# TRING PARK PERFORMANCE ACADEMY

HANDBOOK 2026-2027

The aim of Tring Park Performance Academy (TPPA) is to offer a range of performing arts classes to young people aged 3 to 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 nurture and develop individual talents, making a positive difference to all pupils.

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

We aim to develop our pupils so they may understand and appreciate the world of dance and performing arts, as well as instilling technical and artistic skill, gaining confidence and achieving their full potential. We nurture creativity and always aim for excellence. TPPA is dedicated to the provision of a challenging and diverse learning experience within a supportive environment.

## WHAT YOU CAN EXPECT

- Details of the teaching and learning facilities available to you
- Details of the costs of classes, examinations and performances
- Advice and guidance on the choice of classes available to you
- A class schedule which you can access online
- The handbook also includes information about class venues, staff and uniform requirements as well as policies and procedures associated with TPPA

TPPA hopes and expects that participants will, in turn, behave responsibly and thoughtfully, making a positive contribution to TPPA and its standing in the wider community. TPPA 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 aims to create an environment of 'Inspiration, Support, Joy & Commitment.'

### EXPECTATIONS

- Work hard, be punctual and organised
- Show commitment to classes, exam coaching and rehearsals
- Be polite and respectful to everyone
- Adhere to the rules and policies of TPPA

Where possible, TPPA adheres to and is governed by the principles, ethos and policies of Tring Park School for the Performing Arts, and as such, the following is a list of published policies that guide TPPA. All the policies listed below can be found at: https://www.tringpark.com/policies-reports/

TPPA classes take place at Tring Park School for the Performing Arts:

Tring Park School for the Performing Arts
Mansion Drive,
Tring,
Hertfordshire,
HP23 5LX.

Tring Park Performance Academy provides classes that cover Dance, Acting & Singing. The current timetable is sent out to all parents and is accessible via our website. Please note that it is subject to change on a termly basis depending on exam entries. Classes that become unviable due to class sizes will either be cancelled or additional classes will be added to the timetable.

## PARKING

Parking is available in the Lower Lizzies Car Park, which is signposted as you approach the school gates, on the right. Access to the carpark requires a pin code, which is issued to TPPA Parents and Guardians. 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

## TRING PARK SCHOOL GROUNDS

Parents and relatives of TPPA pupils are welcome to remain on site whilst classes are taking place. However, to safeguard both the TPPA community and students at Tring Park School, only The Hub and internal areas within Park Studios are permitted as waiting areas. Entering other internal areas or dog-walking/walking in the external grounds is also not allowed.

## WAITING BETWEEN CLASSES

We provide front-of-house staff on Saturdays; however, we cannot take responsibility for any child left unaccompanied, but will, of course, act accordingly should an emergency arise. We hold emergency contact numbers for all parents.

All pupils must sign in at the front desk in Park Studios on arrival and sign out on departure. Any waiting parents must also register with the front desk. During weekday evenings, teachers are responsible for registering pupils.

## CLASSES

Dance and Performing Arts classes cater for children aged 3-19 years, and there are several adult classes available.

If a pupil wishes to change classes, this may be done, with permission from TPPA, on the first day of any half-term. Permission will only be given if there is space in the class and if TPPA deems the swap appropriate to current grades and ages.

## ATTENDANCE AND PUNCTUALITY

Attendance is monitored as we believe consistent attendance leads to a strong work ethic and the best teaching and learning outcomes. Poor attendance may affect entry for examinations and participation in TPPA shows. In the event of unavoidable absence, please inform us via the email - performanceacademy@tringpark.com

## NEWS & COMMUNICATION

All relevant information will be sent to the email address(es) listed when you registered using our online platform. You can access the Parent Portal to update any changes to contact information.

There is a notice board in the Park Studios dedicated to TPPA. Any relevant urgent news will be posted there and emailed to all parents as detailed above.

## OBSERVING CLASSES

Watching weeks are arranged regularly, and classes (excluding rehearsals) will be scheduled as watching classes.

## PERSONAL PROPERTY

Please make sure that all clothing, shoes and accessories are named where possible – this will assist us with locating anything left behind.

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

## LOST PROPERTY

We will collect lost property, which will be held at the front desk on a Saturday, and kept 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

It is vital that parents and/or pupils inform TPPA of any additional needs a pupil may have. This could include 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.

## FIRST AID

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

## FIRE PROCEDURES

In the case of a fire alert, all pupils, parents, and staff must leave the building immediately and assemble on the grass outside Park Studios unless otherwise directed. The teachers are responsible only for the evacuation of their pupils within each class. No pupils are allowed to leave the meeting point until the all-clear has been given. Parents should follow and join pupils if in attendance. This applies on weekday evenings and on Saturdays.

## UNIFORM & DRESS CODE

All pupils are expected to arrive for class promptly and neatly dressed. Uniform is a requirement and is detailed in our uniform list. For all dance classes, hair must be neatly groomed.

## PRE-LOVED UNIFORM

A pre-loved uniform scheme runs at TPPA on Saturdays. All pre-loved items are £4 except for waist elastics, which are £0.50. New items will be sold at a lower price than you can find online.

