

THE WALLACE ACADEMY INFORMATION BOOKLET 2019

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Welcome to “The Wallace Academy” This information sheet is designed to inform you about our Dance Centre, our goals, staffing and to give other practical information that may be of interest to parents considering enrolling their child/children with the studio.

The Wallace Academy was established in 1987 under Director, Mrs Marguerite Wallace R.A.D RTS, MEDTA and C.S.T.D Associate, and is administered by the staff, students, parents, friends and family of the Academy.

Marguerite started dancing at an early age and danced professionally for two years. Specializing primarily in nightclub reviews and chorus line work, a career highlight included working with Hugh Hill, Syd Heyland, and Jon Lees in the musical spectacular “The Good Old Days of Vaudeville”. After a short professional career, Marguerite married, and decided to pursue her desire for teaching, gaining her R.A.D. Teachers Certificate in 1990. Shortly after, she gained her R.A.D. Teachers Diploma in 1992. Marguerite decided to branch out and added the C.S.T.D. facet to her studio. Since such times The Wallace Academy has excelled in all facets of dance. Marguerite’s desire is to pass on both her technical knowledge as well as her love of dance to her pupils.

The teaching staff at the Wallace Academy is always extremely professional. The staff is fully qualified and are required to attend workshops and seminars throughout the year in order to keep up with new teaching techniques and syllabus modifications. If there are any problems in the studio, the teachers, student teachers and aids always refer the problems to the Director to avoid confusion or conflict with studio policy.

STUDIO RULES

Rules are viewed as aids to self-discipline. In the use of corrective measures, the teachers of the studio will endeavour to be firm, consistent and impartial. The list of studio rules is listed on the second page of the enrolment form. Please make sure both parents and students are aware of these rules and agree to adhere to them.

IMPORTANT INFORMATION

WHERE CAN I BUY THE REQUIRED DANCEWEAR?

Sue’s Shop “The Dance Warehouse” is located on Old Cleveland Road, Carina and has all goods in stock so you don’t have to wait for orders.

The Dancers Warehouse specializes in dancewear. It is located on 31 Briggs Rd just around the corner from dancing. The shop has a record of the Wallace Academy needs and is only too eager to help you. Please take their advice re shoe sizes. All shoes must be approved by Marguerite before wearing.

Second Hand Goods: The Wallace Academy also runs a 2nd Hand shop. Please feel free to contact the 2nd Hand Convenor if you are after any items. The academy does stock a limited number of second hand goods. If you wish to sell your old shoes, leotards or costumes do not hesitate to bring them in to the studio.

Facebook Groups: There are a lot of Facebook Groups that sell second hand dancewear are costuming. If you have an idea on the sizing your child needs, these groups are a great place to buy second-hand.

ENROLMENT INFORMATION

ENROLLMENT APPLICATIONS

Enrolments can be made at any time. To enrol a child or children you will need to see one of the studio teachers about filling out and signing an enrolment form. **It is compulsory that enrolment forms are filled out before attendance.** Please note that once you have signed this form, you will be committed to working in co-operation with the dance centre staff, other parents and students. And also to ensure that your child HAS FUN!

ENROLLMENT AGE

The Wallace Academy has classes to suit ages from 2 years of age to 200 years of age. Though not all students will be of the right age to participate in exams, there are performance groups and classes to cater for each and every student.

STUDIO/HOME COMMUNICATION

Something this studio thinks highly of is having appropriate communication between teachers and their students. During the course of each term, students will receive several notices and it is the child's responsibility to hand this information over to their parents, and the parent's responsibility to read it. Each notice will also be posted on a notice board for parents to check they have them. We also send notices via email and have a private Facebook group for parents of students which is updated daily with updates and reminders.

PARENTAL INVOLVEMENT

We ask a great deal of support from parents whether it be to assist at eisteddfods, concerts, costuming or fund-raising etc., somebody has to do it and in many cases this is a good way for the parents and teachers to get to know each other better. We greatly value the help you give to the studio, and the students do as well. Parents are not permitted to view classes with the exception of new students in Tinies Classes. Classes may be viewed at the request of the teacher only.

