance through adherence to the Child Protection guidelines adopted by Ministry of Dance.

A child is defined as under 18 according to The Children Act 1989.

### Policy Aims

The aim of the Ministry of Dance Child Protection Policy is to promote good practice:

- Providing children and young people with appropriate safety and protection whilst in the care of Ministry of Dance.
- Allow all staff/volunteers to make informed and confident responses to specific child protection issues.



## Promoting good practice

Ministry of Dance will encourage the following:

- Always working in an open environment where possible (e.g. avoid private or unobserved situations and encouraging an open environment i.e. no secrets).
- Treating all young people equally, and with respect and dignity.
- Always putting the welfare of each young person first, before winning or achieving goals.
- Maintaining a safe and appropriate distance with dancers (e.g. it is not appropriate to have an intimate relationship with a child or to share a room with them).
- Building balanced relationships based on mutual trust which empowers children to share in the decision making process.
- Making dance fun, enjoyable and promoting fair play.
- Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the ISTD. Care is needed, as it is difficult to maintain hand positions when the child is constantly moving. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered.
- Keeping up to date with the technical skills, qualifications and insurance in dance.
- Involving parents/carers wherever possible (e.g. for the responsibility of their children in the changing rooms). If groups have to be supervised in the changing rooms, always ensure parents/teachers/officials work in pairs.
- Ensuring that if mixed teams are taken away, a male and female member of staff should always accompany them. (NB however, same gender abuse can also occur).
- Ensuring that at festivals/residential events, adults should not enter children's rooms or invite children into their rooms.
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of young people.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developments, needs and capacity of young people - avoiding excessive training or competition and not pushing them against their will.
- Securing parental consent in writing to act in loco parentis, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.
- Requesting written parental consent if dance centre officials are required to transport young people in their cars.

## Practice to be avoided

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable they should only occur with the full knowledge and consent of someone in charge in the Dance School or the child's parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to collect a child at the end of a session.

- Avoid spending excessive amounts of time alone with children away from others.
- Avoid taking children to your home where they will be alone with you.



## **Practice never to be sanctioned**

The following should never be sanctioned. You should never:

- Engage in rough, physical or sexually provocative games, including horseplay.
- Share a room with a child.
- Allow or engage in any form of inappropriate touching.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Reduce a child to tears as a form of control.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for children that they can do for themselves.
- Invite or allow children to stay at your home unsupervised.

## **Guidelines for use of photographic filming at dance events**

There is evidence that some people have used dance events as an opportunity to take inappropriate photographs or film footage of young and disabled dancers in vulnerable positions. Therefore, photographing and videoing of pupils will not be allowed where any parent makes a specific objection to this at any event run by Ministry of Dance.

Videoing as a training aid: there is no intention to prevent teachers using video equipment as a legitimate coaching aid. However, dancers and their parents/carers should be aware that this is part of the coaching programme and care should be taken in the storage of such films.

## **Recruitment and selecting staff and volunteers**

Ministry of Dance recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure that unsuitable people are prevented from working with children. When undertaking pre selection checks the following should be included:

- All volunteers/staff should complete an application form. This will elicit information about an applicant's past and a self disclosure about any criminal record
- The applicant should also provide an appropriate, up to date CRB check.
- Evidence of identity (passport or driving licence with photo)

## **Responding to suspicions or allegations**

It is not the responsibility of anyone working within Ministry of Dance in a paid or unpaid capacity to take responsibility or to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities.

Ministry of Dance will assure all staff/volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is or may be abusing a child.

When there is a complaint against a member of staff there may be three types of investigation:

- A criminal investigation



- A child protection investigation
- A disciplinary or misconduct investigation

The results of the police and child protection investigation may well influence the disciplinary investigation, but not necessarily.

### **Suspected abuse**

Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to the principal who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk

### **Action to help the victim and prevent bullying in dance**

- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns. Help the victim to speak out and tell the person in charge or someone in authority. Create an open environment.
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully/ies separately.
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.
- Keep records of what is said (what happened by whom, when etc).
- Report any concerns to the Principal.

### **Action towards bullies**

- Talk with the bully/ies, explain the situation and try to get the bully/ies to understand the consequences of their behaviour. Seek an apology to the victim/s.
- Inform the bully's parents.
- Insist on the return of borrowed items and that the bully/ies compensate the victim.
- Provide support for the teacher of the victim.
- Impose sanctions as necessary.
- Encourage and support the bully/ies to change behaviour.
- Hold meetings with the families to report on progress.
- Inform all Ministry of Dance members of action taken.
- Keep a written record of action taken.

Sophie M Williams  
Ministry of Dance

April 2009



## Health and Safety Policy

For up to date information, please visit [www.ministryofdance.co.uk](http://www.ministryofdance.co.uk)  
Tel: 01858 461017

### Statement of general policy

Ministry of Dance is committed:

- to continually assessing the health and safety risks arising from our work activities
- to providing adequate control of those health and safety risks
- to consulting with all collaborators on matters affecting health and safety
- to ensuring all collaborators are competent to do their tasks
- to providing information, instruction and supervision on matters of health and safety where necessary
- to preventing accidents and cases of work-related ill health
- to maintaining safe and healthy working conditions
- to reviewing and revising this policy as necessary at regular intervals

What follows are the general guidelines to which members of Ministry of Dance will adhere in order to provide as safe and as healthy an environment as is practicable for all who work with the company.

The day to day running of the company will take place within three main environments:

- Dance studios
- Theatres
- Schools

Before commencing work within each new environment Ministry of Dance will require health and safety policies to be exchanged with the proposed working environment and will carry out a risk assessment of the proposed venue, familiarizing themselves with fire safety procedures and first aid facilities.

