

# *AE Academy* **Handbook**



*Growing Great Dancers and Even Better Humans through  
a Safe, Supportive and Inspiring Dance Education.*

***"Dance More, Worry Less!"***

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# 01 About Our Dance School

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Our dance school is a warm, inclusive community where every student is valued, supported, and empowered to express themselves freely through movement. We believe dance should be a joyful and safe space – one where students of all ages, backgrounds and abilities feel confident to explore who they are, discover what they love, and pursue their passion without fear or judgment. Our experienced instructors focus not only on strong technique and artistry, but also on nurturing self-confidence, creativity and individuality in each dancer.

Beyond the classroom, our school is a place where lifelong friendships are formed. Students learn the importance of teamwork, respect and encouragement as they grow together, celebrate achievements and support one another through challenges. Whether dancing for fun, pursuing a professional career, or striving for personal growth, our dancers are united by a shared love of movement and community. Here, dance is more than an activity – it's a home where students can belong, thrive and create memories that last a lifetime.

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## 02 Enrolment & Registration Policies

All enrolments at AE Performing Arts Academy **must** be initiated by a parent or legal guardian.

To begin the enrolment process, the parent/guardian is required to email **[aeperformingartsacademy25@gmail.com](mailto:aeperformingartsacademy25@gmail.com)** to inquire about the class they would like their child to attend. This allows our team to confirm class availability, age suitability and appropriate placement for the student.

Once written confirmation is received from AE Performing Arts Academy, the student may attend a free trial class for the agreed-upon class. Trial classes are designed to ensure the class is a good fit for the student before committing to enrolment.



If the parent/guardian decides to proceed after the trial, and the student is new to the dance school, formal registration must be completed via our website. Here, parents/guardians are required to register the child as an AE student and complete the online student registration form in full. This form must include all necessary details, including emergency contact information, any medical conditions, allergies, and required permissions.

Registration is not considered complete until the online form has been submitted and all information has been received by the school. AE Performing Arts Academy reserves the right to request additional information if required to ensure the safety and wellbeing of all students.

## 03 Payment Procedures & Policies

Student fees at AE Performing Arts Academy may be paid either in cash or by bank transfer.

Cash payments must be made on the day of the lesson and provided directly to our headgirls upon arrival/registration.

For families choosing to pay by bank transfer, payments must be made under one of the following structured payment plans:

- Weekly Payment Plan:

Payments are due every Monday, covering all lessons scheduled for that week. Fees must be paid in full before the week's classes commence.

- Monthly Payment Plan:

Payments are due on the 1st day of each month and must cover all sessions scheduled for that month.

Families paying by bank transfer are responsible for ensuring payments are made on time and reference the student's full name to allow accurate tracking. The academy conducts weekly bank checks to confirm that all required payments have been received in accordance with the selected payment plan.

Failure to make payments on time may result in reminders being issued and, if ongoing, suspension from classes until fees are brought up to date.

## 04 Attendance & Punctuality

Regular attendance is essential to ensure student progress and to maintain the structure and quality of our classes. Students are expected to attend all scheduled lessons and arrive on time, prepared to participate fully.

If a student is unable to attend a class, the Director of the Academy or the relevant class teacher must be informed as soon as possible. This helps us ensure student safety and manage class planning effectively.

If a student misses three (3) or more consecutive lessons without consistent attendance resuming, the parent/guardian will receive a text message as a precautionary notice, advising that continued attendance is required in order to retain the student's place in the class.

If this precautionary warning is issued three (3) times, the student's place in the class will be terminated, and the position will be offered to another child on the waiting list. This policy ensures fairness to families awaiting placement and helps maintain committed class participation.

We appreciate families' cooperation in supporting consistent attendance and clear communication, which allows all students to benefit fully from their dance training, and we understand that students may not always be able to attend but we ask for honesty and effective communication when necessary.





## 05 Uniform / Dress Code

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All students are required to wear the correct academy uniform at all times during classes. Wearing uniform promotes professionalism and unity.

Hair must be kept neatly out of the face, preferably tied up, to ensure safety and allow full focus during class.

