



STUDENT HANDBOOK

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WELCOME TO THE INDIAN DANCE SCHOOL!

As you embark on or continue a journey of dance with The Indian Dance School, our hope is that the experience will be a fulfilling and memorable one. At our school we teach a wide range of dance styles, catering to all age groups at various locations in Sydney. We at IDS strive for a high quality, disciplined, yet nurturing dance atmosphere while having a good time. This hand book which is a guideline and an information booklet, provides vital information that the student and their parents/guardians require to have a better understanding of the school's functions and expectations including details about uniforms, school etiquette, events for the year and other relevant important details. We believe that it is of importance that you understand and go over all relevant details with your child. Please speak to me if you would like advice on appropriate classes for yourself and/or for your child.

I trust that your learning experience with us will be satisfying, rewarding and engaging.

Janani Beadle
Principal/Director

THE SCHOOL

It is our 16th year under the direction of Janani Beadle. We thrilled to be introducing "Technique & Stretch Class" to help our students to not only focus on dance concert routines but to enhance their dance skills and learn the core of dance. We hope to offer our students fun, growth, dance, professionalism and care. We conduct classes in performing arts under a special syllabus giving the students an option to participate at a recreational level or go on to a more professional level. Dance studios of The Indian Dance School are in:

- Girraween
- Baulkham Hills
- Liverpool

Students are given the opportunity to participate in dance exams, enter competitions, perform at external programs, charity events and festivals! Whether it's for fun or to excel in dance we can offer both to you.

OUR VISION

We strive to identify and advance each child's individuality and ability, to challenge and extend each child, to expand their dance vocabulary, and to develop them in a caring, discipline and fun environment. We believe that dancing is a wonderful way for children to develop self-confidence, body awareness, self-discipline, musicality and team work.

REGISTRATION FORMS

Please download and print the Registration form from our website or at our venue, prior to your first class. To ensure the class runs smoothly it will be great if you can fill in the form and bring it with you or arrive 10 minutes prior to your first lesson. For our existing students, if any of your contact or postal details have changed please fill in a registration form.

DANCE STYLES THAT WE OFFER

BHARATHA NATYAM

This style is the oldest of all classical dance forms in South India. Bharatha Natyam is traditional & spiritual and its known for its grace and sculpturesque poses. The dancer is considered as a worshiper as they dance barefoot on cement floor using mind & soul. In this class, students will learn how to use facial expressions, hand gestures & vigorous foot work. Bharatha Natyam requires students to be discipline and the teachers are quite strict and firm in the way they conduct the classes. If you wish for our child to learn this artform, the parents and students must adhere to the cultural customs and respect the guru and the teachings of the guru. Recommended age to start is 4 years of age.

BOLLYWOOD

In this class, students will learn the latest dance moves to the popular Bollywood music hits. It is a fun class where students will improve rhythm and musicality and at the same time stay connected to their Indian culture.

DANCE ACROBATICS AND FLEXIBILITY CLASS

We encourage all our students to participate in Dance Acrobatics and Flexibility Class. It combines the strength, flexibility and technical precision of gymnastics with the grace and musicality of dance. Students learn to safely execute a large variety of tricks. This also allows them to make special features in our dance concerts, when they are confident in executing the tricks.

HIP HOP

Hip hop dancing is an urban ethnic dance form that has gained popularity in the last decade. Hip hop dancing marked its beginning as part of the hip hop culture in the early 1900's, when the youth in and around Bronx, New York started dancing on the streets. There is breaking, popping, locking, and free styling in hip hop dances.

KUTHU / GAANA

Hard Hitting Steps, Rhythmic Beats, High Energy DANCE! The new uprising dance style Kuthu/Gaana, popularised by Tamil cinema is now offered exclusively at IDS. Originating from South India - Tamil Nadu. Kuthu/Gaana is also known as street style dance, mainly performed with its emphasis on percussion. The beat of drums and catchy tunes along with such character and vigour style of dance makes it even more fun and exciting!

ADULTS BOLLYWOOD & KUTHU DANCE CLASS

Why not give yourself (mum or dad!) a chance to dance at IDS! This class is suitable for all adults from beginners level to advance. Believe me, this class is full of fun and party-like dance moves! Stage performance at our annual concert is also offered to those interested. Please see our timetable for more details.

TECHNIQUE & STRETCH CLASS

This class will involve 30 min class for all our students who do Bharatha Natyam, Bollywood, Hip Hop, Acro and/or Kuthu. It will be designed to help them;

- correct their technique such as posture, alignment of arms & legs and point or flex toes.
- stretch to develop their flexibility
- training to build stamina and power for speed & tricks in their dance routine

We believe that giving our students this opportunity is an integral part of learning dance - allowing a dancer to become flexible, confident and skilful.

