



# **DANCE EXPRESSION STUDIOS HANDBOOK**

# WELCOME

We are delighted to welcome you to DANCE  
EXPRESSION STUDIOS



At Dance Expression Studios we pride ourselves on maintaining the highest standards of dance training. In a supportive and encouraging environment, we strive to motivate each student to reach their full potential.

Our mission at Dance Expression Studios is to provide students of all levels with more than just dance classes, but a unique environment in which students can grow both mentally and physically as dancers. Our highly trained and skilled teachers have a wealth of experience in teaching and performing various styles and techniques.

We are very excited to meet you and help you/your child to bloom in something they love to do!

Please do not hesitate to contact me if you have any questions/queries!

COURTENAY DUNN  
Principal

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# STAFF



PRINCIPAL  
COURTENAY DUNN A.I.S.T.D



TEACHER  
FARRAH FIELD



ASSISTANT  
RUBY



ASSISTANT  
JOYCE



ASSISTANT  
CONNIE



ASSISTANT  
AVA

**DANCE EXPRESSION STUDIOS**

07778009114

[info@danceexpressionstudios.co.uk](mailto:info@danceexpressionstudios.co.uk)

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

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# ABOUT US

Dance Expression Studios is a young, fresh and vibrant Dance School in Essex that opened in September 2021.

We pride ourselves on the achievement of our pupils and their enjoyment of dance.

You want the best for your child and so do we! At DES we strive to equip our students with the skills they will need to fulfil their dreams and ambitions, by instilling values that go beyond the dance studio. We realise that not every student will pursue a career in the performing arts but we believe that the skills developed through learning to dance will last a lifetime and give every student the edge in whatever career they chose.

In our well structured and dynamic classes our students will not only benefit from a wealth of knowledge delivered by our highly qualified and experienced teachers, they will:

- Make friendships that last a lifetime
- Have fun & feel part of the DES family
- Develop poise, good posture & fitness
- Improve flexibility, strength, balance, co-ordination & endurance
- Understand the importance of having a strong foundation; mastering core techniques & new skills
- Learn discipline, resilience & perseverance





# CLASSES

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## BALLET

Learning Ballet at Dance Expression Studios is a journey which typically starts from the the age of 2.5 years old when we introduce the first ballet steps in the context of stories and imagery to stimulate imagination.

Our objectives are always to ensure a caring and fun loving environment whilst developing the building blocks of dance.

From reception age, we introduce the Primary Standard syllabus of the Imperial Society of Teachers of Dancing (ISTD) and gradually prepare your child for an optional first Ballet exam that can be taken once they reach the age of 6 years old and are of the standard required.

Exams are not compulsory, but we do encourage parents to have their child's progress recognised through the ISTD examination board. Preparing for exams instills a sense of purpose, setting goals to work towards and ultimately being rewarded with a certificate in that grade. Higher Grades achieved also count in points on the UCAS tariff for entry into higher education and university.

## TAP

Tap is a great dance form to learn as it combines a love of dance, music and performance. It teaches the dancer about choreography, improvisation and syncopation.

You'll love finding your inner rhythm and improving your sense for finding the beats and patterns in music. It requires a lot of aerobic movement and weight shift which improves your fitness, coordination, balance, and core control.

Tap dance can be adapted for any age or fitness level, from young children to senior citizens and everyone in between. Tap steps are complex. Learning, practising, and putting them together is great exercise for your brain. It doesn't matter how old you are, making noise just feels good!

At Dance Expression Studios we start Tap from the age of 2.5 years old in our preschool combo classes and from Reception age we follow the ISTD syllabus and examinations are optional once the child reaches the age of 6 and their technique is if the required standard.



# CLASSES

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## MODERN

Our Modern classes at Dance Expression Studios follow the ISTD curriculum. It is an energetic dance style with theatrical qualities as seen in musical productions.

The Syllabus combines musical theatre, jazz and lyrical dance and teaches you movements from high kicks to leaps and turns! In class we work on strength and flexibility as well as performance skills and musicality. We offer the opportunity to take exams at the teachers' discretion.

