

S U S A N **H** A N D Y **D** A N C E

WWW.SUSANHANDYDANCE.COM



GCSE DANCE

INFORMATION
& APPLICATION PACK
FOR ENTRY IN

2023 - 2025

email: **susanhandygcse@gmail.com**

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Please note all forms should be completed and returned together asap.

INTRODUCTION

Thank you for considering the GCSE Dance course at the Susan Handy School of Dance. We hope you find the information in this pack useful. We provide teaching of the highest standard from tutors who bring a wealth of experience and knowledge to the programme.

Classes are held at Old Windsor Memorial Hall, Old Windsor on Friday evenings. Written exams are held at Churchmead School.

Staff and Faculty

Helen Imison BA (Hons) L.I.S.T.D.

Helen Imison gained a Performing Arts degree with BA (Hons) at London Metropolitan University and at the Kingston Teacher Training College she gained her Foundation in Dance Instruction and her Diploma in Dance Education at the Linda Sweetzer Teacher Training College. She joined the staff at Susan Handy Dance in January 2013 where she has taken over the senior part of the school for Modern, Tap and GCSE Dance. Her forte is choreographing productions and taking part in amateur dramatics and festivals.

Administration	
GCSE email address: susanhandygcse@gmail.com	Tel: ETON & WINDSOR BRANCH Jane Lidgate 07515 270432

Why should I study GCSE Dance?

GCSE Dance is for Anyone interested in dance and performance. Previous experience is not necessary—just passion and enthusiasm! Students join the course with experience in different styles such as street dance, jazz, contemporary, ballet and hi-hop.

You will:

- Develop fitness, strength and flexibility
- Improve confidence in performance and choreography
- Study various dance genres and choreography

Course Details

Entry Requirements

Ideally, students should be aged between 13-16 (from Year 9 in school) by September 2023

Modes of Assessment

Practical and written exams will be held between April and May/June of second year (2025)

Uniform Requirements

For Girls: Black leotard (preferably from our uniform shop) with Black Footless Tights and bare feet. Tracksuit or equivalent.

Optional:- Shorts can be worn over leotard (tight fitting preferred). Foot thongs may be worn.

Boys: Leotard or T-shirt and shorts.

Tracksuit or equivalent.

All uniform is available from the uniform shop: www.susanhandydance.co.uk

For video exam work set costumes will be decided and advised where necessary.

Our expectations:

It is expected that students will attend all classes which will be divided each week between practical and theory work.

Homework tasks will be kept, where possible, to less than 45 minutes per week but must be completed in order to keep on top of the work. Where possible, students will be allocated time to make journal notes on their 4A solo choreography. If this is not possible students are expected to make notes on their feedback after each class.

The student will be expected to catch up on any missed work before the following lesson as homework tasks will be used during the theory class.

Hard backed A5 notebook, pens/pencils are needed complete their dance journal; it is advised that students keep journals for unit 3, 4A and 4B, the 4A journal will be assessed by the external moderator.

Continued..

Cont...

Students will need to learn to use software to edit music; GarageBand, iMovie, Audacity or WavePad are all suitable software packages and advice on their use is available on YouTube.

The students must ask for help with working the programmes allowing plenty of time before set deadlines. Any access to software issues should be discussed with Miss Imison.

Dance GCSE involves a great deal of choreography and therefore finding suitable music, editing and ensuring it matches the subject is very important, 60% of the grade is for performance which includes choice of music.

Target points you can expect for the year

End of each term you will receive

- Target grade
- Level at which the student is working
- Attitude to learning

End of First Year parents will receive a written report.

End of Winter Term there will be a Parents Evening. You will be invited to watch a class where the students will present their current work.

During the Spring term of the 2nd year the students will sit a mock written paper.