For safety reasons, socks are not permitted in any class, as they pose a slipping hazard. Students may dance in trainers or in bare feet only. Dancing in bare feet helps prevent slipping and supports safe movement and control.

Academy uniforms can be purchased via the website address listed below. Jackets and hoodies may be worn and can be labelled clearly with the student's name to avoid loss or confusion.

In addition to standard uniform items, the academy also offers a range of merchandise including leggings, joggers, bags, sports bras and onesies. Parents and guardians are welcome to join in by purchasing dance family hoodies or jackets, showing support for their dancer and the academy community.

*<https://gdbclothing.co.uk/product-category/ae-academy/>*

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## 06 Behaviour & Code of Conduct

AE Performing Arts Academy is committed to providing a safe, respectful, and positive environment where all students can learn, grow and express themselves through dance. All students, parents/guardians and staff are expected to uphold the following standards of behaviour.



### **Student Conduct**

Students are expected to:

- Treat teachers, staff, fellow students, and visitors with respect and kindness at all times.
- Listen attentively, follow instructions, and apply corrections in a positive manner.
- Arrive prepared for class, on time, and in the correct uniform.
- Use appropriate language and behaviour; bullying, discrimination, or harassment of any kind will not be tolerated.
- Respect the studio space, equipment, and personal belongings of others.
- Demonstrate good sportsmanship and teamwork, supporting and encouraging peers.

### **Parent/Guardian Conduct**

Parents and guardians are expected to:

- Communicate respectfully with staff, teachers, and other families.
- Allow teachers to teach without interruption during classes.
- Support academy policies and reinforce respectful behaviour at home.
- Address concerns through appropriate communication channels rather than during class time.



### **Studio Etiquette**

- Students should enter and exit studios calmly and quietly.
- Mobile phones must not be used during class unless permitted by a teacher.
- Students must remain under supervision while on academy premises.

### **Disciplinary Procedure**

If behaviour does not meet academy expectations, the following steps may be taken:

1. Verbal reminder or warning from the teacher.
2. Communication with the parent/guardian if behaviour continues.
3. Warning issued by the Director.
4. Suspension or removal from classes in cases of serious or repeated misconduct.

**AE Performing Arts Academy reserves the right to take immediate action in cases of behaviour that compromises the safety, wellbeing, or positive learning environment of students and staff. We have never had to enforce a suspension/removal but we will take action if necessary as the dance school strives to be a safe and inclusive space for all.**



**By enrolling at AE Performing Arts Academy, students and parents/guardians agree to adhere to this Behaviour and Code of Conduct Policy and to uphold the values and expectations outlined within it. This includes working in partnership with the academy, staff and fellow families to ensure a safe, positive, and respectful environment for all. Through open communication, mutual respect, and shared responsibility, we can foster a supportive dance community where every student feels valued, encouraged and able to thrive.**

## 07 Safety, Health & Wellbeing

At AE Performing Arts Academy, the safety, health and wellbeing of our students are our highest priority. We are committed to providing a secure, supportive and positive environment where all dancers can participate confidently and safely.

### **Student Safety**

- All classes are supervised by qualified and responsible staff at all times.
- Students are expected to follow teacher instructions to ensure their own safety and the safety of others.
- Studio spaces are regularly checked to ensure floors, equipment and facilities are safe and suitable for dance activities.
- Students must wear appropriate uniform and footwear in accordance with the academy's Uniform Policy to reduce the risk of injury.

### **Health & Illness**

- Students who are unwell, injured, or showing symptoms of illness should not attend classes until they are fit to participate, if symptoms are mild they may attend to observe the class instead.
- Parents/guardians are asked to inform the Director or relevant teacher of any injuries, medical conditions, allergies, or health concerns that may affect participation.
- Any medical information provided will be treated confidentially and used only to ensure student safety.

# 07 Safety, Health & Wellbeing

## **Injuries & First Aid**

- Basic first aid will be administered when required.
- In the event of an injury, parents/guardians will be notified as soon as possible.
- For serious injuries or emergencies, emergency services will be contacted immediately.
- Students recovering from injury may be asked to sit out or modify movements at the teacher's discretion.