## DANCE EXAMINATIONS

RAD ballet and ISTD modern and tap examinations are taken throughout the academic year, at the end of the school term. Entry for examinations is at the discretion of the relevant teaching staff.

The teachers will assess pupils at the start of the term. They will only be entered for an examination once they have demonstrated the potential to reach the required technical and performance levels and the required knowledge of the syllabus. Dance exams take place at Tring Park School. These exams may occur during school hours, as it is not always possible to arrange examinations at the weekend or during the holidays due to studio availability.

## PERFORMANCES

TPPA pupils can perform in the Markova Theatre on a regular basis. Performances alternate between older and younger pupils. Some pupils may appear in both shows, depending on their grades and classes.

All pupils are invited to be in the performance, and parents and family can purchase tickets for any of the performances.

During rehearsal and nearing upcoming performances, pupils must attend their scheduled classes. Times and dates will be posted online and on the TPPA notice board well in advance.

## COACHING

Private coaching is available. It is dependent on staff availability and space. Teachers are not permitted to recommend private coaching for exams; however, parents are free to approach teachers if they wish to pay for additional coaching. If you are interested in additional coaching, please contact performanceacademy@tringpark.com.

## FILMING & PHOTOGRAPHY

In accordance with our child protection policy and to comply with the *Data Protection Act 1998* and the *General Data Protection Regulation*, we will not permit photographs, video, or other images of young people to be taken without the consent of the parents/carers and the child.

Tring Park Performance Academy will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately, you should inform us immediately.

You have the right to withdraw consent at any time. To do this, please contact Tring Park Performance Academy on performanceacademy@tringpark.com

Due to school-wide Safeguarding measures, Tring Park Performance Academy have a limited scope in offering photo opportunities to parents, friends and family members.

We therefore permit that individual or group photographs may be taken at the end of watching week classes only. Filming is strictly prohibited at all times. Where possible, TPPA will arrange for professional photography and filming of their shows.

The following will help to ensure that all necessary steps are taken to protect children and young people from the inappropriate use of their images in resources and media publications, on the internet and elsewhere. The guidance applies whether images* are taken using cameras, mobile phones or any other equipment and we ask that you pay strict attention to these guidelines.

** Where images are mentioned in this document, this should be read to include still, video and electronic images.*

## PERSONAL PHOTOGRAPHS TAKEN BY PARENTS, FRIENDS AND FAMILY MEMBERS

(after watching week only)

- Please always ask permission when taking photos of your children's friends. Parents should be asked in all instances. This ensures that they are aware of the way the image is to be used and gives them the right to refuse should they wish to,
- If naming a child or group of children in an image, use only their first names, this will reduce the risk of inappropriate, unsolicited attention from people within and outside the activity,
- Please avoid the inclusion of other detailed information about individual children,
- Only use images of children in suitable dress, taken in appropriate surroundings,
- No photography is permitted in any changing or toilet area.

## PHOTOGRAPHY AND FOOTAGE TAKEN BY TPPA

- The interests and welfare of children taking part is paramount,
- Children and their parents/carers must provide written consent for their images to be taken and used,
- Images taken professionally will only be used for the Tring Park School for the Performing Arts website, TPPA advertisements, brochures, social media or other marketing associated directly with TPPA and Tring Park School for the Performing Arts,
- Images being used in any press or media will require individual, case-by-case consent from children and their parents/carers,
- Where possible, we will not include the name of a child whose image is being used.

## FEE STRUCTURE AND PAYMENT TERMS

The current class fees can be found on the school website. The payment terms are as follows:

- Invoices are produced each term and are calculated in line with the length of the term,
- Invoices are payable by the payment date shown on the invoice,
- You will receive a reminder on the day after the due date,
- Invoices remaining unpaid after the reminder will incur a late payment fee of £10,
- Invoices remaining unpaid by the day before the TPPA term starts will result in exclusion from TPPA,
- Please be aware that the exam fees have to be paid in advance of the sessions,
- Term dates and timetables will be sent out as soon as they are ready for the forthcoming term,
- Refunds are not available for classes missed and intention to leave is required in writing via email,
- There will be a 5% discount for all families with pupils undertaking 4 or more classes per week. This applies across both single pupils at TPPA and across siblings,
- Examination entry incurs entrance and administration fees. You will be informed of these charges prior to entry. Entry for examinations is at the discretion of the relevant teaching staff,
- For performances, there will be a hire charge for costumes (currently £15 per costume).

## INFORMED CONSENT- LIABILITY WAIVER

You must agree to the following on behalf of your child/children 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 mine or my child/children's health, and I understand that I have allowed my child/children to participate in the activity and use of any relevant fitness equipment, and as such assume all responsibility for their participation and activities, and utilisation of equipment in their activities.

I hereby grant TPPA staff the immediate authority to make decisions on my behalf regarding any medical or surgical treatment recommended by competent medical authorities, provided that, in the doctor's medical opinion, delaying personal consent would be contrary to my child/children's interests.

## LIABILITY

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

## 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.