

Welcome

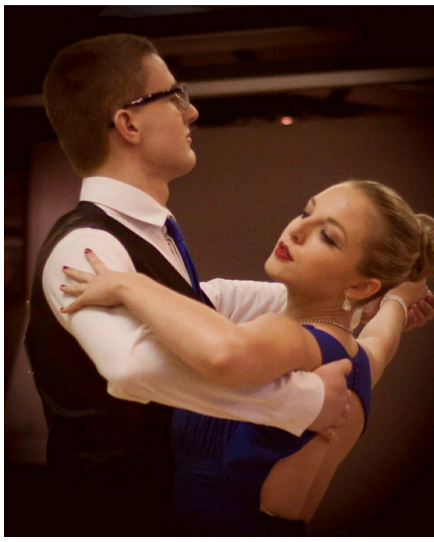
STUDENT INFORMATION PACK 2024

Congratulations! You have taken your first step on your dancing journey! We are delighted that you have chosen The Regency Dance Centre and welcome you to our community! Please read the information carefully.

THE REGENCY DANCE CENTRE LTD







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A WELCOME FROM THE PRINCIPAL



Dear Student/Parent/Guardian

Welcome to The Regency Dance Centre and the dancing community! We cannot wait to teach you an amazing skill that will stay with you for an entire lifetime.

Our school aims to provide a friendly and welcoming atmosphere for dances of all abilities and ages, and to help them to achieve their chosen goals.

By learning to dance you are entering a whole new world where you will make new friends, connect with old ones, laugh, learn and even shed a few tears (when your partner accidentally stands on your toes!).

I am very passionate about dance and passing on my skills and knowledge. We have had so many lovely stories from students about how dancing has changed their lives and I feel that the school is a real community, supporting everybody both on the dance floor and throughout the rest of their lives.

Over the years we have taught hundreds of people how to Waltz, Quickstep, Cha Cha Cha and Tango and now it's your turn

We are very excited that you are joining us and we hope you have a fantastic time with us. Let's make 2023 a year to remember

Kim Dunn (F.N.A.T.D.) Principal Teacher
Vice-Chairman of Midlands Area, A.B.D.

pictured above with Director Chris Dunn

MEET

THE TEAM

Kim Dunn F.N.A.T.D, Director & Principal
Kim Dunn is a professional dance teacher and has been dancing since the age of 4. She is a Director of The Regency Dance Centre and she specialises in teaching Ballroom & Latin-American and Argentine Tango.

Chris Dunn, Director
Chris Dunn is a Director of The Regency Dance Centre. His role includes looking after the building, staff and its customers.

Andrew Dunn A.N.A.T.D, Dance Teacher and Fitness Instructor
Andrew Dunn is a professional teacher and licensed FitSteps Instructor and has successfully competed Nationally in Ballroom and Latin American dancing for over 15 years prior to committing to a career in dance teaching.

Paula Hyde, ASI, ABD
Paula is an Assistant Student Instructor and Ballroom and Latin American Competitor. Paula helps out in our classes and is available for private tuition.

Andrew Sigsworth ASI, ABD
Andrew is an Assistant Student Instructor and Ballroom and Latin American Competitor. He helps out in our classes and is available for private tuition.

Class Assistants
We also have a number of class assistants who are able to partner students who do not have a regular partner. They are also on-hand to answer any questions you have during your class.

- All our staff and volunteers within the school are checked through the Disclosure and Barring Service.
- The staff of The Regency Dance Centre do not discriminate and offers equal opportunities to all pupils

YOUR CLASSES

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Our dance and fitness classes, courses, workshops and lessons are run throughout the year. If you wish to join one of our Adult Dance Courses, we recommend that you join at the beginning of a new course to get the most benefit, however you can also join at the start of a new dance. Please contact us for more information so that we can recommend that most appropriate week for you to join us.

1 Registration

To join a class, we request that you register your details with us. You can do this when booking into a class or you be asked to complete the Student Registration Form. This is to make sure that we can provide you with relevant class information and contact you in case of any schedule changes or cancellations.

2 Purchase a pass or pay weekly

Passes can be purchased for adult dance classes, children's dance classes and fitness dance classes. When you pay for a pass for 5 weeks, you will receive the 6th class free! Please ensure that you purchase the pass relevant to the classes you wish to attend. Passes are valid for 8 weeks from the date of purchase. You can also purchase your classes on a pay-weekly basis. Currently, passes can only be purchased at the Ballroom.