IDS PERFORMANCE TROUPE (IDSPT)

If you would like your child to have the opportunity to excel and perform at various events in Sydney, we encourage your child to be part of the elite team. They will do more than 2 dance performances in our concerts and get to be in competitions; and if opportunity arrives, may also perform interstate and internationally. These classes require students to have a strong technique and a commitment to hard work and good attendance.

IDSPT is a team of selected dance students who represent our school at special events and special venues and completions. Any student keen to join can request an audition. Selection is solely on merit and the decision to award membership rests solely on the principal and staff of the school. On instances based on a student's performance the teacher or the principal will request a student to join IDS-PT at any time during the year.

WHAT WE EXPECT FROM A MEMBER OF IDS-PT

- You need to be a versatile dancer as you will be learning different styles of dance the entire year.
- You have to be attending your regular classes at IDS to be eligible to be a member of IDS-PT.
- Performance Troupe is expected to be available when asked to take part in competitions, cultural festivals and private shows for at least once a month. However, if any other large-scale production requests our participation IDS staff will consult all members of the PT before agreeing.
- There is an age limit of 8 years and over.
- Must be a member for the entire year. PT member Fee for the whole year must be paid upfront on the 1st day of PT class. If PT members withdraw from the troupe mid-way this will disrupt the progress.

SUPPORT FOR PT PARENTS AND STUDENTS

- We want to be able to be flexible when it is extremely difficult to commit to a performance, however we need all members to be available to perform at least once a month.
- We will minimise extra practices at different venues however if PT students requires intense rehearsals we have to arrange extra practices accordingly.

- If all members are not available for an event, we can give opportunity to PT members who are available on that day to perform solo/duo/trio items.

GUIDELINES FOR THE PERFORMANCE TROUPE

Since our school endeavours to always give emphasis to the “fun” side of dance, we do not intend to impose too many rules and regulations on our students. But since the elite troupe consists of the best of the best, invariably we need to have guidelines on how the troupe members should conduct themselves.

- 100% commitment is expected from all members.
- Attendance is crucial. We will be working at a fast pace and missing even 1 lesson will affect the whole production. You should let your instructor know in advance if you are going to be away and always communicate with the teacher and not leave messages with other students.
- Working to full capacity is important to continue the growth of the dancer and a consistent effort is necessary.
- IDS-PT members are encouraged to do as many classes as possible including Bharatha Natyam, Bollywood, Hip Hop, Acro and Flexibility classes. We are open to talk to parents individually and work the best timetable for your child.
- Uniforms must be worn at every performance event and class. This will build discipline and team spirit.
- A support for each other is imperative! Disrespecting teachers, other students or other dance schools and gossiping about any element of IDS is not tolerated. This applies to the parents as well as the students. Bringing any negativity to the studio will result in termination of membership as we have a zero tolerance for bullying and verbal abuse. In such circumstances, please contact us if your child is being affected personally.
- A positive attitude is expected, and team spirit is important. There should be harmony among the students with the willingness to support each other.

PT CLASSES AND REHEARSALS:

PT regular classes will be held at GIRRAWEEEN each term on Fridays from 8.45-9.30pm

PT extra rehearsals (if required) will be held at Girraween and based on which day/time the team is available.

PERFORMANCE TROUPE FEE & PAYMENT

This class is a separate Fee from the IDS classes. \$100 term which will cover, extra rehearsals, competition fees, entry fees, refreshments, music edits, teacher/staff pay, costumes and the administration of organising each troupe performance. **PT Fee of \$400 for the whole year must be paid upfront on the 1st day of PT class.**

*If you take part in performing or competing with your regular class and not with PT class, the fee is separate.

STUDENT POLICY

STUDENT CONDUCT

The culture and standards of The Indian Dance School thrives on developing discipline and focused students. IDS deem it important to deal with student misconduct. Our expectation is for students to:

- Be respectful to the teachers and students at all times.
- Do not be disruptive in class.
- Be kind and treat others as you would have them treat you.

The consequences for breaking these rules are as follows:

- The student will be taken aside and advised on proper behavior.
- The student will be asked to leave the class and will need to apologise to the teacher and fellow students.
- The student will be asked to leave the class and will not be permitted back until a meeting is held with the parent/legal guardian.
- On extreme cases the school has the right to expel a student on misconduct.

