



Tring Park Associates Adult Class Handbook

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Please note that all information in this handbook is currently superseded by any Covid-19 documentation.

Tring Park Associates Adult Classes Mission Statement

The mission of Tring Park Associates (TPA) is to offer a range of performing arts classes to young people aged 3–19 delivering high quality teaching and positive and developmental learning outcomes, along with classes for adults who enjoy dance and performing arts. We aim to make a positive difference to all participants.

We are committed to providing an excellent standard of teaching, providing experienced, qualified teachers within excellent facilities and resources.

Tring Park Associates is dedicated to the provision of a challenging and diverse learning experience within a supportive environment. Appendix 2 details policies that guide and inform the ethos of Tring Park Associates which operates under the umbrella of Tring Park School for the Performing Arts.

TPA Charter

This Tring Park Associates Charter and Handbook explains what to expect from TPA and what TPA expects in return:

Tring Park Associates aims to provide an environment in which participants can best achieve personal goals. At all stages of TPA consideration will be given to your personal circumstances. TPA hopes and expects that participants will, in turn, behave responsibly and thoughtfully, making a positive contribution to TPA and its standing in the wider community. TPA is underpinned by the same set of core values as Tring Park School for Performing Arts ‘Inspiring Excellence, Creativity & Resilience in a nurturing community’ and also aims to create an environment of ‘Inspiration, Support, Joy & Commitment.’

Liability

Unless negligent or guilty of some other wrongdoing causing injury, loss or damage, the TPA does not accept responsibility for accidental injury or other loss caused to the Participants for the loss or damage to property.

What you can expect from TPA

- Information about the classes on offer and guidance tailored to your needs
- Details of the teaching and learning facilities available to you
- Details of the costs of classes
- A handbook which includes information about class venues, staff, what to wear and how to book and pay for classes

Teaching & learning

- We will do our utmost to provide expert and effective teaching which stretches and challenges all participants

TPA expects that participants

1. Respect everyone involved in TPA
2. Respect the rules and policies of TPA

Equal Opportunities

We do not accept discrimination against anyone on the grounds of age, gender, ability, marital status, sexual orientation, race, ethnicity or religion. Discrimination shall be taken to mean being treated less favourably as defined by the Sex Discrimination Act 1975, Race Relations Act 1976 and Disability Discrimination Act 1995.

All Tring Park School for the Performing Arts policies can be found here:

<https://www.tringpark.com/information/policies>

TPA Venue Information

TPA Adult Classes take place at Tring Park School for the Performing Arts, in the Park Studios.

Please note that the timetable is subject to change on an annual, and possibly on a termly basis.

Classes that become unviable due to class sizes will either be cancelled or additional classes provided.

Staff Experience & Qualifications

TPA Adult Class teachers have a wealth of experience within the arts world and are highly qualified. All TPA staff are checked by the Disclosure and Barring Service (DBS) and many have undertaken additional Safeguarding and First Aid qualifications.

Adult Class Teacher biographies can be found in Appendix 1 at the end of this document.

Tring Park Associates Adverse weather conditions

During adverse weather conditions such as heavy snow falls, Tring Park Associates (TPA) may decide to cancel classes taking place on that day. Any decision to close in the event of severe weather is not taken lightly and will be based on:

- Local conditions
- An Assessment of Risk
- Ability to staff the classes safely

The decision will be made by the Head of TPA and in line with the decisions made by the Principal or Deputy Principal of Tring Park School for the Performing Arts.

Information regarding cancellation of classes will be sent by email. Therefore it is of the utmost importance that TPA has current information from all participants. Please ensure that you update your information on the ThinkSmart Portal if it changes.

Unless specifically told otherwise, staff will be expected to use their best efforts to attend TPA without putting themselves or others at risk. When it is recommended to the public that motorists undertake only essential journeys, this is considered to include to work.

If TPA remains open in the event of snow or other adverse weather, risk assessments will be undertaken throughout the day or evening to assess the safety of the grounds for participants, staff, parents and visitors. Participants are expected to make their own decisions about their safety of their journeys to and from TPA.

During weekdays, TPA will endeavour to inform participants of cancellation of classes by 2.00pm. Should there be adverse weather after this time, TPA will inform participants of cancellation of classes as soon as they are able, and before the evening classes commence at 6.30pm.

The decision to cancel Saturday classes will be made by 7.00am on the same morning. This will be communicated by email to all staff and participants.

TPA Information

Should you need to reach us on a Saturday please do so via the TPA mobile phone: 07715 655 127.

Filming & Photography

The use of audio-visual equipment is not permitted at any time during TPA Adult Classes as it violates the privacy of all other class members and our Safeguarding ethos and policies. TPA will not take any photos or video without express consent from any individual involved.