3 Attend a scheduled class

Once you have registered with us, you can then attend any of our scheduled classes. When you attend a course or class, we will enroll you onto that course and contact you about any schedule changes relevant to that course

Tuition Terms and Conditions

- Our schedule will be displayed on our website, social media, our electronic newsletter and on the notices within The Regency Ballroom.
- We reserve the right to amend or cancel classes that have low demand.
- We reserve the right to change your teacher at short notice.
- Suitable clothing should be worn to all classes and lessons. Dance shoes are available to purchase from us. You can seek further advice by speaking to your teacher, or by visiting our website.
- All valuables and personal belongings are the responsibility of the student and therefore The Regency Dance Centre will not be liable for any loss or damage to personal belongings.
- Students are expected to inform us if they have any health conditions that may affect their dancing. If this changes then the student should notify their instructor at the beginning of the class.

Behaviour

- All students are expected to show respect to their teacher and to fellow students. We reserve the right to refuse entry to anyone who is being offensive or abusive and a refund may not be issued.
- Mobile phones should not be used during classes or lessons.
- Students are also expected to conduct themselves appropriately when representing the school off-premises or on social media.
- If we feel that your behaviour/attitude is not acceptable then we reserve the right to cancel your membership with us.

THE EXPERIENCE



Social Dances

We run regular practices and social evenings for dances of all ages and abilities throughout the week. Social dances are a fantastic opportunity to practice what you have learnt during your classes/lessons and meet new people. Students who attend our socials also progress more quickly as it allows you to build more mental pathways in your brain which helps you to recall information.

Special Events

We believe that dancing is a skill that should be used regularly. We organise several events throughout the year with lots of variety for you to choose from including party nights, live bands, special cabarets, Ceilidhs and dinner dances.

Tickets need to be purchased in advance for all our special events. Please speak to your teacher or visit our website to securely purchase tickets online.

Dance Holidays

All of our students have the opportunity to attend prestigious Ballroom and Latin-American dance events including Blackpool and Bournemouth every year. These events attract high level competitors from around the world, making each trip an unforgettable experience. Some of our students choose to compete at these events so make sure you bring your loudest voice to support them!

YOUR DANCING



Private Tuition

- Private tuition is booked using our online booking system.
- An automated reminder will be sent for all bookings made through the system. If you do not wish to receive these messages, please contact a member of staff.
- Students wishing to attend regularly are not required to book weekly as these will be recorded as a recurring appointment.
- Please contact us if you wish to cancel a single or recurring appointment as these are subject to our cancellation policy (see below).
- Parents/Guardians should manage bookings for all students under the age of 16. Please write the name of the student in the comments.

Medal Tests

- Your teacher will inform you when you/your child is ready for a medal test.
- It is strongly advised that if you are wishing to take a medal test that you also take private lessons leading up to the examination in order to achieve the higher grades.
- Medals are not compulsory however they are a fun and easy way to demonstrate your progress and accomplishments.
- All payments for medal tests should be paid by the date of the invoice issued. Failure to do so may result in your withdrawal from the examination.

Competitions

- Students wishing to enter competitions are expected to attend additional lessons/classes.
- We respectfully request that parents/guardians are responsible for their children throughout trips and competitions.

THE MERCHANDISE

Dance Shoes



We currently offer a range of dance shoes that are supplied by International Dance Shoes. Shoes are available in Mens, Ladies and Children's for both the Standard and Latin-American Styles.

Please speak to a member of our team for advice and a full product catalogue.

Regency Hoodies



Share your love of dancing with the world! Our high-quality hoodies contain 80% cotton are a super-comfy addition to your wardrobe.

- Regency Mens Zoodie S/M/L/XL/XXL
- Regency Ladies Zoodie S/M/L/XL/XXL
- Regency Children's Zoodie

Regency Gift Cards



Give the gift of a dance experience that can be shared with a friend, partner or special someone! Add your name and a personalised message free of charge!

45mins Adult Private Dance Lesson

- 3 x 45 minute Adult Private Dance Lessons
- 45mins Children's Private Dance Lesson
- 3 x 45mins Children's Private Dance Lesson

Dance Accessories



We are able to offer you accessories that meet all your dancing needs such as shoe care products, bags (through International Dance Shoes) and a selection of Jewellery that will guarantee you will sparkle on the dance floor!

