Carmichael School of Dance and Theatre Arts



Student Handbook 2026/2027

1. Introduction

In this handbook we will outline all the information about our dance school, it's rules and regulations and our code of conduct we expect from our students and parents. One of our main purposes is to provide services and training in the utmost professional manner and aim to instill these qualities in our students, whilst hoping to provide for the needs of the hobbyist student and the career-minded student.

We are a family run business and have been for over 35 years. Not only do we aim for a professional service but also a family atmosphere where our students can make lifelong friends and special memories. If you have any questions about this handbook, the school or anything else please feel free to get in touch with us at carmichaeldance@gmail.com and we will be happy to answer any questions.

We provide classes in Ballet, Modern, Tap, Jazz, GCSE and A LEVEL Dance as well as offering Examinations classes, Festival Competitions and Performance opportunities. We also offer teacher training in Ballet, Modern and Tap through the ISTD and RAD these classes are usually held in the daytime or online based on a student and teacher arrangement.

All our teachers and staff are fully qualified with teaching qualifications from the ISTD and RAD examination boards. They also have first aid certifications and are fully CRB/DBS checked. Every temporary member of staff and our visiting professionals are always fully checked before being allowed to teach within the school.

2. Fees

A) Trials

i. We provide a prepaid trial service, where a new student can try classes of their choice. After this trial, if the student wishes to continue with us, they can then be signed on for the rest of the half term and purchase the uniform required for their chosen class.

ii. The three classes chosen can be all the same genre or all different genres. The final trial price will be based on which classes are selected for the trial.

B) Payments

i. There are three terms in our academic year – Autumn, Spring and Summer – which are split into six half terms of invoices. Our term dates are generally based around the school term dates with some variations. All our term dates and holidays are posted on our website or can be found up on our information board in Reception.

ii. Invoices (or Bills) for classes are sent out half termly via email usually within a minimum of two weeks before the deadline. If your child does three or more classes with us, they receive our 10% discount.

iii. The discount offered is 10% of your full invoice if your child does three or more classes with us. This discount also applies if you have multiple children attending our school and their lessons combined make three or more classes.

iv. Invoices can be paid online via bank transfer, over the phone or in person through Reception at the school. We also offer a pay monthly option which allows those with larger invoices to manage their payments more incrementally.

v. There are no alterations to invoices based on a student's individual attendance, only if the school itself must close due to unforeseen circumstances like power cuts or extreme weather conditions. Any cancelled classes will be rearranged and communicated to you via email.

vi. If you find yourself in a position that you are struggling to pay your invoice, there are plenty of options to consider for any situation and we are happy to discuss and agree on these with you.

vii. You will receive a reminder email regarding any unpaid fees 1 day after the invoice deadline. If we have not heard from you after the first week of that half term and we still haven't received the invoice payment, we will add on an additional 10% surcharge to your invoice. (or for those who receive the discount for multiple classes, this will be removed from your invoice.) For Monthly payers the late fee will occur if the payment is not made in the two months of that half term. (A summer invoice will incur the charge if not paid by start of Autumn Term.)

C) Attendance

i. Attendance is important for all our students, the higher the attendance is of a student, we have found a direct correlation to the student's progression and understanding of the class work.

ii. Attendance will also determine whether the student is considered for an exam or ready to move up to the next stage of that class. Showing a commitment to their class through their attendance is a professional courtesy we expect to see from our students.

3. Uniform

A) Class Uniform

i. Our class uniform is based on the requirements from our dance and examination boards – the ISTD and RAD and can be order via email or at Reception. All our uniform is to give the students a sense of unity with their classmates and a sense of pride as they move through the class stages progressing through the different uniforms. The breakdown of what is required for which grades is displayed in Reception.

B) Branded School Merchandise

i. Our dance school has it's own branded uniform via ALLBOOGIE. This is not compulsory for all our students to purchase unless a student is representing us in a performance opportunity (pantomime, festival etc) where we would then ask that they at least have the tracksuit jacket.

ii. In regards to the colder months, we only permit the Carmichaels branded merchandise to be worn into class and no other hoodie/jacket/jumper.

4. Facilities

A) Studios

i. Our studios have been purpose built for dancing, with sprung floors, mirrors, ballet barres, plenty of ventilation and heating. We have two large studios that can be divided into smaller studios with the use of moveable walls. The studio size is decided based on the need of use and the walls are put in place by the teacher or with the teacher's supervision. At any one time we could have only 1 or all 4 studios being used at once.

B) Changing Rooms (+ Boys)

i. We have two purpose made Changing Rooms for our students, one downstairs for the younger students, where parents may enter to assist their smaller children get changed. Whereas the upstairs changing room is for the older students (from school year 7 upwards) who can change by themselves.

ii. There is always a space available for any male students who need to change into their class uniform.

C) Reception

i. Reception is the first room you enter when coming into the dance school. The reception itself is at the back of the room next to the information board. ii. Our receptionist is our main hub of information and communication, they will be able to assist you in almost all matters regarding the school unless it is something specific to your child's progression in lesson or a certain event a teacher is organising. In that case you will either need to speak to the teacher directly or leave a message with Reception to pass on.

iii. We would ask that you don't consume food or drink in Reception.

