

## GENERAL INFORMATION

### Communications

Communication is very important to us at The Academy. We strive to keep parents and students well informed of all aspects of their dancing as well as opportunities and experiences to support our students.

We have a password protected Members Page on our [Website](#). All enrolled students are included in email database correspondence. Families must [register for this database](#). All parents and students are encouraged to join The Academy's [Members Facebook Page](#) (closed group) and we use the Band App for various communication groups – [Members Band App](#). Notices are also available on the Noticeboard in the foyer.

If additional communication is required, i.e. you would like to chat with your child's teacher, please do so by telephone, **0494 051 976**, or email requesting an appointment. We kindly ask that teachers are not approached during or between classes as this impacts the level of service we wish to provide to all students.

#### Contacts:

**Director:** Kellie Fishwick-Roscoe

**Assistant Director & Eisteddfod Co-ordinator:** Miranda Roscoe

**Head of Junior School & Event Co-ordinator:** Lexi Roscoe

**Admin:** Various Team Members

♦ [info@theacademyballet.com.au](mailto:info@theacademyballet.com.au)

**Parent and Student Liaison Officer:** Megan Boyer

♦ [liaison@theacademyballet.com.au](mailto:liaison@theacademyballet.com.au)

### Office, Fees & Payments

Reception is open during set hours for payments, enquiries, uniform purchases etc. All fees are invoiced via email. Fees are due within 14 days and payment options are noted on all invoices. Direct Debit is also available. Instalment payments are available however The Academy's Fee Policy must be adhered to. Our Fee Policy is available on our website at [www.theacademyballet.com.au](http://www.theacademyballet.com.au)

### Class Attendance

As all fees are non-refundable, including non-attendance, students are encouraged to ensure regular attendance which will also provide greater benefit and student development. Regular absence is detrimental to your child on many levels including social, developmental, emotional and physical. Absence or non-regular attendance will also impact opportunities such as exams and performance experiences for your child. Parents are asked to advise of any absences by texting the studio on **0494 051 976** or utilising their [Customer Portal](#).

### Lost Property

There is a lost property basket located in the student room. Parents are asked to check regularly for their child's items. All lost property is donated to charity at the end of each term.

### Events

Our Academy family have various events throughout the year to enable friendships and relationships to develop and to enhance each student's sense of belonging as we share our journey in dance.

Some events include:

Parents Group Dinners – Wednesdays (held approximately once per term)

Trivia Night Fundraising Event – held bi-annually

Student Disco – End of Term One

Dance Camp – Term Two bi-annually

Student Sleepover – Term Four

Choreographic Competition – Term Four

Grampians Region Master Classes & Summer Intensive

### Etiquette

We encourage self-awareness and respect and the discipline of dance training will aid the development of your child. We therefore enforce uniform requirements and ask you to ensure your child is appropriately groomed to enable them to feel like a dancer and be best prepared to learn and be inspired. All hair must be off the face, girls must have their hair in a bun and only nude, well-fitted dance underwear is permitted. All students are required to change clothing in dressing rooms and/or private cubicles provided – no dressing permitted in foyer areas.

Arrival and departure from studio must be respected. Students should arrive at least 10 minutes prior to scheduled class time to warm-up if necessary and be ready to commence on time. Parents/Carers must collect students promptly at the conclusion of class. Students are not supervised outside of their class times and The Academy takes no responsibility if a parent has not arranged for the collection of their child. Students are advised to not wait outside of the studio premises for this same reason.

### Ballet Examinations

These are optional. Classical Ballet Students who choose to participate are provided examination opportunities each year. Students must attend two Ballet Classes per week and Body Conditioning to be eligible for this experience. The Academy is proud to offer the Royal Academy of Dance examination syllabus from Grade One level and above. Ballet Exams are a fabulous experience for our students who develop and achieve through a positive goal setting collaboration between teachers and student. Exams are provided in our studios in the first few weeks of Term Three and/or early Term Four. Other examination opportunities for older students are available throughout the year and in Melbourne.

### Eisteddfods

These are optional. Students wishing to perform as soloists or as part of The Academy's Performance Teams are invited to enquire. These opportunities are available to all students however there is a criteria to be discussed with the Director prior.

### Programs

We offer two elite training programs for passionate dance students. Our JET (Junior Extension Training) is designed for students approximately Grade 4-6 and ITP (Intensive Training Program), for students from Year 7. We also offer Certificate III in Dance - Nationally Recognised VET Qualification.

The Academy is also proud to provide the Grampians Region Master Classes (GRMC). These provide additional experiences for not only our students but for the greater community and indeed the region.

Please enquire for additional information.

### Performances

All students are involved in our End of Year Performance and, as this event is the culmination of the dancing year, is a highlight for all involved.

Some years we also have a 'Showcase' Performance in September (not all students involved). Other performance opportunities are available throughout the year and are advised as they arise.

### Thank you

Thank you for entrusting your child's journey in dance to The Academy... we look forward to sharing and making many wonderful experiences and memories with you!

*With Respect and a great love of dance, Miss Kellie xxx*