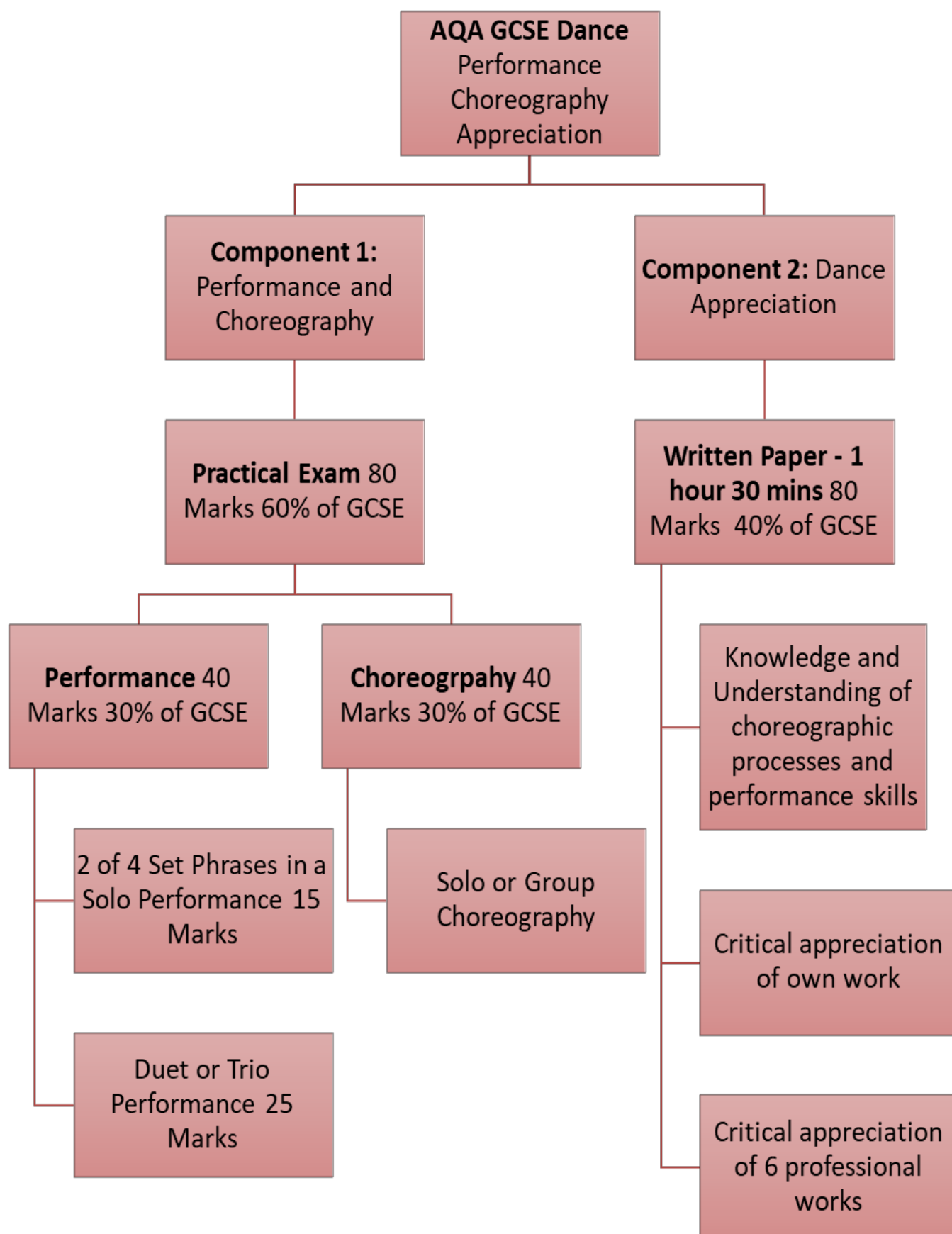
Beginning of exam term

- Practical exam date issued
- Official predicted grades sent out

Structure of course

Component 1: Performance and Choreography		
Performance: Solo performance and duo/trio	30% of the total marks	Live performances will be filmed and examined by video, submitted Jan-Apr.
Choreography: Solo or group	30% of the total marks	
Component 2: Dance Appreciation		
Written Paper	40% of the total marks	Sat at a local centre in Year 2 during May/June.

GCSE Dance Structure



GCSE DANCE TERM DATES 2023/24

FRIDAYS AT THE OLD WINDSOR MEMORIAL HALL 16:45 - 18:45

AUTUMN TERM 2023

Saturday 9th September 2023 – Friday 8th December 2023

Half Term : Monday 23rd – Sunday 29th October

This will be a 12 week term

PROVISIONAL SPRING TERM 2024

Saturday 13th January 2024 – Thursday 28th March 2024

Half Term : Monday 12th – 18th February 2024

This will be a 10 week term

PROVISIONAL SUMMER TERM 2024

Saturday 20th April 2024 – Friday 19th July 2024

Half Term : Monday 27th May – 2nd June 2024

**This will be a 12 week term with the exception of
Monday (bank holiday – 6th May) which will have 11 weeks**

Exam Rehearsal Intensives

We will offer an additional Three / Four days of intensive rehearsals / revision classes on a Sunday in the Spring/Summer term of the exams (second year).
These are optional and will be charged as an extra fee.

Fees 2023-2025

Please note fees are subject to annual review.