## ACRO

Acro dancing is a unique genre of dance that encompasses an exciting mix of acrobatics and contemporary dance. It has recently gained popularity from acrobatic and circus shows such as Cirque du Soleil.

Acro dance is comprised of athleticism, balance, limbering and tumbling, while increasing the body's contortion ability, strength and flexibility. These elements help make you stronger which will help you refine your form and keep control, especially when holding your own body weight.

Unlike gymnastics, acro dance blends the dance and acrobatic elements seamlessly, without pause and without the help of a sprung floor. It can either be fast-paced and energetic or slow and expressive, but it is choreographed in a fluid dance style, where acrobatics and dance work together harmoniously.

We follow the Acrobatic Arts syllabus and are the only certified studio in the area!

## JAZZ

Our Jazz Combo Dance Classes are the ideal way to develop well-rounded dance skills.

Lively, energetic, and creatively diverse, Jazz combines styles and techniques from a variety of popular dance forms.

Ranging from street dance to musical theatre to lyrical contemporary this class is the perfect choice for those who want to experience different dance styles without the cost of paying for multiple classes.

As well as learning various dance styles, this class also improves fitness, coordination and flexibility. Students learn fun combinations of leaps, turns, isolations and floor work.

Jazz gives students an opportunity to dance to popular music and develop their own personality.

Build confidence, technical ability and performance quality by trying a Jazz Combo class at DES!



# VENUES

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## WRITTLE CHRISTIAN CENTRE



## HIGH ONGAR VILLAGE HALL



## HIGHWOOD VILLAGE HALL



# TIMETABLE

## TUESDAYS

Time	Class	Approx Age	Venue	Teacher
4:00-4:45pm	Preschool Combo (Tap & Ballet)	Preschool (Age 2.5-4)	Writtle	Courtenay
4:45-5:45pm	Pre Primary Combo (Tap, Ballet & Modern)	Reception, Year 1	Writtle	Courtenay
5:45-6:45pm	Private Lesson	n/a	Writtle	Courtenay

## WEDNESDAYS

Time	Class	Approx Age	Venue	Teacher
4:00-4:30pm	Primary/Level 1 Acro	Preschool, Reception, Year 1	Highwood	Courtenay
4:30-5:00pm	Primary/Grade 1 Tap	Year 2, Year 3	Highwood	Courtenay
5:00-5:30pm	Primary Ballet	Year 2, Year 3	Highwood	Courtenay
5:30-6:00pm	Grade 1/2 Modern	Year 2, Year 3	Highwood	Courtenay
6:00-6:45pm	Level 2/3 Acro	Year 2, Year 3, Year 4	Highwood	Courtenay

## THURSDAYS

Time	Class	Approx Age	Venue	Teacher
4:00-4:30pm	Mini Jazz Combo	Preschool, Reception, Year 1, Year 2	High Ongar	Farrah
4:30-5:15pm	Junior Jazz Combo	Year 3 - Year 6	High Ongar	Farrah
5:15-6:00pm	Senior Jazz Combo	Year 7+	High Ongar	Farrah

## FRIDAYS

Time	Class	Approx Age	Venue	Teacher
4:00-4:30pm	Primary/Level 1 Acro	Preschool, Reception, Year 1	High Ongar	Courtenay
4:30-5:15pm	Level 2/3 Acro	Year 2, Year 3, Year 4	High Ongar	Courtenay
5:15-5:45pm	Tumbling	Level 2 Acro +	High Ongar	Courtenay
5:45-6:30pm	Level 4/5 Acro	Year 5, Year 6, Year 7	High Ongar	Courtenay





# FEE STRUCTURE

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## **Fees**

30 Minute Class - £5.50 a week

45 Minute Class - £6.00 a week

60 Minute Class - £6.50 a week

## **Multi-Class Discount**

3 classes a week – 5% discount on total invoice

4 or more classes a week – 10% discount on total invoice

**Registration Fee £10**

# UNIFORM

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To encourage the learning process we have a specially selected uniform for each class. Our uniform is an important aspect of Dance Expression Studios as it creates an identity and sense of belonging both in classes and in the public arena. We are proud that we have a wide range of classes, ages and abilities in our "DES Family" and the DES Team spirit is a wonderful way to encourage students to strive to be the best they can be.

