



# Children's Creative Dance Classes 2023/24

## Information for Families

### [Website Information](#)

### Children's Dance Programme Staff

Name	Contact Details	Regular working days
<b>Colette McAskill</b> Project Manager Children and Young People's Dance Programmes	<a href="mailto:c.mcaskill@trinitylaban.ac.uk">c.mcaskill@trinitylaban.ac.uk</a> 0208 305 9477	Term Time: Tuesday – Saturday School Holidays: Monday – Friday
<b>Laura Aldridge</b> Head of Children and Young People's Dance Programmes	<a href="mailto:L.Aldridge@trinitylaban.ac.uk">L.Aldridge@trinitylaban.ac.uk</a>	Monday – Thursday Works some Saturdays

### Term Dates for 2023/24

<b>Autumn</b>	Sat 9 Sept – Sat 9 Dec <b>no classes Sat 28 Oct</b>
<b>Spring</b>	Sat 6 Jan – Sat 23 Mar <b>no classes Sat 17 Feb</b> <b>no Carers &amp; Preschoolers Sat 23 Mar</b>
<b>Summer</b>	Sat 20 Apr – Sat 6 Jul <b>no classes Sat 25 May</b> <b>no Carers &amp; Preschoolers Sat 6 Jul</b>
<b>Events</b>	Open Studios: Sat 9 Dec 2023 Spring Show: Sat 23 Mar 2024 Summer Show: Sat 6 Jul 2024 4-5 years Sharing: Sat 29 June 2024 Children's Dance Holiday Programme: Spring holidays (dates to be announced)

### Class fees for 2023/24

Class/Term	Autumn 2023 (13wks) no classes 28 Oct	Spring 2024 (11wks/10wks C&Ps) no classes 17 Feb	Summer 2024 (11wks/10wks C&Ps) no classes 25 May
<b>Carers &amp; Preschoolers</b>	£155	£121 no classes 23 Mar	£121 no classes 6 Jul
<b>4-5yrs</b>	£145	£124	£124
<b>6-7yrs</b>	£156	£133	£133
<b>8-9yrs</b>	£156	£133	£133
<b>10-11yrs</b>	£156	£133	£133
<b>12-14yrs</b>	£188	£160	£160

## Class Allocations

We are working towards changing the Children's Classes groupings, so that our classes align with the academic school age groupings. This will come into effect for our Carers & Preschoolers classes from September 2023, and we hope to introduce this policy to all Children's Classes from September 2024.

### 3 – 4 Year Olds (Nursery)

- Children aged 3-4yrs (nursery) are allocated to our Carers & Preschoolers classes.
- From September 2023, if a child's birthday is on or before **1 September** they will be allocated to the next age group at the start of the academic year. If their birthday is after this date they will move up the following September.
- Please note that we do not move any children between age groups during the academic year.
- We take into consideration:
  - Sibling class times
  - Length of time with current teacher

### 4 – 14 Year Olds (Year 1+)

- Children are allocated to classes according to their age group; 4-5yrs, 6-7yrs, 8-9yrs, 10-11yrs, 12-14yrs.
- Children normally spend two years in each class.
- Children are allocated to a class according to the age that they will be for the majority of the academic year.
- If a child's birthday is on or before **28 February** they will be allocated to the next age group at the start of the academic year. If their birthday is after this date they will move up the following September.
- Please note that we do not move any children between age groups during the academic year.
- We take into consideration:
  - Sibling class times
  - Length of time with current teacher

## Event Information

### Open Studios

- Families are invited to watch the last 10mins of class at the end of the Autumn Term.

### Children's Spring & Summer Shows

- Each class, with the exception of Carers & Preschoolers and 4-5 years, will perform in either the Spring Show or Summer Show.
- The list of classes allocated to each show will be shared with you at the end of the Autumn Term.
- There are no Carers and Preschoolers classes on show days.
- Tickets are purchased through the Box Office.

### 4-5 Years Sharing

- 4-5 years classes will perform to family and friends in the Summer Term.

## Payment of Fees

- **New starters:** Should your child wish to continue with classes after their free trial, payment for the term must then be received to confirm their place.
- **Returning students:** Payment for your child's classes must be received before the start of each term. Your child's place in the class will not be secure until payment is received.
- Payments are taken via our secure online payment system.
- We will send you the information you need to make payment ahead of the start of each term to the email address you provided. You also have the option to pay for the full year in advance.
- Fees are non-refundable.