Term	GCSE Year 1	GCSE Year 2
Autumn	£20.00 weekly	TBC
Spring	£20.00 weekly	TBC
Summer	£20.00 weekly	TBC
4 Day Extra Intensives	N/A	approx. £125.00
Examination Costs	N/A	Approx £95.00 tbc

Fees are charged termly. Fees for GCSE Year 2 are subject to change due to each new years intake i.e. the more students there are the lower the fee will be.

- 1. The fees will be outlined in your letter of confirmation.**
- 2. The fees do not include any extra coaching after the 4 day course of Intensives outlined above or the external examination fees.**
- 3. The fees are to be paid termly. An invoice will be sent out at the end of the previous term to be paid within 3 weeks of the new term, thus avoiding a £30 surcharge.**

- External Awarding Body Entry Fee**

The exam entry for 2022 was £95, this includes all admin fees at the school where the exams are taken and may be subject to change for 2023/25 entry. The awarding body (AQA) will invoice Susan Handy after entries have been submitted and we will contact you regarding payment.

- Transferred Candidate Fee**

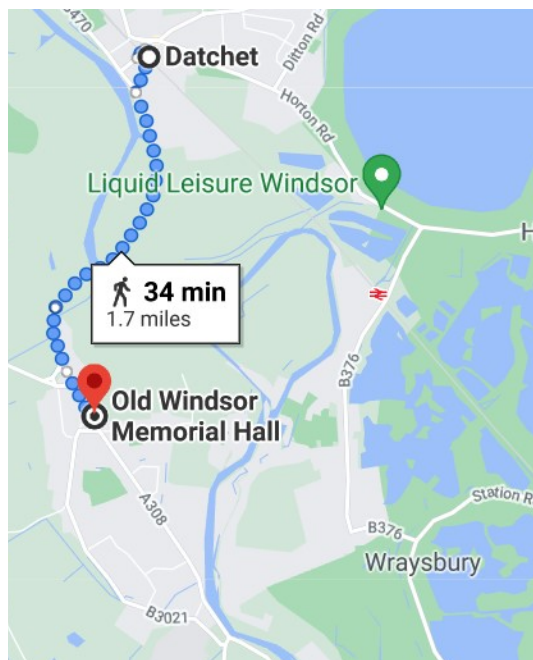
A transferred candidate fee is applied when a student takes an examination at a centre other than that at which he/she is entered. EG if there were a clash with other GCSE exams during the exam period at their school/college, they would not be able to sit their examination with the rest of the class.

The Susan Handy School of Dance will contact schools/colleges regarding clashes. **However it is the responsibility of the student to ensure we are made aware of any clashes; otherwise they will be liable for a late transferred candidate application.** NB. The fee for this is considerably greater than that of a straight forward application.

Find Us:

Old Windsor Memorial Hall, Straight Road, SL4 2RN

By train: to Datchet Station followed by a 1.7mile, 34 minute walk to Old Windsor



GCSE Dance Terms and Conditions

After reading the Terms and Conditions please complete, sign and return the confirmation form on page 15 to Jalna, Waldens Close, Bourne End, Bucks SL8 5RT

Fees, depoand refun

1. Students are expected to attend all classes and complete all homework tasks in a timely manner.
2. Refunds will not be given where a class has had to be cancelled and rescheduled for reasons set out in Clause 5 & 10.
3. Fees are currently exempt from VAT.
4. A minimum of 4 applicants is required for the course to run. If less than 4 apply the course will be cancelled and your deposit refunded.

Payment

6. Invoices must be settled by date shown on the invoice.
7. Payment can be made by:
 - 7.1 Bank Transfer to: Sort Code 30-99-72
Datchet/Eton a/c 17551268 **Woking** a/c 18540160
 - 7.2 By credit card over the telephone to Jane Lidgate on 07515 270432
8. The school will not accept any liability for cash given to teachers or any other persons not authorised.

Register, attendance and absence

9. A register for each class is maintained by the teacher and records student attendance for the purposes of health, safety and security. Please notify any absence to the office prior to the class where possible.
10. If a class is cancelled due to the sickness of the teacher or unforeseen events the Susan Handy School will endeavour to reschedule the class, possibly on Zoom. This may be on a different day or time and may involve an extension to the term dates. No refunds will be given in this case.

Late Payment

11. The payer will receive written notice if payment has not been received in accordance with these terms and conditions.
12. We reserve the right to charge a £30 surcharge if the invoice is unpaid within 3 weeks of term start ing.
13. If payment remains outstanding we reserve the right to withhold issuing a certificate to the student concerned.