Please speak to a member of our team for more information about the products we currently stock.

OUR POLICIES

First Aid Policy

It is your responsibility to notify us of any injuries or health conditions you may have that could affect your tuition.

- In the event of illness of pupils under the age of sixteen, prescribed medicines will only be given where permission has been given by the parent/carer.
- In the event of an accident in class, first aid will be given, and medical assistance sought in cases where it is reasonably deemed necessary.
- Parents or guardians who will not be present during classes should make full contact details available.
- Details of any accident will be noted in the accident book.

It is your responsibility to notify us if:
a) You/your child has any medical conditions and/or allergies, special needs or learning disabilities which could affect them or other students during class
b) You/your child has any injuries which could affect them during class. Agreeing to attend a class is a declaration of your fitness.
c) Of any changes to you/your child's circumstances e.g. address, contact details, medical conditions etc.

Child Protection Policy

The Regency Dance Centre are committed to taking all possible steps to safeguard its members from physical, sexual and emotional harm. In order to achieve this, we have the following policy in place.

- We respectfully request that parents or guardians be responsible for escorting young persons under the age of sixteen to and from the venue.
- We will only release children under the age of 16 to parents or guardians unless we have written authorisation from the parent/guardian stating the arrangements that have been made.
- The parents or guardians of children under the age of 12 should remain in the waiting areas while classes are in progress. If this is not possible for you to do so, we request that an instructor is notified and contact details are made available.
- The Regency Dance Centre's duty of care for a student is during stated class times only and then only to negligence. This is on the condition that they adhere to the rules of behaviour and conduct given by the teacher. Supervision outside of class/performance times is not the responsibility of The Regency Dance Centre.
- Parents and guardians should be aware that the styles of dance taught at The Regency Dance Centre necessitate physical contact between teacher and pupil, and I hereby consent to physical correction. If this is not acceptable, the teacher must be notified in writing.
- Where personal tuition is given, parents or guardians are advised to remain in the waiting areas throughout. If your child requires assistance with toileting or medication then a parent/guardian MUST remain on the premises at all times.

General Data Protection Regulations (2018) Policy

We have the following policy in place to comply with the new General Data Protection Regulations 2018.

We take seriously your right to privacy, therefore we require your consent to process your personal data. We ask that this is given upon becoming a member with us. Your personal data is used in order for us to provide you with our services and to process any bookings or transactions made with us. We also record class attendance for planning & financial purposes as well as for fire safety.

Although we will never sell or supply personal data to third parties for marketing purposes, your information will be passed on if you wish to use services such as PayPal (to make payments) or Timely (to book a private lesson).

Upon registration you will be asked if you wish to receive emails and messages from us. It is strongly advised that you consent to this so that we may contact you of any changes or cancellations to your tuition. You can also receive our general newsletter to receive news, offers and promotions.

If you wish to view, update or remove the information we hold about you, please send an email to info@regencydancecentre.com.

Model Release Declaration

By signing the Model Release Declaration section on the Student Registration Form you are agreeing to the lawful usage of any photos/videos taken during classes, lessons, workshops or performances for promotional use including, but not limited to, social media, our business website, flyers, newsletters and other promotional material. If you do not wish for us to use your photo/video then please send an email to enquiries@regencydancecentre.com.

Cancellation Policy

We understand that sometime in life you have the pressure of work, family illnesses or other issues that may affect you attending your pre-booked lesson. However, lesson slots with our instructors are becoming more valuable and failure to attend could mean that someone else may miss out on a lesson.

A minimum of **twenty four hours notice** is required if you wish to cancel your appointment otherwise you will be charged the full amount of your scheduled lesson.

Cancellations should preferably be made by e-mail or text however you can also cancel by giving us a call on 01623 552737.

Complaints

We hope that you have an amazing time with us, however if you do need to make a complaint, please contact us in writing by sending your complaint to **The Directors, The Regency Dance Centre, Regency Ballroom, Market Place, Sutton-In-Ashfield, Nottinghamshire, NG17 1AQ.**

CONTACT US

LEAVE US A GOOGLE REVIEW!

FIND US ON SOCIAL MEDIA

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