UNIFORMS AND DRESS ETTIQUETTE

BALLET	Pink or Black leotard or Studio leotard. Juniors: Socks or Stockings are compulsory. No bare feet or sockettes in shoes allowed. Intermediate & Senior: pink ballet tights (no holes) Ballet shoes. Hair pulled off face in neat bun including hairpins & net.
JAZZ	Black leotard/leggings/crop top Black, white green only allowed in other attire Tan slip on jazz shoes Tan Chorus may be required for open performance groups.
TAP	Black leotard/leggings/crop top Black, white green only allowed in other attire Black tap shoes (Cuban heel required for Seniors) Hair pulled off face.
TINIES/KINDA	Black and green studio leotard or own leotard, Ballet tights or ballet socks.
ACRO	Black leotard/leggings/crop top Black, white green only allowed in other attire Hair pulled off face in a neat bun or braids.

Each year sees the studio acquiring studio leotards, Polo shirts and jackets. The polo shirts and jackets are compulsory for those students who do eisteddfods. There will be notices handed out during the term explaining order details, price etc. Students are expected to wear these polos and jackets whenever they are representing the studio.

EXAMINATIONS

Examinations are held for ballet, tap and jazz exams. Both R.A.D. and C.S.T.D. Syllabi are taught.

Whilst we do encourage examinations, not all children do them or want to do them.

Ballet exams are held at varying times and locations throughout the year, depending on the exam being sat. Ballet examinations are held at the Ipswich studio, and are usually around July-August. RAD Majors and CSTD Major Exams are held in Brisbane. A letter will be sent home notifying students of selection, examination fees and times.

Tap exams are also held at the Ipswich studio. Exam sessions are in May and October. A letter will be sent home notifying students of selection, examination fees and times.

Jazz exams are also held at the Ipswich studio in May and October. A letter will be sent home notifying students of selection, examination fees and times.

EXAM ATTIRE: The studio has in place a hire scheme for most examination attire. Students pay a small fee for the use of studio examination attire. This eliminates the cost burden for the parents and promotes examinations. Students must provide their own shoes and stockings for all examinations. These must be neatly presented and preferably new and the sizing approved by Marguerite. When other attire is required for purchase a note will be sent home with students with plenty of warning.

FEES

CLASSES

\$10.00 + GST /New Students Per lesson Approx.

If children are participating in all classes of JAZZ, TAP, BALLETT, EXAM & ACRO, those children will receive their performance classes for free.

Term accounts are issued in the second week of each term to be paid within 14 days of issue. No exceptions will be made. **Any classes missed are still to be paid for.** If a child commences a term it is required that the whole term is paid for regardless of attendance. Special arrangement is only made in cases of illness.

A one off incidentals fee of approx. \$30.00/single \$35.00/family will be charged in the child's first term to cover all insurances and liabilities for that year. This is a **cash only** payment to be returned in envelope provided.

All fees are to be paid by week 4 of term.

PRIVATE LESSONS

Private lessons are held when arranged with the teacher.

Full routines taught in one session: minimum \$80.00

Private Lessons \$15.00 per ½ Hour.

Any solos or groups taught in private lessons or group situations remain the property of The Wallace Academy.

These classes are on a cash only basis.

SINGING LESSONS

By arrangement with SOLO teacher. Please contact Staff for more information.

FAMILY RATES

Family rates are available by arrangement with Marguerite only.

ALL FEES, COSTUME & HIRE MONIES ARE TO BE HANDED DIRECTLY TO MARGUERITE AND NO ONE ELSE. PLEASE PLACE ALL MONIES IN A CLEARLY MARKED ENVELOPE. IF AN ENVELOPE IS ISSUED IT IS EXPECTED THAT THE MONEY IS RETURNED IN THE SAME ENVELOPE.