Right to attend, change classes, withdrawal and termination of attendance

14. If an invoice has not been paid in accordance with clause 5 the student will not be admitted to any classes until the invoice has been paid in full.
15. The Susan Handy School reserve the right at any time during the term to withdraw a student from the course or ask a student to leave a class if any fees remain outstanding or if the student does not complete the work they are asked to.
16. Students are required to give a terms written notice if they wish to withdraw from the course, otherwise they will be invoiced for the next term and proceedings will be taken to collect any debts if they remain unpaid.
17. If within the first six weeks of the first term, a teacher advises withdrawal of a student due to unsuitability to the course or if a student withdraws voluntarily the Susan Handy School will refund the remaining terms fee on a pro rata basis.

Waiver

18. Physical contact may be necessary by members of the teaching faculty. If you have any concerns regarding this matter please contact the office.

Code Of Conduct

19. A Code of Conduct for students will be issued to students. Failure to observe this may result in students being asked to leave. The Susan Handy School reserves the right to refuse any students prior to or after enrolment. No refund will be given if the Code Of Conduct had been invoked.

Content

20. The Susan Handy School of Dance reserves the right to alter the advertised programme and faculty without prior notice. The information in this and any other printed or electronic brochure/notice was correct at the time of printing or publication.
21. A register for each class is maintained by the teacher and records student attendance for the purposes of health, safety and security. Please notify any absence to the office prior to the class where possible.

Data Protection

22. The Susan Handy School of Dance holds information about the students. This information includes the contact details you supply and may also include information of examinations, courses and student records. This information will not be disclosed to any other party except where the law allows or requires, or where you have given permission to do so.

Changes to the terms and conditions

23. The Susan Handy School reserves the right to change these terms and conditions at any time providing one terms notice is given to students.

Agreement to the terms and conditions

24. Parents and guardians of students attending this course are required to sign their acceptance of the terms and conditions for each student related to or their responsibility by signing the confirmation included in this pack and returning to the Susan Handy School prior of the start of a new term.
The Susan Handy School accepts electronic signatures as if signed in the original.

GCSE Dance Student Application Form 2023-2025

Student Details

Full Name:

Date of Birth:

Age:

(Please enclose a copy of your birth certificate/passport and a passport sized photograph with students name on reverse)

Home Address:

Postcode:

Tel:

Student Mobile:

Parent Email:

Student Email:

School/College Details

Name and address of School/College:

Name of exams officer (if known):

13 Digit UCI Number (obtainable from Exams Officer):

School Year in September 2023:

Please give details of any known access arrangement requirements:

Emergency Contact Details & Video/Photographic Consent

This section should be completed by a parent/guardian where the prospective student is under 18 years old. Students aged 18 or over should complete this section themselves. These details must be submitted before the student can participate in the GCSE Course, and will be held in the strictest confidence and only used in case of emergency. One form should be completed for each student.

Student Details:

Name:

Contact 1 : Parent /Guardian contact:

Name & Relationship to student:

Telephone Number 1:

Telephone Number 2:

Contact 2

Please provide an additional emergency contact name & telephone number

Name & Relationship to student:

Telephone Number 1:

Telephone Number 2:

Filming and photographic consent:

As part of the GCSE programme, video footage is taken and used for examination purposes. Photographs and footage may also be taken and used for promotional material, including our websites. Please note photographs and footage may be kept for a indefinite period and not be used immediately. Under the Data Protection Act 1998, this information will not be used for any purpose other than that stated on the form.

If you do not wish your daughter to be photographed/filmed please tick the box.

☐

Medical Consent Form

Any personal information provided on this form is strictly private and confidential and for internal Susan Handy School purposes only.

Name of Doctor:

Doctor's Address: & Telephone Number:

Students name and medical number (if known):

Please list any medical conditions or injuries which may require medical treatment and/or medication:

Please list any allergies and whether these allergies require any specific medical treatment:

Medical Consent

(To be signed by a parent for students under 16 years, or by the student if over 16)

I, _____ being parent/guardian of the named child* hereby give permission for an authorised SHS representative to give the immediate necessary authority on my behalf for any medical or surgical treatment recommended by medical authorities, where it would be contrary to my/child/ward's interest, in the doctors medical opinion, for any delay to be incurred by seeking my personal consent.

NB. Please note that a young person can give their own medial consent for treatment if over 16 years old.

Name: _____

Signature _____ Date: _____

Terms and Conditions Confirmation

I have read and agree to the Terms and Conditions of
Susan Handy Dance for the GCSE course

Print Name:

Signature:

Student Name:

Relationship to Student:

Date:

Email Address:

Application process:

- You will receive an email acknowledging receipt of your application form.
- All applications are reviewed by the administration team and should we require any further information from you we will be in touch.
- We will email to confirm whether or not your application has been successful.