## Contact Information

- Please keep us updated with your current contact details. We stay in touch via email and may need to call you from time to time.

## Attendance

- We encourage participants to attend classes as regularly as possible in order to gain the most benefit from the classes.
- We know that there are times when absence is unavoidable. If you know about a one-off absence in advance please let your child's teacher know directly as this will assist with their planning. Where an absence is last minute please let us know by emailing [shortcourses@trinitylaban.ac.uk](mailto:shortcourses@trinitylaban.ac.uk).
- In the run up to a performance it is especially important that attendance is consistent.
- If your child is unable to perform in their show (Spring or Summer) please let your child's teacher know as soon as possible, and at least 1 month before the performance date.
- **Please note:** If a child does not attend for three consecutive weeks without advising the teacher or the administrative team of reason for absence, they will be removed from the programme and another child will be offered their place. It is the responsibility of the parent/carer to inform the administrative team via email of significant absence.
- If your child decides to leave the programme, we can offer up to 1 year's deferment on 1 occasion. Any further deferment of places, may incur a charge to keep the space open. This is due to our extensive waiting list. You must communicate with the administrative team, to put this agreement in place.
- Children may leave and re-join the programme only once, unless in case of exceptional circumstances such as significant illness or injury. In this event, this must be clearly communicated to the administrative team and supporting evidence may be required.

## Drop Off and Collection

- Once participants have been dismissed from the studio please ensure appropriate collection arrangements are in place. Directly before and after the class, parents/carers are responsible for their child. We are unable to supervise children in the building when they are not actively participating in a class within a studio.
- Parents/guardians are active participants in **Carers & Preschoolers** classes, and should be present in the studio throughout.
- Parents/carers of children in the **4-5 years** classes need to be available outside the studio for the duration of the class in order to accompany their child to the toilet.
- Parents/carers of participants in **4-5yrs and 6-7yrs** classes, should always be collected from the studio doors.
- Parents/carers of participants in **8-9yrs classes and 10-11yrs**, should collect their child at the studio door or at a pre-arranged meeting place inside the Laban Building.
- **12-14yrs** participants are dismissed from the studio after their class. Please ensure appropriate collection arrangements are in place.
- If you have any specific requirements regarding collection, please email [shortcourses@trinitylaban.ac.uk](mailto:shortcourses@trinitylaban.ac.uk).

## First Aid

- Trinity Laban has First Aiders onsite.
- If your child has any specific medical needs we need to be aware of please notify us at enrolment and keep us updated of any changes.
- Should there be any needs identified we may require parents/carers to remain onsite or outside studios, and/or provide additional information.

## Access Requirements

- The Laban Building is an accessible site. Should you have any specific access requirements please speak to a member of the Children's & Young People's Dance Programmes team so that we can support.

## Arriving and Inside the Building

For the safety of all building users on Saturdays:

- Please ensure young children are supervised at all times.
- Children's bikes and scooters must be left in the designated area as directed by the security team.
- Adult bikes and scooters must be left outside in the secure bike racks to the rear of the building. Adult bikes and scooters must not be left anywhere else on the grounds and must be locked when not in use.
- Bikes and scooters not left in the designated areas and unlocked, will be moved by the Facilities team to a secure location.
- Bikes and scooters should be pushed up the pathway within the Laban Building grounds. Please do not cycle on the pathway or on the grass.
- Roller-skates, scooters, bikes or Heelys (or any shoes with wheels) must not be used inside the Laban Building.
- Pushchairs and prams can be taken into the building.

## Clothing

- Children dance bare foot in the studios and should wear soft comfortable clothing which is easy to move in, such as tracksuit bottoms/leggings and a t-shirt. Jeans and dresses are not appropriate.
- Please ensure your child does not wear any jewellery when taking part in class.

## Safeguarding

Trinity Laban is committed to practice which protects children, young people and adults and recognises that they have rights as individuals and should be treated with dignity and respect. Their safeguarding is of the utmost importance. The Conservatoire is committed to ensuring a safe and supportive environment for all children, young people, students and adults participating in any courses or activities, associated with Trinity Laban and recognizes its responsibilities for promoting the highest standards of care.