## **Wellbeing & Emotional Safety**

- AE Performing Arts Academy is a safe and inclusive space where students are encouraged to express themselves without fear of judgement.
- Bullying, harassment, or discrimination of any kind will not be tolerated.
- Teachers promote positive reinforcement, confidence-building and healthy self-esteem.
- Students are encouraged to communicate if they feel uncomfortable, overwhelmed, or unsafe.

## **Emergency Procedures**

- The academy has clear procedures in place for emergencies, including fire evacuation and other unforeseen situations.
- Students are expected to follow instructions calmly and promptly during any emergency.

## 07 Safety, Health & Wellbeing

By working together with families, AE Performing Arts Academy aims to create an environment where students feel physically safe, emotionally supported and able to enjoy dance while developing lifelong skills, confidence, and wellbeing.

# 08 Communication Policies

Clear and respectful communication is essential to the smooth running of AE Performing Arts Academy. To ensure enquiries are managed efficiently, parents and guardians are asked to follow the communication guidelines outlined below.

Parents/guardians may communicate with the academy in person at a reasonable time or via email at **aeperformingartsacademy25@gmail.com**. Email is the preferred method for non-urgent matters, as it allows all communication to be tracked and addressed appropriately.

Please note that the Director operates a separate business in addition to the dance school. As a result, response times may occasionally be slower. All messages will be seen and responded to, with replies prioritised based on urgency and importance.

If a matter requires prompt attention, parents/guardians may speak with the Headgirls or academy staff when dropping off their student. If they are able to answer the query, they will do so at that time. If not, they will pass the message on to the Director and request that the enquiry is addressed as efficiently as possible.

## 08 Communication Policies

Parents and guardians are asked to communicate respectfully and to avoid approaching teachers during class time, allowing them to focus fully on student safety and instruction. This policy helps ensure effective communication while maintaining a professional and supportive learning environment for all.

In addition, the Dance Parents Page is a valuable communication and support tool for families. Parents and guardians are encouraged to use this page to ask general questions, seek advice, and share information. Many parents may already know the answers through previous experience, having asked similar questions themselves, or simply from attending the academy for an extended period of time. While official policies and confirmations will always come from the academy directly, the Dance Parents Page can be a helpful and supportive space for quick guidance and community connection.





## 09 Performances & Events

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Each year, AE Dance Academy proudly presents one annual show and one uniformed showcase, alongside additional private lesson showcases where possible. These events are a central part of our academy and play a vital role in bringing our dance community together. They provide a valuable opportunity for students to demonstrate the progress they have made throughout the year, showcasing not only their technical development but also their confidence, performance quality and love for dance.

Our annual show is a larger production, allowing students to experience the excitement of performing in a full-scale performance environment, complete with costumes and a vibrant atmosphere. Our uniformed showcase offers a more class-based setting, giving parents and families the chance to see what students have been working on in their lessons in a more relaxed performance.

These performances are some of the most rewarding moments of the year for both students and staff. They are one of the main opportunities for every dancer to take to the stage, build confidence and express themselves in front of an audience. Beyond the dancing, they help to create a strong sense of achievement, teamwork and pride, while also making lasting memories that our students will carry with them throughout their dance journey.

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## 10 Competitions

Our competition teams and private lesson students have the opportunity to attend competitions throughout the year, where they proudly represent AE Performing Arts Academy. We approach every event with professionalism and pride, encouraging our dancers to not only perform to their highest standard but also to embody the values that define our dance school. At all times, our students demonstrate support for one another, kindness towards others, and a genuine love for dance, ensuring they represent the very best of AE both on and off the stage.



At these competitions, students have the opportunity to perform and compete across a variety of styles and categories, depending on the classes and training they take. Those who attend private lessons are able to enter solos and duos, allowing them to showcase their individual progress and performance skills. Students who are part of our competition teams will compete in group categories, highlighting teamwork, precision and the collective strength of AE Dance Academy.

Details of competitions will be communicated across our main channels like Facebook and messaging services within a timely frame of the upcoming competition.

