

Dance-Worx's Newsletter

<u>DAYS</u>	<u>CLASSES</u>	<u>FEES</u>
Monday's	Gymnastics @ Pickhurst Junior Academy - 12pm-12.45pm *Street Jazz @ Alexandra Junior School - 3.25pm-4.25pm * Drama (infants) @ La Fontaine Academy -3.30pm-4.30pm <u>Theatre School Classes @ Dance Company Studio's Beckenham</u> Tap & Ballet 5pm - 6pm *Advanced Dance Class 5pm-6pm *Dance Troupe 6pm-7pm Adult Tap 7pm-7.45pm Clubbercise 7.5pm-8.30pm	£50 £70 £70 £70 £70 £70 £5ph £5ph
Tuesday's	Tap @ Pickhurst Academy 12pm-12.45pm Gymnastics @ St Augustine's- 3.15pm-4.15pm Drama @ Marian Vian 3.20pm-4.20pm *Street Jazz @ Parish 3.35pm-4.35pm <u>Theatre School Classes - @ Calso Health and Fitness gym</u> Grade 5/6 Tap - 5pm-5.45pm Grade 6 Modern - 5.45pm - 6.30pm Grade 5/6 Ballet - 6.30pm-7.15pm	£50 £35 £55 £70 £50 £50 £50
Wednesday's	*Gymnastics @ Alexandra Junior School - 3.25-4.25pm *Musical Theatre (yr 2 & above) @ La Fontaine Academy 3.30pm-4.30pm <u>Adult classes @ Marian Vian Primary School, Beckenham</u> Clubbercise 7.15pm-8pm	£70 £70 £5ph
Thursday's	*Drama @ Alexandra Junior School - 3.25pm-4.25pm <u>Theatre School Classes @ Bromley Parish Church Hall</u> Ballet - 5.15pm-6pm Street Jazz - 6pm-7pm Tap 7pm-7.30pm	£70 £50 £70 £37.50
Friday's	Street Jazz @ Green street Green 8am-8.45am Drama @ Pickhurst Juniors Academy 12pm-12.45pm Adult Tap (beginners) at Bromley Parish Church 2.15pm-3pm * Street Jazz @ La Fontaine Academy 3.30pm-4.30pm *Gymnastics @ Parish Primary School 3.35-4.35pm	£50 £50 £5.50ph £70 £70
Saturday's	<u>Theatre School Classes @ Bromley Parish Church Hall</u> Intro Ballet 9.30am-10am Intro tap 10am-10.30am Musical Theatre 10.30am-11.15am Drama 11.15am-12pm Street Jazz 12pm-12.45pm <u>Theatre School Classes @ Green Street Green</u> Infants Gymnastics 9.30am-10.15am Infants Street Jazz 10.15am-10.45am Infants Drama 10.45am-11.15am	£37.50 £37.50 £50 £50 £50 £60 £50 £50

Dance-Worx's classes breaks up on the 30th March 2019
(Some schools have made up sessions so please check the last week of classes with your child's teacher or contact the Dance-Worx's office)

All Dance-Worx's Classes start back the week commencing 29th April 2019

Dance-Worx's Contact Information

For any enquiries please contact Dance-Worx's Principal Katie Collins.

Email:office@danceworxs.co.uk

Dance-Worx's address: 12 Yew Tree Road, Dunton Green, Sevenoaks TN145GE

Dance-Worx's Office Phone: 07538 199 678 **Website:**www.dance-worx-s.co.uk

Twitter Account: @DanceWorxsLtd / **Facebook Page:** Katie Noad Dance-Worx's

Contacting Office

If you leave a message for us at the school office/on our answer phone/via email we will do our best to get in touch either via the phone or via email within 48 hours. It is preferred you contact us directly rather than go through the school.

Medal Tests

Our first Exam session on the year is on Saturday 23rd & Sunday 24th March, for more information please see our website **www.dance-worx-s.co.uk**

Good Luck to everyone taking their exams!! Don't forget to Smile & have fun 😊

Uniform

We are currently in the process of changing our uniform to black and white, and we will be putting in a new order soon. T-shirts are £6.50, Jumpers are £20.00 If you would like to order any then please complete the slip below.

Late Payment

To be fair to everyone we have put in place a policy covering late payment which is as follows:

If we do not receive your child's fees by the stated date you will receive a reminder. If we do not receive the fees on the 2nd week of term, you will receive a second reminder and a late payment charge of £10 will be applied to cover the administration costs incurred to that point. If we have still not received the fees by the following week then your child will be asked to leave the class. As a point to note, if your child is not on the Dance-Worx's register we cannot take responsibility for them so you will have to discuss alternative arrangements with the school. Our classes tend to be oversubscribed and this is the fairest way to manage attendance.

Payment Methods

Bank transfers are Dance-Worx's preferred form of payment as they are easier to track. Please note that when cheques/cash are given to the school office we may not receive them until after the payment is due (especially during school holidays). If you receive a reminder from us and have already paid please inform us so that we can remove you from our list.

Easter Workshop

We are exciting to be hosting a 3day Easter workshop on 10th, 11th & 12th April, 10am-2pm at Green St Green Primary School, Orpington, Come & join our 3day workshop of Dance, Drama, Gymnastics, Games, Crafts and much much more, everyone who comes will go home with an Easter Egg & there will be a performance for Parents on 12th at 1.30pm. You can sign up for all 3 days or just 1 or 2. For more information please contact the Dance-Worx's office 07538199678 or email us katie@danceworxs.com

Payment for next term Fees will need to be paid by **Friday 15th March 2019**
A child's place can only be guaranteed once payment has been received.
Please note we do have a waiting list for most classes

BANK DETAILS!!