- The safeguarding policy is available to all parents/carers of children, young people and adults involved in Trinity Laban courses and activities upon request.
- In line with this policy all of our teachers have Disclosure and Barring Service checks.
- If you have any queries or concerns regarding Safeguarding please contact a designated officer, see below.
- This information is also available at Reception and on the noticeboards outside Studio 1.

Safeguarding Officer	Contact Details
<b>Laura Aldridge</b> Head of Children and Young People's Dance Programmes Children & Young People's Dance Programmes	<a href="mailto:L.Aldridge@trinitylaban.ac.uk">L.Aldridge@trinitylaban.ac.uk</a>
<b>Niesha Holder</b> Centre for Advanced Training Manager Children & Young People's Dance Programmes	<a href="mailto:n.holder@trinitylaban.ac.uk">n.holder@trinitylaban.ac.uk</a>

## Watching a Class

We request that parents and carers do not observe classes through the glass doors to the studios, as this can be distracting, especially for younger children. There are times when parents/carers will be invited into the studios, usually at the end of a term.

Occasionally observations may take place for professional reasons; these requests are considered carefully.

## Photography and Film

- Parents/carers are not permitted to film or photograph classes in line with our safeguarding policy.
- At times Trinity Laban may take photographs and film with media consent.

## Fire Safety Information

Please take the time to read the following information carefully; it could save the life of your child.

Your child's dance teacher will explain the fire safety procedure to the class, and we will schedule unannounced fire drills from time to time. The fire alarm is a continuous siren.

Please familiarise yourself with the escape routes from the building, and make sure your children know these routes and know what to do in an emergency.

The two assembly points in the event of an evacuation are:

- By the gate at the main entrance, and
- By the gate at the exit of the car park.

In the event of a fire please follow these instructions:

1. If a fire is discovered sound the alarm by breaking the glass on the emergency call point.
2. On hearing the fire alarm evacuate the building immediately using the safest escape route.
3. **DO NOT** go to the studios to collect your child. The teacher will bring the whole class out of the building and take them to one of the assembly points.

4. After exiting the building parents should go to the assembly points to find their child where they will be kept with their teacher until they either return to their studio to continue the class or are collected if the class has finished/cannot continue.

A member of Trinity Laban staff will be happy to explain the above procedures to you.

## Keeping Safe at the Laban Building

We take the safety of our participants and staff very seriously. Before joining us on Saturdays please read our [Covid-19 Guidelines for Learning and Participation Participants](#).

Should future government restrictions impact the running of our full studio dance class programme;

- We may need to limit class capacity. In this instance we will alternate classes in 3-week blocks. Families will receive a proportionate refund.
- We may need to reduce the number of classes operating at one time. In this instance we may offer alternative classes, or be forced to cancel and refund some sessions.
- We may need to deliver classes digitally, using an online platform.

## Directions to the Laban Building SE8 3DZ

All Children's Creative Dance Classes take place at our Dance Faculty:

Laban Building  
Creekside, Deptford  
SE8 3DZ

We have cycle racks at the rear of the building and also a number of disabled parking spaces to the front of the building.

### By Docklands Light Railway (recommended route)

The Docklands Light Railway (DLR) offers a frequent service to Cutty Sark station which is a few minutes' walk from the Laban Building. The DLR joins to the London Underground at Monument / Bank (Central, Circle and District Lines), Shadwell (East London Line), Canary Wharf (Jubilee Line) and Stratford (Central Line). At Cutty Sark turn right out of the station and right again on to Creek Road. Take the second left after the bridge, Creekside and the Laban Building is on your left. (10 min walk).

### By Train

If travelling from Central London, travel from Charing Cross to either Deptford or Greenwich. There are frequent trains and the journey time is approximately 20 minutes. The Laban Building is approximately a 10 minute walk from either station.

### By Bus

Bus numbers 47, 53, 89, 177, 188, 225 and 453 stop near the Laban Building.

### By Road

From Central London: Take the Old Kent Road to its end in New Cross then follow the A2 until you reach the junction for Deptford Church Street. Turn left and continue to the mini roundabout, then turn right into Creekside.

From M2/M25: Follow the A2 until you reach the turning for the junction for Deptford Church Street. Turn right and continue to the mini roundabout, then turn right into Creekside.

**There is no parking at the Laban Building**, except for disabled access. On street parking is available on nearby roads; Deptford Green, Benbow street, Watergate street as well as Creekside itself. There is paid car parks available on Frankham Street (approx. £2.80ph). Other [paid car parks](#) are also available.