# 11 Studio Policies & Facilities

At AE Dance Academy, we are committed to providing a safe, supportive and inspiring environment where all students can learn, grow and enjoy dance. This Studio Policy outlines the expectations and procedures that help our classes run smoothly and ensure a positive experience for everyone.

## 1. Purpose of This Policy

This policy is designed to:

- Maintain a safe and respectful studio environment
- Support high-quality teaching and learning
- Provide clear expectations for students and families

## 2. Attendance and Punctuality

- Students are expected to arrive on time, dressed appropriately, and ready to begin class
- If a student is unable to attend, parents/guardians should inform the academy in advance where possible
- Consistent attendance is important for progress and participation in performances

## 3. Uniform and Appearance

- All students must wear the correct uniform for their class
- Hair must be off of face (e.g. preferably tied back)

## 4. Parent/Guardian Responsibilities

- Ensure students are dropped off and collected promptly
- Keep contact details and relevant information up to date
- Support students in attending regularly and following academy expectations
- Parents/guardians are not permitted in the studio during classes unless invited



# Studio Policies & Facilities

## **5. Behaviour and Conduct**

- Students must show respect to teachers, staff and fellow students at all times
- Listening carefully and following instructions is essential
- Disruptive or unsafe behaviour will not be tolerated
- We encourage a positive, inclusive and supportive atmosphere

## **6. Health and Safety**

- Students should not attend if they have an injury that prevents safe participation, in the event of illness they may attend to observe if they feel ok to do so
- Any injuries, medical conditions, or additional needs must be communicated to staff
- Students must use equipment and studio space safely at all times
- In the event of an emergency, appropriate action will be taken to ensure student safety

## **7. Mobile Phones and Devices**

- Mobile phones must be switched off or on silent during class time
- Devices should not be used during lessons unless they are given permission
- Recording is not permitted unless authorised by the academy

# 11 Studio Policies & Facilities

## 8. Food and Drink

- Students should bring a water bottle to class
- Chewing gum is not allowed whilst dancing

## 9. Exams, Shows, and Performances

- Participation in performances and exams may require additional commitment and rehearsal time
- Students and families must ensure availability for key dates where participation is confirmed
- Costumes and uniform must be cared for and returned if required
- Students are expected to behave respectfully at all events

## 10. Fees and Payments

- Fees must be paid in accordance with the academy's payment terms
- Failure to keep up with payments may result in loss of place
- Full details can be found in the academy handbook

## 11. Communication

- The academy communicates via email, website updates and social media platforms
- Parents/guardians are responsible for keeping up to date with all communications

## 12. Discipline and Policy Breaches

- Any breach of this policy will be addressed appropriately
- This may include reminders, warnings or communication with parents/guardians
- Our approach is fair, consistent and focused on maintaining a positive environment

# 12 Digital & Media Policies

At AE Dance Academy, we recognise the importance of digital platforms in celebrating achievements, sharing information and building a strong dance community. This policy outlines how we use digital media and the expectations we have to ensure the safety, privacy and wellbeing of all students, families and staff.

## **1. Purpose of This Policy**

The purpose of this policy is to:

- Protect the privacy and safety of all students
- Ensure responsible and appropriate use of digital media
- Promote a positive and professional online presence for the academy
- Provide clear guidance for staff, students and parents/guardians

## **2. Student Privacy and Consent**

We are committed to safeguarding all students' identities and personal information.

- Written consent will be obtained before any student is featured in photographs or videos used by the academy
- Content may be shared on our website, social media platforms and promotional materials
- We will keep a clear and up-to-date record of all permissions

# 12 Digital & Media Policies

### **3. Use of Photos and Videos**

To maintain a safe and respectful environment:

- Only authorised staff may take photos or videos during classes and academy events for official use
- Parents/guardians may be permitted to record during designated times (e.g. performances)
- Where possible, we will avoid tagging or identifying students by full name

### **4. Social Media Guidelines**

We encourage positive engagement across all platforms:

- All communication relating to the academy must remain respectful and appropriate
- Negative, offensive or harmful comments about the academy, staff or students will not be tolerated
- Content shared by parents or students should not damage the reputation of the academy
- Any concerns should be raised directly with the academy rather than on public platforms