D) The Hub

i. This room is above reception it is a study centre mainly for GCSE, A LEVEL and teacher training. However, when not in use during a lesson time, it can be used as a study room for the students to do homework or revision between classes. We ask that they keep the room as tidy as possible and leave the room how they found it. It can also be used as a meeting room for the teachers to discuss things in private with students and parents if required.

5. Car Park

A) Limit

i. Our car park located on the front of our premise has space for 15 cars.

ii. There are numerous times throughout the week where our car park is at max capacity and there will be no room for you to park. If this occasion occurs, we ask that you find a sensible place up the road to park NOT across the road.

B) Damage

i. We do not accept responsibility for any damage that happens on our car park.

6. Behaviour

A) Students

i. We expect our students to commit to classes, and arrive in a timely manner to class, in uniform including hair properly tied back and no jewellery. The teacher will collect the younger age classes from the changing room or Reception.

ii. We expect our students from an early age to begin their journey towards professionalism. We help nurture this through our rigorous exam training which teaches them a good work ethic in class and at home through practise, but also the code of conduct they must abide by during exam sessions.

iii. We expect our students to also act professionally and courteously towards their fellow students. Being inclusive and friendly to all.

iv. If a student is acting in an unprofessional or general unacceptable manner, they will be asked to leave the classroom and be brought back in the class at the teacher's discretion. If it is a serious/recurring case, we will contact you the parent directly.

B) Teachers

i. Our teachers are fully qualified and trained through the ISTD and the RAD and know how to deal with all teaching aspects regarding the students, their education and even their body developments throughout puberty and are trained to spot developing body issues including muscular imbalances and more.

ii. The teachers will use hands on teaching methods where required as dancing is a physical sport. It sometimes requires appropriate physical contact for the student to truly understand what they are required to do.

iii. The teachers are experienced with years of training and are very capable members of our team. We have full confidence and support in them, but if you have any queries feel free to speak directly to Miss Nicola.

C) Parents/Customers

i. We expect our parents/customers to set an example for our students with their behaviour in the school. We are happy to deal with any and all queries of all kinds and if a private meeting is required then we are happy to oblige. We do not accept any unruly or rude behaviour in our school from students or parents, and you will be asked to leave if we feel your behaviour becomes this way inclined.

ii. It is hard to find time between classes for queries even small ones, so we ask that parents try to ask their question through email or social media.

D) Complaints Policy and Procedure

Any complaint received will be dealt with by Mr & Mrs Phillips , the owners of the school according to the code of professional practice. The respective party will be given the opportunity to provide any information they consider relevant made in the complaint against the school. If needed the RAD/ISTD and Local Authorities will be informed to take matters further.

7. Health and Safety

A) First Aid

i. All our teachers and staff are first aid trained.

ii. Our first aid station is located at reception and is always fully stocked. On registration with us you will have noted any allergies or conditions your child might have so when a first aid incident occurs, we have all the information to effectively provide the correct aid for your child.

B) Fire Procedures

i. In the event of a fire the evacuation point is the car park. All the teachers know the evacuation routes, the procedures and will oversee the safety of your children.

8. Child Protection

A) Qualifications

i. All our teachers are qualified through the dance examination boards the ISTD and the RAD. Our teachers have years of experience in teaching dance and even counselling students

B) Bullying Policy

i. We have a strict no bullying policy, any issues in this regard need to be brought to the attention of the class teacher and the principal Miss Nicola immediately. We pride ourselves on being a friendly family-based dance school and wish all the children to have a wonderful time with us during class and in the breaks.

C) Examinations and Reasonable Adjustments (SEND & EDI)

You will be notified when your child is ready to take their next examination, all relevant information will be provided for you, any queries please feel free to discuss with Miss Nicola. The RAD and ISTD allow for reasonable adjustments on the grounds of special education needs. These are treated on a case by case basis and the decision is made by the teachers whether the student is technically capable and whether it would be a positive experience for the student. We are aware of differing religious and cultural traditions and we always try to

accommodate. Dance by it's very nature, is a precise physical art and candidates are required to demonstrate this in their assessment/examination

9. Festivals and Events

A) Breakdown

If your child is interested in any Festival Competitions or Events we advertise please email us or reply via social media. Some events have specific requirements like Age or Level but some are open to all. Any event specific information will be sent to you via email once the rehearsals begin for that event. (ticketing, fees, costumes etc)

B) Behaviour

We expect all students and chaperoning parents to always be professional and kind to each other and other schools during these events. Including timely arrivals, commitment to rehearsals and self-practice, and behaving with impeccable manners. Any issues that occur within or from external sources need to be reported immediately to the staff member accompanying the group.

10. GDPR and Photo Permissions

A) Photos + Videos

i. In our registration form, we ask if we have your permission to use photos and videos of your child's for publicity purposes to advertise the school. If you agree to this on the form, we take this permission to use your child's image. There will be times we will remind you of this permission and reconfirm if it is acceptable to you. This will be refreshed every year

ii. Photos will be sometimes be taken in class, in rehearsal, at performances and events for the use of the school for advertisements, social media, decoration of the studios or instruction.

iii. If you do have issue with any image of your child, please let us know immediately and we will try to resolve the matter.

B) Social Media + Advertisements

i. We try to use our Facebook page, Instagram profile and our Website to correctly advertise all about the school, our updates and our current events and changes and we attempt to keep them all as up to date as we can. If you see any errors please let us know. Within these updates and posts we will use for the majority pictures taken of our own students in class or during a performance.