Dance-Worx's
Santander Sort Code: 09-01-29
Account Number: 16275564

(When paying via bank transfer please use your child's name as a reference)
Cheques made payable to Dance-Worx's Ltd

Payment Slip – Summer 2019

Child's name

.....

Child's school & Dance-Worx's class attending

.....

Parents name & email address

Parents contact telephone number

.....

****Please read fee information on newsletter for the price of your child's classes****
(please note this only applies to selected classes marked with a *)

I would like to order a t-shirt for £6.50 (Please circle correct size below)

Child S/ M/ L/ XL

Adult S/ M /L

I would like to order a jumper for £20.00 (Please circle correct size below)

Child S/ M/ L/ XL

Adult S/ M /L

I am payingfor next terms Dance-Worx's Classes & Uniform

*** CASH* CHEQUE* BANK TRANSFER* (*circle/delete as appropriate)**

DANCE-WORX'S PHOTOGRAPH/VIDEO/WEBSITE CONSENT FORM

To record Dance-Worx's student's achievements, Dance-Worx's will be taking photographs and videos which may be used in marketing and/or on the Dance-Worx's website. Dance-Worx's recognises the need to ensure the welfare and safety of all children. In accordance with our child safeguarding policy we will not permit photographs of children and young people to be taken without the consent of the parents/carers and the child themselves, if you do not wish for your child to be photographed/recorded in class please attach a separate letter stating this including your child's full name and class. **I agree to Dance-Worx's term & conditions (which can be found on our website) I agree to the Dance-Worx's GDPR policy (please see next page)**

Signature:.....Date.....

Dance-Worx's Data Protection Regulation Policy

GDPR stands for General Data Protection Regulation and replaces the previous Data Protection.

Directives that were in place. It was approved by the EU Parliament in 2016 and comes into effect on 25th May 2018.

GDPR states that personal data should be 'processed fairly & lawfully' and 'collected for specified, explicit and legitimate purposes' and that individuals data is not processed without their knowledge and are only processed with their 'explicit' consent. GDPR covers personal data relating to individuals. Dance-worx's is committed to protecting the rights and freedoms of individuals with respect to the processing of children's, parents, visitors and staff personal data.

The Data Protection Act gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly.

Dance-Worx's is registered with the ICO (Information Commissioners Office)

GDPR includes 7 rights for individuals

1) The right to be informed

Dance-Worx's is registered with Companies house and a member of the UKA and as so, is required to collect and manage certain data. We need to know parent's names, addresses, telephone numbers, email addresses. We need to know children's' full names, addresses, date of birth along with any SEN requirements. We are requested to provide this data Bromley & Kent Council, UKA & other performing council areas; this information is sent via email or post.

As an employer Dance-Worx's is required to hold data on its Teachers; names, addresses, email addresses, telephone numbers, date of birth, National Insurance numbers, photographic ID such as passport and driver's license, bank details. This information is also required for Disclosure and Barring Service checks (DBS) and proof of eligibility to work in the UK. DBS Numbers and date of issue on our office laptops and is shared with the schools we work in.

2) The right of access

At any point an individual can make a request relating to their data and Dance-worx's will need to provide a response (within 1 month). Dance-worx's can refuse a request, if we have a lawful obligation to retain data but we will inform the individual of the reasons for the rejection. The individual will have the right to complain to the ICO if they are not happy with the decision.

3) The right to erasure

You have the right to request the deletion of your data where there is no compelling reason for its continued use. However Dance-worx's has a legal duty to keep children's and parents details for a reasonable time*, Dance-worx's retain these records for 2 years after leaving children's accident and injury records for 19 years (or until the child reaches 21 years), and 22 years (or until the child reaches 24 years) for Child Protection records. Staff records must be kept for 6 years after the member of leaves employment, before they can be erased. This data securely kept and shredded after the legal retention period.

4) The right to restrict processing

Parents, visitors and staff can object to Dance-worx's processing their data. This means that records can be stored but must not be used in any way, for example reports or for communications.

5) The right to data portability

Dance-worx's requires data to be transferred from one IT system to another as well as used in paper form e.g register/notes, as well as for performance BOPA licences, and dance Associations for examinations. These recipients use secure file transfer systems and have their own policies and procedures in place in relation to GDPR.

6) The right to object

Parents, visitors and staff can object to their data being used for certain activities like marketing or research.

7) The right not to be subject to automated decision-making including profiling.

Automated decisions and profiling are used for marketing based organisations. Dance-worx's does not use personal data for such purposes.

Storage and use of personal information

All paper copies of children's and staff records are kept in a locked filing cabinet. Members of staff can have access to these files but information taken from the files about individual children is confidential and apart from archiving, these records remain on site at all times. These records are shredded after the retention period.

Information about individual children is used in certain documents, such as, a weekly register, medication forms, referrals to external agencies and disclosure forms. These documents include data such as children's names, date of birth and sometimes address. These records are shredded after the relevant retention period.

Dance-worx's collects a large amount of personal data every year including; names and addresses of those on the waiting list. These records are shredded if the child does not attend or added to the child's file and stored appropriately. Dance-worx's stores personal data held visually in photographs or video clips or as sound recordings, unless written consent has been obtained via Dance-worx's Newsletter/permission slips and registration forms. Access to all Office computers is password protected. When a member of staff leaves the company these passwords are changed in line with this policy and our Safeguarding policy. Any portable data storage used to store personal data, e.g. USB memory stick, are password protected and/or stored in a locked filing cabinet.

GDPR means that Dance-worx's must;

- * Manage and process personal data properly
- * Protect the individual's rights to privacy
- * Provide an individual with access to all personal information held on them