Wearing a uniform also encourages discipline and focus and as much as our classes are about fun and enjoyment, discipline is required to ensure everyone in class receives a high standard of teaching. Wearing our uniform helps the students switch on when in class by association. It provides staff with the ability to see all movement and prevents economic and social differences as the pressure to buy expensive labels is taken out.

Each dance skill has a different requirements and each item of uniform has been chosen from our specialist supplier to assist the students as they learn their skills. We require all students to wear full DES uniform within 2 weeks of their class trial.

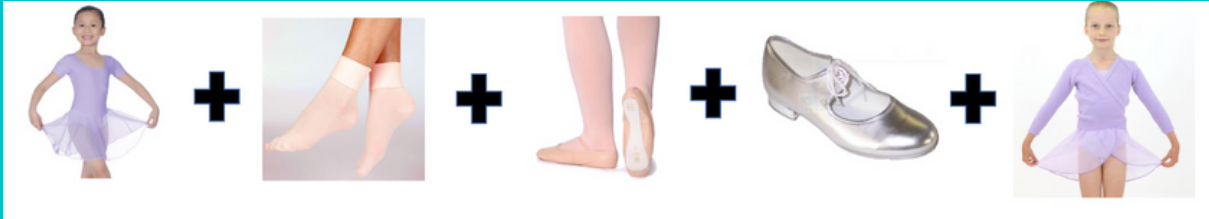
All Ballet, Tap and Modern uniform can now be ordered via our Online Dance Store. This online store now includes hair kits and beautiful hair accessories!

Acro and Jazz uniform can be ordered at classes. We have samples to try for sizing so please ask if you are unsure. We do ask that only our black and gold bespoke items are worn to Acro & Jazz classes please. This means no Nike shorts or non DES items please!

Logo uniform for travel to and from classes and warm ups can now be ordered via our designated online store. This includes t-shirts, hoodies, onesies, tracksuit bottoms and bags!

# UNIFORM

## PRESCHOOL COMBO



## PRE-PRIMARY & PRIMARY COMBO



## BOYS



## ACRO & JAZZ

STUDENTS CAN CHOOSE FROM THE FOLLOWING ITEMS:



# TERMS & CONDITIONS

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## **Trial Class**

- Dance Expression Studios welcomes all new pupils to the school by offering a free trial class.
- Trial classes can be scheduled anytime during the term where space allows.
- Fees will be due after the trial if you wish to continue, we will issue an invoice upon receiving advice of continuation.
- If you start part way through a term the payment will be due only for the weeks after the trial and this will be calculated for you and due in full before the next class.

## **Class Terms and Pricing**

- We operate a term-based payment system.
- As our costs are fixed, fees remain payable in cases of absence. There are no reductions for sickness or holidays.
- However, we can invite you to attend an alternative class for the one you have missed.
- Two weeks written notice or payment in lieu is required if you wish to withdraw your child from classes at Dance
- Expression Studios. Failure to do so will result in half a term's fee being charged.
- Invoices will be sent via Class Manager and all class fees must be paid in advance of the term start dates to secure
- the pupils place in class. If fees are not paid on time, we reserve the right to refuse the student participation in
- classes.
- The preferred method of payment is Direct Debit via GoCardless and payments must be made in full by the date on
- the invoice, unless prior arrangements have been made.
- Late invoices will incur a late payment fee of £5 + VAT for each week the fees remain outstanding.
- To cancel the Direct Debit mandate an email should be sent to [info@danceexpressionstudios.co.uk](mailto:info@danceexpressionstudios.co.uk) with a
- minimum of 7 days notice.
- Examination entries and participation in school performances will only be accepted if class fees are paid up to date.
- Dance Expression Studios reserves the right to change fees or timetable without prior notice. However, we will
- endeavour to inform parents and carers of any changes as soon as possible.