Ministry of Dance will not work in an environment where health and safety risks are thought to have been inadequately considered and provided for.

### Responsibilities

Overall and final responsibility for the health and safety of Ministry of Dance teachers and students is that of the Company Director, Sophie Williams, who must:

- carry out risk assessments



- make arrangements for implementing the health and safety measures identified as being necessary by the assessment (setting up emergency procedures, providing adequate first aid facilities, providing health surveillance as appropriate)
- ensure that all company members/collaborators are made aware of those health and safety measures
- review these assessments every year, or when work activity/environment changes, whichever is soonest report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority in accordance with RIDDOR (<http://www.riddor.gov.uk>).

RIDDOR requires the reporting of deaths, major injuries, accidents resulting in over three day injury, diseases, dangerous occurrences and gas incidents. As Ministry of Dance does not have its own premises, it is our responsibility to comply with RIDDOR by informing the owners of the premises on which we work about any occurrences of the above. In addition to this, Ministry of Dance will keep a record of these occurrences, which will include the date and method of reporting, the date, time and place of the occurrence, the personal details of those involved, and the nature of the occurrence.

In addition, all individuals associated with the day to day running of the company are responsible for ensuring that safe methods of work exist, and are implemented:

- taking reasonable care for their own health and safety and that of others who may be affected by what they do or do not do
- co-operating on all matters of health and safety
- reporting all health and safety concerns to the Company Director
- not interfering with anything provided to safeguard their health and safety

### **3. Fire Safety**

Overall responsibility for safe evacuation of Ministry of Dance staff and students from all working environments is that of Company Director, Sophie Williams.

All members of green bean dance will familiarize themselves with the evacuation procedures for each working environment, and comply with those procedures in the event of fire.

When working in schools, Ministry of Dance will require a school representative to take charge if it becomes necessary to evacuate school pupils from the working environment.

Ministry of Dance staff will only assist in the evacuation of school pupils if they are instructed to do so by the school representative.

### **4. First Aid**



Company Director, Sophie Williams, is the Appointed First Aider for the company and is working towards a formal First Aid Qualification.

As the Appointed First Aider, she must:

- identify Certified First Aiders within the working environment
- provide support to those Certified First Aiders where necessary
- take charge in the event of illness or accident, where a fully qualified First Aider is unavailable
- familiarise herself and staff members with the location of first aid facilities in each working environment.

In addition, the Appointed First Aider will

- carry a first aid kit solely for the use of Ministry of Dance.
- keep a record of all first aid cases treated

Where neither a Certified First Aider nor the company's Appointed First Aider is available and there is an immediate need for first aid treatment, the necessary action should be taken by whoever is available at the time.

In all but the most trivial cases, expert help should be obtained as soon as is possible.

In case of doubt about any accident, it is essential to call a Doctor or Ambulance.

It is not normally the function of Ministry of Dance's Appointed First Aider to deal with illnesses of students, except where it is necessary to preserve life and minimise the consequences of an illness until medical help is obtained.

When working in schools, Ministry of Dance will require a school representative to take charge if it becomes necessary to administer prescribed medication to a pupil. No member of the company will take responsibility for administering medication to children.

## **5. The working environment**

The day to day running of the company will take place within three main environments:

- Dance studios
- Theatres
- Schools

In each of these working environments, Company Director Sophie Williams will be responsible for assessing the suitability of the following:

### **Space**



- Is the space safe and clear enough to work in? Can any obstacles be removed safely from the space?
- Is the space large enough to accommodate all of those who will be working in it?
- Is the space accessible?
- Are all emergency exits clearly marked and not blocked?

### **Floors**

- Is the flooring suitable for the activity being undertaken? Floors should ideally be sprung, and should not be carpeted.
- Is the floor clean and well-maintained, e.g. without splinters, and without loose floorboards/floor tiles?
- Has the floor been recently cleaned or polished? If so, the area should have been left to thoroughly dry and a hazard warning sign must be displayed as necessary.

### **Ventilation, temperature and lighting**

- Is the working area well-ventilated and well-lit?
- Can the temperature of the working environment be controlled?

### **Adjacent sanitary, washing and changing facilities**

- Are adjacent toilets/changing rooms/rest areas clean and well-kept?
- Are these areas available for company use?
- Are these areas easily accessible?

### **Electrical equipment**

- Is electrical equipment regularly tested by a qualified electrician?
- How recently has electrical sound or recording equipment been tested?
- Is the working area clear of all cables and wires?

### **Behaviour in the work place**

All staff and students within Ministry of Dance are responsible for ensuring safe, respectful practice in the work place:

#### **In rehearsal and performance**

- Wearing suitable clothing
- Having bare feet/wearing shoes as appropriate
- Wearing protective clothing such as knee pads (as necessary for the individual and for the nature of the work)
- Taking responsibility for appropriate warm-up/cool-down
- Taking care of others moving in the space
- Working at all times to prevent injury.



- Staff and students and where appropriate their parents or carers must inform the Company Director if they are concerned about the risk of injury. The Company Director must take measures to reduce the risk of injury e.g. allowing ample time for thorough warmup/cool-down, ensuring company members take regular breaks, intervening where there is any concern that a company member is insufficiently trained to be attempting a certain activity (such as lifts)
- Where injury may occur, Ministry of Dance expects that its staff and students will treat injuries responsibly e.g. seeking advice from a registered physiotherapist, informing the Company Director of any problems, not undertaking further classes/rehearsal/performance where this might inhibit the healing process
- Commenting honestly and criticising sensitively throughout the rehearsal process

Last updated, April 2009