CLASS ETIQUETTE

- All students must line up outside the class room and not enter whilst another class is running as it is a big distraction to the other students. We ask that you have your child **arrive for classes on time** so that classes can start promptly at their scheduled time and have no disruptions in the middle.
- **Mobile phones must be switched off or kept on silent during class.**
- We ask parents to ensure that all students use the toilet before class, as the teacher cannot leave the class to take a child to the bathroom.
- Students must stay in class until it finishes unless parents are picking them up early.
- We ask parents to **pick up children ON-TIME** as our teachers have other classes to attend to and cannot leave your child unsupervised.
- No food, chewing gum or soft drinks are to be consumed during class. Students should bring their own water bottle to class. Water bottles can be brought in to the studio and left at the back (this saves students from running in and out of class every time when they need a drink).
- On the last class of each term parents are invited to sit in and watch their child's class, we ask that parents do not stay inside the studio during any other time when classes are in session.
- **GIRRAWEEEN CARPARK** – Please drive under 10km and make sure you come inside to collect your child if they are under 10 years old. We will not allow students to walk/run in the carpark unsupervised.

CLASS ATTIRE

All students of The Indian Dance School MUST wear assigned uniforms. Uniforms will encourage & promote discipline, identity of the school, uniformity and etiquette. A uniform also addresses safety concerns that come up when attired in unsuitable clothes for dancing. Students do get acknowledged for their attire at our school's Annual Presentation Night.



Please fill in Uniform Order Form (located at the end of the Student handbook) and order IDS Top and IDS Pants. Students who ignore this will not be allowed to be a student of IDS.

- **Hip Hop Students** must also wear black socks & black hip hop shoes to every class.
- **Bollywood Students** may/or may not wear shoes however if a student wants to wear shoes they must be black jazz shoes.
- **New Students** MUST wear Black/Pink top & Black Leggings until we have uniform week, whereby you will have to purchase The Indian Dance School uniforms.
- **HAIR:** Girls must have their hair tied & slicked back NEATLY in a ponytail. BOYS must have their hair combed back and away from their face. Students are not allowed to have their fringe out or have their hair out as it distracts them in class.
- **Please Note:** NO DENIM/JEANS pants/shorts /short skirts can be worn to class.

PAYMENT POLICIES

TERMS & CONDITIONS:

1. We offer Term payments and weekly payments. Payments have to be made at the **BEGINNING** of the class in order for your child to participate. Please do not bring your child into class if you do not have the payment ready.
2. **FOR NEW ENROLMENTS:** Before you enrol you can try out any classes for \$15 only in the first week. If you wish to continue and choose to pay for the term, you can pay the difference on the 2nd week and still receive the discount.
3. **TERM FEES ARE DUE FIRST LESSON.** If you pay on the 1st week, you will receive a “early bird” discount. If you are unable to pay in the first lesson, please advise Admin as they can extend the date for you. If we do not receive any notification, the term discount does not apply.
4. To be eligible for **FAMILY DISCOUNT**, it must be immediate family members. Proof must be shown. If you have more than 5 members enrolling, we will calculate the discount.
5. When a student is enrolled in a class that class has been reserved for him/her. Regardless of any reason, if you miss any classes during the term, you will still learn the entire dance and/or exam work. Missed classes can be made up by attending any of our existing classes **within the same Term**. Make up classes are offered at other IDS venues. Prior arrangements have to be made with Admin.
6. Term Newsletter will be sent out prior to the start of a new term as a courtesy payment reminder only. Please ensure to check prior to due dates.

PAYMENT METHODS

1. **We DO NOT have EFTPOS/Credit Card Facilities at any of our venues.**
2. We do not accept Cheques
3. You can pay by cash (we do provide change).
4. You can do an Electronic Transfer into:

The transfer must be paid on or before the first lesson of each term and Receipt Number must be issued to teacher on 1st week of class. Any electronic payments made after the 1st lesson, the discount does not apply.

Account Name: The Indian Dance School

Bank: Commonwealth Bank

BSB No: 062 223

Account No: 1089 1172

Description: "Student Full Name TFee"

REFUNDS

Please note that refunds are not available for the following:

1. Dance class fees if classes are missed and/or participation stops. Missed classes can be made up by attending existing class within the same Term. Make up classes are offered at other IDS venues. Prior arrangements have to be made with Admin.
2. Exam, Competitions & Concert Deposits and Fees.

LATE FEE

Please note that any forms/payments made after due date will incur a late fee; this is due to the reason that IDS has to allocate an administrator to collect the fees on specific weeks of the term. If the administrators are asked to come an extra week due to late payment, we have to source out the fund by charging late fees.