Tring Park School Grounds

In order to safeguard both the TPA community and Tring Park School students, only the Hub and internal areas at Park Studios are permitted waiting areas. Entering other internal areas or dog-walking/walking in the external grounds is also not permitted. These rulings are in place for the safety of all and your cooperation is appreciated.

Parking is available in the Lower Lizzies Car Park which is signposted as you approach the school gates, on the right. **Please note that the Disabled Bay in the Clockhouse area is for Blue Badge holders only.** If parking is not available there are several public car parks nearby, the nearest being the Forge Car Park, diagonally opposite to Mansion Drive: www.dacorum.gov.uk/home/community-living/parking-and-travel/our-car-parks/car-park-charges

Personal Property

Please do not bring valuable items to TPA. TPA will not accept responsibility for replacement of lost or damaged articles.

Lost Property

TPA lost property will be held at the front desk on a Saturday and we will keep it for half a term. After this time it will either be donated to the pre-loved stock if appropriate, or to a local charity shop.

Required information and Medical Emergencies

It is vital that participants inform TPA via the ThinkSmart Portal and if necessary the teacher directly of any SEN, a mental or physical impairment or disability, allergy or illness which may require action, awareness or attention. **Please be aware that we are a nut free school: do not bring any food that contains nuts on site.**

Janet Devenish is equipped to administer basic First Aid and all staff will endeavour to assist professionally with any medical emergency that arises.

Fire Procedures - Tring Park Grounds & Premises

In the case of a fire alert, all participants and staff must leave the building immediately and assemble in the front of Mansion Building. The teachers are responsible only for the evacuation of the participants within each class. No participants are allowed to leave the meeting point until the all clear has been given. This applies on weekday evenings and on Saturdays.

TPA Adult Classes

Adult Classes are offered in Ballet, Tap, Dance for Parkinson's and PBT (<https://pbt.dance/en>), depending on availability of space and take up.

All classes cater for a range of experience and ability and will allow participants to expand their knowledge and gain strength and technique. The classes are structured to allow for development and improvement in an informal, supportive setting.

Fee Structure and Information

Fees are based on a 33 week year, in accordance with school term dates. Termly invoices may differ, depending on the length of the term. Please note that classes do not run throughout the school holidays. Fees are charged on a termly basis. A pro-rata fee will be charged for those joining after the start of term. Refunds are not available for classes missed.

Class	Fees per term
Ballet (1 hour lessons)	£9.00 per class
Tap (1 hour lessons)	£9.00 per class
Dance for Parkinson's	£5 per class

The payment terms are as follows:

- Invoices are produced each term
- Invoices are payable on or before the first day of each and every term.
N.B unpaid fees will result in exclusion from TPA
- All fees will be payable online via the ThinkSmart Portal
- Term dates and timetables will be sent out as soon as they are ready for the forthcoming term

What to wear and equipment

Ballet

Sports or dance wear that you can move in, for example a track suit, dance leotard, tights and skirt (f), leggings and a t-shirt. Ballet shoes.

Tap

Sports or dance wear that you can move in, for example a track suit, leggings and a t-shirt. Tap shoes. Socks are recommended to avoid blisters.

Dance for Parkinson's

Comfortable clothes you can move in. Trainers or ballet shoes.

Informed Consent - Liability Waiver

You must agree to the below when registering online for classes.

I have submitted all required information to the best of my knowledge and have not withheld information that might be significant or relevant. I have also read this Handbook and agree to the Terms and Conditions therein.

I undertake to advise of any significant changes to my health or present condition (including pregnancy and surgery). I understand that I exercise at my own risk and I acknowledge that I have either had a physical examination and have been given my doctors permission to participate, or that I have decided to participate in activity and use of any relevant fitness equipment without the approval of my doctor and do hereby assume all responsibility for my participation and activities, and utilisation of equipment in my activities.

I give my permission for TPA staff to give the immediate necessary authority on my behalf for any medical or surgical treatment recommended by competent medical authorities where it would be contrary to my interest, in the doctor's medical opinion, for any delay to be incurred by seeking personal consent.

Appendix 1: Staff Biographies

Janet Devenish–Head of TPA. MAPP (DTP), QTLS (IfL) Cert Ed (Performing Arts) PC University of London, ARAD, ISTD CDE, Ballet, Tap, Modern, PBT Teacher – Ballet, Pointe Work & Musical Theatre (Dance) Teacher

Janet Devenish trained at Bush Davies in East Grinstead for 7 years and went on to have a very successful performing career in the West End and all over the world. She was an original cast member of 42nd Street at Drury Lane, created the role of Meg Giry in Phantom of the Opera in the West End, and played Cissie Blitztein in Blitz, Nicole in The Baker's Wife, Annie in Chicago, Drusilla in The Worst Witch and Prudence in Lust, amongst many other roles. She also toured the world as backing vocalist and dancer for violinist Vanessa-Mae.