# TERMS & CONDITIONS

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## Liability

- All teachers are fully qualified, DBS checked and insured.
- Due to the nature of teaching dance sometimes it is necessary to correct dance positions physically to coincide with verbal instruction.
- This is always conducted with the utmost care and professionalism and only with the child's permission.
- We do not accept liability for death or personal injury to any child attending class.
- Any child participating in Acro classes needs to have signed and returned a separate disclaimer.
- Neither the school nor the halls will be liable for the loss or damage of any property belonging to the pupils.

By signing the Terms and Conditions you certify that you are the person with parental responsibility for the child named, and that the information given is true to the best of knowledge and belief.

- Please ensure that all children are collected on time at the end of their class/es by a parent or carer.
- Please notify the teacher at the start of the class if someone else will be collecting your child.
- If you are going to be late the child will remain in the studio with the teacher until you arrive.
- Dance Expression Studios will not disclose your information to third parties except where the law allows or requires, or where you have given your permission to do so.
- Our client's details are being stored with an online dance school software and are in full compliance to the new GDPR from May, 25th 2018.

# TERMS & CONDITIONS

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## Class Etiquette

- It is your responsibilities to inform us if your child has special health or medical conditions before signing to our dance classes, and we will endeavour to accommodate their needs.
- Children should arrive promptly, correctly dressed in uniform and attend classes regularly.
- Teachers are only responsible for pupils during class time.
- Please inform your teacher of any injuries before class.
- During class, children are expected to listen and we discourage unnecessary talking. If a child is causing disruption, they will be asked to leave their lesson.
- It is important to drink fluids at regular intervals during physical exercise, please pack water for your child.
- Only once the required skill standard is attained, students may be put forward for examination.

## Photography and Film for Publicity

- Photography and/or film may be made during class/performance by teachers/members of staff only. Photographs and/or film for publicity are to be found on our websites or social media platforms.
- By agreeing to our Terms and Conditions you are giving consent for your child to be involved.

## Uniform Policy

- We take considerable pride in the professionalism of our school, and like any good school we like our children to learn in a fun environment but do enforce a uniform policy so our dancers look consistent, disciplined, and all feel comfortable with the correct equipment. This is also carried over to exams with strict requirements on presentation set by the ISTD.
- The school uniform is obligatory for all children. It is important for pupils to be correctly dressed for classes at all times
- We offer an online dance store with one of the biggest dance uniform suppliers, to make sure our customers can purchase the uniform at very competitive prices. We select high quality dance uniforms that are not too expensive, therefore to avoid confusion please order the uniform from our online dance store.
- The teaching staff reserve the right to refuse participation in class, exam or performance to any pupil if they are inappropriately dressed.
- In addition to the correct uniform, long hair must be in a classical bun for ballet classes, a low bun for acro classes and tied back for all other classes. Short hair should be worn in a hair band with fringes clipped back and off the face.

# TERMS & CONDITIONS

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## **Refund Policy: Dance Classes**

- All courses, classes, workshops and performances are non-refundable. In the unlikely event of cancellation of a class by Dance Expression Studios we will offer a replacement class or as an alternative at the school's discretion an appropriate refund may be offered.
- We do not prorate or give credit for classes missed.
- For payments made by cheque, should a cheque be returned unpaid by our bank, the person issuing the cheque will be responsible for any bank charges incurred by us.

## **Cancellation of Classes**

- Dance Expression Studios will endeavour to run classes as scheduled unless there is an event that is outside of our control.
- Parents will be notified of any cancellations. (Please check the Dance Expression Studios social media platform/websites regularly and make sure your contact details are kept up to date on our database).
- We will try to offer an additional class for any cancelled session. We cannot automatically offer cash refunds.
- Dance Expression Studios is not responsible for any classes cancelled due to events outside of our control.

**Dance Expression Studios reserves the right to change these terms and conditions at any time for the benefit of the business, staff or participants.**

**BY ALLOWING YOUR CHILD TO TAKE PART IN CLASSES YOU CONFIRM THAT YOU UNDERSTAND AND ACCEPT ALL THE DANCE EXPRESSION STUDIOS POLICIES, TERMS & CONDITIONS AND AGREE TO ADHERE TO OUR CLASS AND SAFETY PROCEDURES**



# WELCOME TO THE FAMILY