### **5. Staff Responsibilities**

Our staff are expected to uphold the highest standards of professionalism:

- Only authorised staff may post on official academy accounts
- Staff must maintain appropriate professional boundaries online
- All digital content shared must align with safeguarding guidelines

# 12 Digital & Media Policies

## **6. Data Protection and Security**

We take data protection seriously:

- All personal data, images and videos will be stored securely and accessed only by authorised personnel
- Information will be handled in accordance with applicable data protection regulations

## **7. Website and Online Platforms**

Our website and digital systems are used to support communication and administration:

- Parents/guardians are responsible for ensuring information submitted via online forms is accurate
- The website may contain important documents
- Families are encouraged to refer to accessible resources before contacting the academy with queries


## **8. Misuse and Breach of Policy**

Failure to adhere to this policy may result in:

- Removal of content
- Communication with parents/guardians
- Further action where necessary to protect the academy and its members

## **9. Policy Updates**

This policy may be reviewed and updated periodically. Any significant changes will be communicated to parents/guardians.



# 13 Staff Information: Meet the Team

At AE, our team of dedicated staff has grown and developed over the years, bringing together a wealth of experience and passion for dance. We work collaboratively to train and support our students across a wide range of styles, ensuring high-quality teaching in every class. At the heart of everything we do is a fun-filled, encouraging atmosphere, where students feel confident to enjoy dance, build friendships and express themselves freely.



## Abi England – DIRECTOR OF AE

Trained at: Phil Winston's Theatre Works.

Teaches at AE Academy.

Works at AE on Monday evenings, Wednesday evenings & Saturday mornings.

## Abbey Wilkins

Trained at: AE Performing Arts Academy.

Teaches at AE Academy.

Works at AE on Monday evenings, Tuesday evenings, Wednesday evenings, Thursday evenings & Saturday mornings.



## Lorrell Palmer

Trained at: Sunderland University (Dance Degree).

Teaches at AE Academy.

Works at AE on Monday evenings, Thursday evenings & Saturday mornings.

# 13 Staff Information: Meet the Team



## Jordan Ward

Trained at: The Dance Mill (Old School Dance Works).

Teaches at AE Academy.

Works at AE on Monday evenings, Tuesday evenings, Wednesday evenings, Thursday evenings & Saturday mornings.

## Olivia Fieldhouse

Trained at: Leeds City College (Extended Diploma in Musical Theatre).

Teaches at AE Academy.

Works at AE on Monday evenings, Wednesday evenings & Thursday evenings.



## Jade Craven

Trained at: Phil Winston's Theatre Works.

Teaches at AE Academy.

Works at AE on Wednesday evenings.

# 13 Staff Information: Meet the Team



## Ursula Whiteley

Trained at: Chantry School of Contemporary and Balletic Arts

Teaches at AE Academy.

Works at AE on Monday evenings.

## Kiera Midgley

Trained at: Leeds City College

Works at part of our teaching team within schools for lunchtime clubs and afterschool clubs & covers classes at AE.



## Erin Joannou

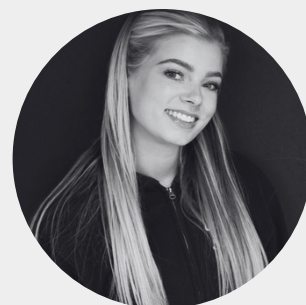
Trained at: AE Performing Arts Academy.

Works at part of our teaching team within schools for lunchtime clubs and afterschool clubs.

## Kirsty Beaumont

Trained at: AE Performing Arts Academy.

Works at part of our teaching team within schools for lunchtime clubs and afterschool clubs.



## 14 Acknowledgment & Agreement

By enrolling at our dance school, you confirm that you have read, understood and agree to abide by all policies, procedures and expectations outlined in this handbook. You understand that these guidelines are in place to ensure a safe, respectful and positive environment for all students, families and staff.

You acknowledge that it is your responsibility to remain informed of any updates or communications issued by the school, including those shared via email, website or social media platforms. You agree to support your child in attending classes regularly, arriving on time and wearing the correct uniform as required.