Alongside a fulfilling 25 year career in vocational Further Education as a Head of Dance, Course Leader and Deputy Principal, Janet has choreographed and directed many college productions and over 30 Youth Theatre Musicals in Rugby, Dunstable, Hastings and Chatham. An active teacher, Janet teaches Ballet, Pointe Work, Tap and Musical Theatre.

Among many qualifications, Janet attained an MA in Professional Practice, Dance Technique Pedagogy, studying the use of imagery within the teaching of ballet. Janet is also qualified to teach PBT – Progressing Ballet Technique.

Michelle Ballentyne–Dance for Parkinson's & Adult Dance Teacher

Michelle Ballentyne won a scholarship to study at Laine Theatre Arts for three years where she gained her Associate in Cecchetti Ballet with distinction. During her time there, she also won a scholarship to The Royal Ballet Summer School.

After her studies, she immediately gained a place as a Principal Dancer with Union Dance Company and during her time there, toured both nationally and internationally. Michelle then went on to perform in Andrew Lloyd Webber's musicals 'Cats' (where she played the roles of Demeter, Bombalurina, Cassandra and Tantomile), and also 'Starlight Express', where she played the role of Buffy. Michelle was also a Principal Dancer with The Carol Straker Dance Company, and has worked extensively in both Theatre and television productions.

In 2008, Michelle graduated from Middlesex University with a BA Hons in Dance Studies. Upon graduating she continued to demonstrate Martha Graham Technique at Middlesex and went on to work very closely with Robert Cohan and Anne Donnelly on the first drafts of the 'Rescen' projects, documenting Martha Graham Technique for future resources.

Michelle has dedicated many years to teaching Ballet and Contemporary Dance at all levels to various Ballet Schools and Dance institutions, and in addition to her

teaching roles, for the last two years has acted as assistant to the Artistic Director on the 'Classically British' Productions for Black History Month.

Jayne Bennett–LRAD, ISTD DDE Modern. Tap – RAD Ballet & Adult Ballet Teacher

Jayne Bennett began dancing in her hometown of Preston where she performed in Limelights Theatre Company and Preston Opera productions. She then took a full-time place at the Royal Academy of Dance where she achieved a first class degree in Ballet Education as well as being awarded the Iris Truscott scholarship. Jayne is a Registered Teacher and was awarded Licentiate of the Royal Academy of Dance, as well as Associate status. Following her degree she went on to complete further teacher training with the Imperial Society for Teachers of Dance (ISTD) gaining DDE qualifications in Imperial Ballet and Modern Theatre. She is an Arts Award Advisor, a scheme run by Trinity College, and is a member of The RAD London & Middlesex regional committee. Jayne currently mentors students on their placement module as part of the RAD degree programme.

Upon graduating Jayne performed with VIBE gallery resident dance company before moving onto perform with Carpe Diem Dance Company and Co.Motion Dance. Jayne currently teaches in a selection of dance schools and organisations across London. She has a wealth of experience in entering students for RAD examinations, auditions and national competitions. Recent teaching highlights include the BBC Patron's Lunch performance, choreography for the Pride of Sport Awards and Pineapple Community Dance classes. Jayne is passionate about dance education, teaches with great enthusiasm and loves to see students enjoying and succeeding in their classes.

Ellie Franklin (BA) Hons, LRAD, ARAD, DDE, RAD Ballet Teacher & Adult Tap Teacher

Ellie began dancing at the age of 3 at her local dance school. At the age of 12 she became a Tring Park Associate and completed her RAD Ballet and ISTD Tap and Modern exams all up to Advanced 1 Level. From a very young age Ellie wanted to teach dance after being inspired by all the teachers that taught her over the years. In 2015 Ellie began her degree at the Royal Academy of Dance on their BA (Hons) Ballet Education and LRAD programmes, she graduated in the summer of 2018. Alongside her degree she also completed her ISTD DDE Modern teaching qualification.

Please note that in the event of a member of staff being unable to teach TPA will endeavour to replace them with a teacher of similar experience if Janet Devenish is not available.

Appendix 2: Referral to Policy Documents

Where possible TPA adheres to and is governed by the principles, ethos and policies of Tring Park School for the Performing Arts and as such to follow is a list of published policies that guide TPA.

All the policies listed below can be found at:

<https://www.tringpark.com/information/policies>

Acceptable Contact Policy Spring 2021

Complaints Policy Autumn 2020

Equal Opportunities Policy Summer 2020

Equal Rights Policy Summer 2020

First Aid Policy Autumn 2020

Health and Safety Policy Summer 2020

Privacy Notice Pupils and Parents Spring 2021

Safeguarding Policy Autumn 2020

Safeguarding Policy Annex COVID 19 Autumn 2020

Use of Reasonable Force and Physical Restraint policy Autumn 2020