1. If you are late by 3 weeks there is late fee of \$5. There will be an increment of \$5 every week that you are late.
2. If you have made prior arrangements with Admin, late fee can be waived.

KEY DATES & INFORMATION

TIMETABLE

The timetable is organised according by venue then classes by age groups. We recommend that you search by venue first and find your suitable class. You will usually find that a Bollywood class follows a Bharatha Natyam Class OR a Bollywood class follows a Hip Hop class etc. This is because we strongly recommend and encourage our students to experience a variety of dance styles.

- Age groups are there as a guide & if you are unable find a suitable class please contact Sanjuta/Janani for recommendations.
- Beginners or Open means all age welcome. From Kids to Adults. Grades are for Bharatha Natyam students.
- Our Maximum class capacity is of 20 students. If we reach full capacity, we will split the class according to age & skill.

- Class timetable subject to change without notice. Please ensure to contact us & confirm before attending the class.

TERM DATES

IDS operate during NSW school terms. Our fees are also charged per term. Please see IDS Calendar for dates.

PUBLIC HOLIDAYS

Please note that classes are not running on public holidays, which falls within the school term. Make-up classes will be arranged within the term which will be notified closer to dates.

IDS CALENDAR

The IDS Calendar is given at the start of the year to help you organise the year ahead and to give you advance notice to keep the required dates free if you wish for your child to participate in our annual events. Key dates for this year:

- Annual Concert Dress Rehearsal Day
- Annual Concert Stage Rehearsal Night
- Annual Concert Night
- Bharatha Natyam Examinations
- Annual Presentation Night

UNIFORM WEEK

It is The Indian Dance School's policy that all students must wear assigned dance uniforms to class every week. Students that choose to ignore this policy will not be allowed to participate in their class.

A uniform week is organised during Term 1 and 4. During this week all samples will be brought to class and all students can try the sizes and order accordingly. Please keep in mind that we are unable to bring the uniforms every week thus, we have allocated the Uniform week. Any orders made after these dates, uniform price will be higher due to separate ordering rather than bulk ordering.

COMMUNICATION

Emails and WhatsApp messages are sent intermittently throughout the term depending on what events, rehearsals or information needs to be communicated. Please ensure to with Admin that you have been added to the WhatsApp group as any urgent matter will be communicated through WhatsApp. Please kindly check your WhatsApp prior to attending class every week.

COPYRIGHT

All students are encouraged to perform outside school events and to acknowledge that they are a student of The Indian Dance School. Any student of The Indian Dance School are allowed to use material taught by the teacher, as long they get permission from the copyright holder (that is Janani Beadle & The Indian Dance School).

The Indian Dance School is responsible to maintain a quality and high standard dance performance and we would like our students to uphold this standard. We wish not to compromise our quality by performing at events that may affect our reputation.

What steps do you take when you want to perform your dance outside the dance school's event?

- ✚ Ask your Teacher and the Principal if you are allowed to use their material.
- ✚ If you are allowed, you must acknowledge at the event that you are a student of The Indian Dance School and who the creator of your dance is.
- ✚ We ask the students to respect their teachers for their hard work in choreographing their dance and for teaching them to perform the routine skilfully and technically.

Copyright & Child Protection Laws: The Indian Dance School has the responsibility of taking care of their students in term of ethics, privacy and dealing appropriately with children performing under their organisation. By law, The Indian Dance School are responsible to restrict access for the public to obtain any form of Video and Photography of under age students. To protect your children, The Indian Dance School are only authorised to video the Concert, following to the CHILD PROTECTION LAWS and COPYRIGHT LAWS.

We are kindly notifying all parents and families of our students that you are not allowed to carry any video/camera equipment into the concert. If you are seen using any method of video & photography, the staff will ask you to take the equipment out of the Auditorium.

IDS EVENTS & POLICIES

DANCE EXAM

Bharatha Natyam students are encouraged to take part in the Practical Dance Examination under the **Institute of Indian Dance Australia (IIDA)**. They are required to memorise 5 to 8 technical dance exercises and then will execute them in front of qualified judicators. They will be marked on stage presence, correct dance technique, balance, presentation, skill set etc. Students will learn the exercises during class every week, over a period of 2 terms.

It is compulsory for all students of IDS to do the exam. It is a great opportunity for all students to excel in dance and receive proper certification and acknowledgement. It also allows students take their dance serious and allows them to reach their potential level. More information will be provided in Term 4.

Exam Policy: It is at the teachers' discretion to make the final decision whether the student is competent to sit for the exam. It is compulsory for all students to participate and once you have signed the exam forms, you are obliged to pay all fees on due dates.