You understand that participation in dance classes and related activities involves physical activity and you confirm that you (or your child) are fit to take part. You agree to inform the school of any medical conditions, injuries or additional needs that may affect participation.

You also give permission for emergency medical treatment to be sought if necessary, where you cannot be contacted.

You acknowledge and agree to the school's policies regarding fees, payments, cancellations and notice periods, as outlined in the handbook.

You understand that any images or videos shared by the school will only include students for whom appropriate consent has been provided.

# 15 Timetable

Throughout the week, we offer a range of classes. Alongside these classes, we also run private lessons throughout the week - these must be requested as it has to be scheduled into the staff's availability.

## MONDAY

4:30PM-5PM - Mini Ballet  
5PM-5:30PM - Inter Ballet One  
5:30PM-6PM - Inter Ballet Two  
6PM-7PM - Beginner, Inter & Advanced Musical Theatre

## TUESDAY

5PM-6PM - Mini Competition Class  
6PM-7PM - Advanced Competition Class  
6:30PM-7:30PM - Inter Competition Class

## WEDNESDAY

6PM-6:30PM - Advanced Ballet  
6PM-6:45PM - Drama  
6:45PM-7:30PM - Singing  
7PM-8PM - Senior Competition Class

## THURSDAY

6PM-7PM - Inter & Advanced Gymnastics  
6:30PM-7PM - Mini Cheer  
7PM-7:30PM - Mini Gymnastics  
7PM-7:30PM - Inter Cheer One & Two  
7:30PM-8:15PM - Advanced Cheer

## SATURDAY

9:30AM-10AM - Mini Divas  
10AM-10:45AM - Little Divas One  
10:45AM-11:30AM - Little Divas Two  
10AM-10:30AM - Beginner & Advanced Flexibility  
10:30AM-11:30AM - Beginner, Inter & Advanced Street Dance  
11:30AM-12:30PM - Senior Street Dance  
11:30AM-12:30PM - Beginner & Inter Contemporary  
12:30PM-1:15PM - Senior Contemporary



# 16 Price List For All Classes

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- Ballet Classes - £4
- Musical Theatre - £4.50
- Over 18s - £5
- Competition Classes - £5
- Drama - £4
- Singing - £4
- Gymnastics - £5
- Cheerleading - £4
- Mini Divas - £3.50
- Little Divas Classes - £4
- Flexibility - £4
- Street Dance - £5
- Contemporary - £5
- Private Lessons - £13.50

## SATURDAY DISCOUNT:

- 2 classes - £8
- 3 classes - £12

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**- C L A S S E S F O R A L L -**



**- C L A S S E S F O R A L L -**



## *17* Social Media

You can find our academy across a range of social media platforms, where we love to share highlights, achievements and special moments from our dance community. We are committed to safeguarding our students' privacy and wellbeing at all times. Any student who appears in photos or videos shared on our platforms will only be included where appropriate permission has been provided in advance, ensuring that all content is shared responsibly and with full consent.



Social media platforms and sites we use are:

- Facebook - main page and private group page.  
"AE Performing Arts Academy" & "AE Dance Parents"
- Instagram  
"@aeacademy"
- TikTok  
"@ae\_academy"
- Our official AE website  
<https://aeperformingartsacademy.co.uk/>

# 18 FAQs

- **What age can my child start classes?**

*Children can start classes from age 3 and above. Our experienced teaching staff will place each student in the most suitable class based on their age and ability, ensuring they feel confident, supported and challenged at the right level.*

- **Do you offer classes for beginners?**

*Yes – we offer a wide range of beginner-friendly classes. If a student is older and completely new to dance, they will still be warmly welcomed and fully accommodated within the session. Our teachers will make sure every student feels comfortable, supported and able to take part confidently, helping them keep up and progress at their own pace.*

- **How do I book or register for classes?**

*To book a class at AE Academy, parents/guardians should email [the email address "aeperformingartsacademy25@gmail.com"](mailto:aeperformingartsacademy25@gmail.com) with an enquiry about the chosen lessons. Our Director will then respond to confirm availability and details, most classes have a waitlist so this process may take slightly longer. Once confirmed by the Director, your child can attend a free trial lesson.*