OTHER ITEMS

COSTUMES

When a costume has been decided on for a group, each child will be given an envelope with all the details of that costume on it, including how much it is and when it is to be paid. A discount is usually given to families who help in the making of the costume. The Wallace Academy has a policy that all costumes are to be made together by the same person or group of people. That way we are ensured that each child's costume and group will be all the same.

The studio currently has a "**COSTUME HIRE SCHEME**". Presently there are several group costumes that are **hired only** to the students. Students are charged a nominal fee at the beginning of each year for their hire costumes and return them at the end of each year. If a hire costume is damaged, lost or not returned, then the parent must pay the full price for the said costume. Our policy is- All costumes remain the property of The Wallace Academy. All group costumes remain Academy property. Hire fees are usually between \$15 & \$20 per costume. Although BOUGHT costumes are the property of the student, it is the Academy's policy, that upon joining the academy, these costumes are made available to be passed on AND SOLD to the next age group or child taking part in that group. **Current costumes are not to be worn outside of eisteddfods or concerts unless prior permission is gained.**

"IF YOU DON'T RETURN IT YOU'VE BOUGHT IT"

ABSENTEEISM

In the event of absence from class, a phone call or text is expected explaining the reason. In the case of performance classes, if a child is absent once there will be no consequences. Two absences will result in the child being sent to the back line of the groups, and a third absence means the child will be removed or replaced in the groups done in that lesson.

This particular rule will be STRICTLY ADHERED to this year. If you and your child commit to classes and eisteddfod work then it is assumed that they will attend the eisteddfods designated and the rehearsals required. If your child does not attend any one eisteddfod for any reason then he/she will be excluded for the rest of the eisteddfods. A four-week notification period must be made if there are extenuating circumstances. This allows for re-patterning prior to the eisteddfod and not on the day of the eisteddfod.

HEALTH & SAFETY

It is important that all health information supplied on the enrolment form is kept up to date. Please notify Marguerite immediately of any changes. If a child falls ill during class it is most important that they let the teacher know so parents will be contacted immediately. If in the event of a serious injury or illness and a parent cannot be contacted, appropriate action will be taken.

All students under the age of 16 are to be escorted to and from the studio by an adult. Please ensure that parents are on time at pick up so there are not children roaming around alone. We are not a babysitting service and do not supervise children after class. It is strongly advised that parents **drop off and pick up** where possible. Please note that a water bottle is to be brought to each class by every student. The sharing of drink vessels is strictly prohibited. There is time allocated during class for the students to take a short drink break to re-hydrate.

SOLOS

Children are only eligible to perform solos if they attend all technique & performance classes. This rule is flexible in some cases at the discretion of the Director. The aim of the academy this year is to get as many students interested in solo work as possible. We have found that pupils who participate in solo eisteddfod work on a regular basis often excel in their examination work. Solo classes are by arrangement with the Director. There are also many student teachers in the studio that are very keen to help out with private lessons. This not only gives them valuable teaching experience but also valuable choreography practice. Any solo routines taught at The Wallace Academy remain the property of The Wallace Academy and may not be performed anywhere without prior permission. Any child not up to date with fees will not be permitted to do solo work in any form.

EISTEDDFODS

Last year, The Wallace Academy participated in the GBPAC, Gatton, and Toowoomba eisteddfods. This year we may be looking at taking part in other eisteddfods pending dates and times. These extra eisteddfods will probably only involve the senior groups but final decisions are made during the course of the year pending responses and dates. Through performing at eisteddfods, the students gain self-esteem and confidence and above all, have fun and learn the value of teamwork. Costuming is also utilised. Please do not participate in eisteddfods if you cannot commit to the four weekends set out in the term dates list. It is important that you always refer to this list to avoid double booking.

PARKING

IPSWICH CITY COUNCIL REQUIREMENTS

“All car parking generated by the proposed Dance School shall utilize the existing car parking spaces located on the subject site.”