Exam Fees: Total Approximate cost will be from \$30 (Inc. GST) per exam. This payment includes exam worksheet, exam practice videos and examiner payment. All students undergoing exam work must purchase IDS Uniform. Further details will be provided in Term 4.

ANNUAL CONCERT

Every year The Indian Dance School organises an exciting and enormous event and we attract over 500 audiences! The purpose of the concerts is for the students to perform in front of their family and friends and utilise the skills they have learned during the year. Students are given the opportunity to fine tune their dances, dress up in wonderful costumes, work as part of a group and perform on stage for an audience. This is not compulsory for IDS students.

Concert Policy: It is compulsory for all students that participate, to attend the concert rehearsals and once you have signed the concert forms, you are obliged to pay all fees on due dates. Please see "IDS Calendar" for dates.

Concerts Costs: There are necessary costs involved in the concert but we make a deliberate attempt to keep these to a minimum. The cost of purchasing a dance costume starts at approx. \$100 per costume and can become extremely expensive when children participate in more than one dance style. To try and alleviate some of that expense to parents we hire these costumes to our students at the cost of approximately \$30-40 per costume (Inc. GST) plus bond money (refundable).

Rehearsal & Incidental Fee: Every year we ask students to pay each rehearsal fee as there are enormous costs incurred during the whole concert period. These costs include things such as the payment of staff for rehearsals, costumes alterations, accessories, cost of props and their transportation, torches, batteries, flowers, tapes, music compilations, video presentation, payment of backstage helpers, awards and a thousand other things.

Concert Footage: The Indian Dance School will be hiring professional photographers and video staff to take the entire show, (duration of 3 hours). The DVD & CD will only be sold to students of The Indian Dance School and we will not sell to the external public. The approximate cost of DVD & CD is from \$45 (Inc. GST).

All other further information will be provided at the start of Term 2. Your support and co-operation will be greatly appreciated throughout this eventful time.



ANNUAL PRESENTATION NIGHT

At the end of every year, we award students for their hard work & dedication. The Indian Dance School proudly presents a night of awards, three-course dinner, dance, entertainment and much more. To be eligible for a trophy you must be learning at The Indian Dance School for over 6 months and have participated in IDS concerts & events. Please see “IDS Calendar” for dates.

PRIVATE LESSONS

In addition to preparation for performances in solo or group, private lessons are a valuable tool for students who may be experiencing trouble keeping up or who have missed some classes. One or two private lessons can get the student back on track and give them the confidence that they might be lacking. Please speak to Admin about times and costs.

FUNDRAISERS & SPONSORSHIPS

Every year we do fundraisers to raise money for presentation night, concert, trophies, awards and facilities for the students & the school. This will take place in Term 2 & 4. We need all the help we can get with fundraising, so if you would like to offer your assistance or if you have any suggestions on more ways to fundraise, please contact our Admin.

MESSAGE FOR THE STUDENTS!

CLASS ACHIEVEMENT

Student will be given out stars at the end of every lesson when they work hard & meet their class goal. This will be tallied up at the end of the year and it will help the students to develop their portfolio!

HOW CAN YOU BUILD YOUR PORTFOLIO?

To earn the weekly stars and ultimately receive trophies on presentation night, you must show the following:
Be well groomed by tying your hair up & wearing your uniform; Be friendly with your peers; Complete weekly homework set out on The Student Handbook; Work hard throughout class; Show punctuality by coming to class on time & attending every class and show a willingness to learn.

For senior students – We want to see you use your creativity, initiative & apply yourself mentally & physically in class.

HOW DO YOU GET A TROPHY AT PRESENTATION NIGHT?

COMMITMENT – 100% attendance for the year! Always on time & shows dedication.

ENCOURAGEMENT AWARD – Encouraging those who have embraced dance and show potential.

TEACHERS CHOICE AWARD – consistent in class, shows passion for dance and full commitment to our school.

MOST IMPROVED – vast improvement & development in technique and ability to learn fast.

PERFORMER OF THE YEAR – A stand out performer with excellent stage performance & personality.

VERSATILE DANCER OF THE YEAR – ability to adapt & perform to the various styles of dance.

DANCER OF THE YEAR – An all-rounder, always puts in 100%, strong understanding of dance & shows initiative.

PLEASE DON'T HESITATE TO CONTACT US IF YOU HAVE ANY QUERIES.

All the best for our new and continuing students!

Yours in Dance,
Janani Beadle and the IDS Team

Girraween, Baulkham Hills, Liverpool

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