*If your child would like to join the class officially after the trial, the parent/guardian will need to complete a registration form. This is only required for new students – current students who are trialling an additional class will already have this completed, in line with our policy. The registration form can be found online, listed on every page of our website.*

# 18 FAQs

- **Where are you located and is parking available?**

*We are based at BBEC High School, and parking is available on site. However, on some days the school may have additional lettings or events taking place, which can occasionally make the car park busier and parking more limited. This is rare, but we recommend allowing a little extra time just in case.*

- **What should students wear to class?**

*Students should attend lessons in AE uniform wherever possible. This can be our official black or pink uniform (available through our uniform website – GDB Manufacturing), or any annual show uniform (available only to students taking part in the annual show).*

*If a student is unable to wear uniform for any reason, we kindly ask that they wear all black, so we can maintain a consistent and professional look across the school. Please note that we may occasionally take photos and videos during sessions to help advertise and promote the dance school.*

- **How long are the classes?**

*Our classes range from 30 minutes to 1 hour. Sessions may be 30, 45 or 60 minutes long depending on the class. If you'd like to check the timing for a specific class, please refer to our timetable on the website, where the duration of each lesson is clearly listed.*

# 18 FAQs

- **How do payments work (monthly/termly)?**

*We accept payment by cash or bank transfer.*

*If any classes are cancelled, this can be reflected in the next week's or month's payment.*

- *Please note: we have an administration hour on Wednesday evenings where bank transfers are checked, so if payment is not received on the agreed date, you may receive a reminder. If fees are not kept up to date and payments continue to be missed, the student will not be able to attend classes until the balance is settled.*

- **Do you offer private lessons?**

*We offer private tuition throughout the week, subject to staff availability. These sessions provide students with more focused training, helping them develop their technique and confidence, while also giving them the opportunity to explore a range of styles and work on solos and duos.*

*Students may also have the chance to perform in a private lesson showcase for fellow dancers and friends/family, and can choose to enter their solos or duos in competitions if they wish.*

- **Do you offer adult classes?**

*We offer an Over 18s adult dance class at AE, designed to make dance fun, welcoming and accessible for everyone – whether you're a complete beginner, an ex-dancer, or even a teacher looking to get back into classes.*

*The sessions are more relaxed, while still focusing on fitness, technique and choreography. Students in this class also have the opportunity to perform alongside the rest of the academy in our annual shows.*

# 18 FAQs

- **Is there an annual performance/showcase?**

*Yes! We offer several performance opportunities throughout the year. We hold one annual show, one uniformed showcase and at least one private lesson showcase each year.*

*Our annual show is our main event and is fully costumed, giving students the chance to take part in a full performance experience.*

*Our uniformed showcase is a more relaxed event, removing the stress of costumes while still allowing students to perform and share the dances they've been working on in class.*

*Our private lesson showcases are for private lesson students only, where they can perform their solos and duos for family and friends. This helps students experience what it feels like to perform a solo, so if they are later selected to perform one in the annual show (we usually choose three each year), they feel more confident and prepared.*

- **How will I know important dates and updates?**

*We have a Dance Parents Facebook group where we share important information and post updates regularly. This website is also an information hub, as we're working to make it the main place for everything you may need at AE. For important events like shows, letters will be sent out so that parents have a direct copy of all necessary information. This helps keep things clear and organised for everyone, allowing us to focus our time and energy on supporting and developing your superstar performers!*

# 18 FAQs

- **Can parents stay and watch the classes?**

*At AE, we unfortunately do not allow parents or carers to stay during classes. As we use several halls within the building, it's important that all corridors remain clear at all times so we can effectively safeguard, supervise, and keep track of every student in our care.*

*We understand that bad weather can be inconvenient and that some classes are only 30 minutes long, however we kindly ask that parents/carers drop students off and wait outside the building. At the end of the lesson, students will be brought back to the entrance doors by their class teacher and safely handed over to their respective adult. This helps keep the building secure, less crowded, and ensures student safety remains our number one priority.*

*We also share clips and highlights from our sessions across our social media, so be sure to follow us across all of our socials if you'd like a sneak peek into what goes on in class!*

# Thank you

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