It is extremely important that the parents comply with these parking conditions. Even if you are just “DROPPING OFF”, it is important that you **park on site** to drop your child off. It seems that when I mention this to any parent they become very indignant. We are only trying to adhere to council policy and please other tenants in the street so we are able to continue teaching at this venue.

DRESSING YOUR CHILDREN

IPSWICH CITY COUNCIL REQUIREMENTS

“Any child dressing at the Academy must use the facilities provided and not dress in full view of the public.”

There are two toilets and the foyer for your dressing convenience.

I feel that it is not responsible parenting if you are dressing your child outside in plain view of the workers in the street. Parents are required to use the foyer or toilets to change their children. Ideally, the children should be dressed before they come to the studio. I can appreciate that time restraints sometimes do not allow for this, but every effort must be made by the parent.

FOYER

This year, the students will be the only ones permitted to access the foyer area at the studio. This area will be for dressing, warm up, student study and student eating. Parents are to “drop and go”, or dress their child inside & wait outside the gate on the grassed area.

PARENT/TEACHER COMMUNICATION

If you need to see a teacher please do so at the beginning or end of class. At no time do parents enter the classroom whilst a lesson is in progress. Teachers are not to be contacted after 9pm at night. (with the exception of Miss Marg) If you have any problems at all with any facet of the Wallace Academy, don't hesitate to Contact the Director Marguerite on 041 770005 at any time.

CANTEEN

The Wallace Academy runs a small canteen for the students to be used in their own time. Whilst the Academy promotes healthy eating habits it is up to the parent and student to use their own discretion when choosing food. A variety of food is available. The canteen is there to provide a convenience for the parent or caregiver. We also cater for dinners on Tuesday nights.

REHEARSALS

As a rule, The Wallace Academy endeavours to limit the amount of hours spent in rehearsals. Rehearsals are sometimes required to learn, polish or re-pattern groups for eisteddfod work. For example: Some rehearsals may be required on weekends to learn a new routine. This allows valuable class time not to be taken up by this time consuming practice. Class time is for the improvement of technique and the polishing of already choreographed routines. If your child is selected for a new routine, it is expected that they attend any scheduled rehearsals or else forfeit their place in the routine. The child/parent is not charged in any part for these extra rehearsals unless it is a specific workshop held by a specialist choreographer in order to do a routine.

CHRISTMAS CONCERT

This year's concert's probable dates are Saturday the 30th November or Saturday the 7th of December. All students are expected to participate. A rehearsal is usually on the same morning as the concert.

Also, at the concert there will be a raffle where several prizes will be awarded. Tickets are available at the door, and the proceeds go towards trophies and new equipment for the studio.

SECONDHAND GOODS

The Wallace Academy also runs a 2nd Hand shop. Please feel free to contact the 2nd Hand Convenor for any 2nd hand goods. The academy does stock a limited number of second hand goods. If you wish to sell your old shoes, leotards or costumes do not hesitate to bring them in to the studio.



TEACHING TEAM



ADMIN TEAM

Director/ Administration/	Marguerite Wallace
Photographers	James Wallace/David Owens
Secondhand/ Canteen	Fiona Bye
Makeup Convener	Clare Robert
Fundraising	Parent Run

Principals	Marguerite Wallace RAD Cert/ Dip Reg Tch.MEDTA. CSTD As- soc Member Kelli Wallace CSTD Cert IV Mu- sical Theatre & Commercial Dance, Cert III & Dip Child Care Studies
Choreographer	Christine Deck BCI BED Sec CSTD
Ballet	Marguerite Wallace (Jnr/Inter/ Snr)
Jazz	Kelli Wallace (Jnr/Inter/Snr) Amanda Owens (Jnr/Inter/Snr) Sarah Bye (Jnr)
Tap	Kelli Wallace (Jnr/Inter/Senior) Katelyn McDonald (Jnr/Inter)
Acrobatics	Janelle Boseley Level 1 Coach Gym Acrobatic Arts Rgt
Tinies/Kinda Dance	Sarah Bye
Ballroom	Rex Watts
Singing	Bronte Mitchell

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