

# PERFORMANCE HANDBOOK



## **Students Commitment:**

Our biggest desire for our Performance students is that they come to class to show us their passion for dance.

We do not want anyone to feel they have to do these classes and they should only be there to better and extend themselves. We endeavor to provide them with the best possible teachers for their classes. It is for this reason that students must be prepared to work extremely hard for all their teachers each lesson.

## **Class Description Includes:**

Lyrical  
Contemporary  
Jazz  
Hip Hop  
Ballet  
Musical Theatre



# GENERAL REQUIREMENTS

- To participate in Performance classes, students must attend the minimum class requirements listed below.
- All Performance Teams - Petite, Junior & Teen Students must do 2 x ballet classes a week and be enrolled in all electives corresponding to Performance styles - i.e. Jazz, Lyrical, Contemporary and Musical Theatre.
- Senior Students must attend a minimum of 1 x ballet class a week.
- All students must attend: KTL

Students are required to show a high level of the following: classroom attitude, previous attendance record, health, teamwork skills, age, skill level, concentration and maturity.

- Dancers must maintain good grades at school as determined by their parents to remain in the Performance Team.
- All Performance Team members must have the Team Jacket.

This is our representative Attire and is compulsory to wear to each event. Other studio accessories are recommended.



# ATTENDANCE

The IPA Performance Team requires a higher level of commitment from dancers, parents and staff. It is necessary to insist on good attendance because dancers will be learning material at a faster pace. Dancers may be asked to have additional practices, especially at times just prior to a competition or special event in which they will participate. 14 days notice for these will always be given, however due to certain circumstances beyond our control sometimes rehearsal will be required at the last minute and your attendance is greatly appreciated.

Dancers must be in attendance for ALL practices in the weeks prior to competitions and special events. We may choose to not allow a dancer to participate in such events if they have excessive absences (with no refund of any fees). Any student missing for the last practice before an eisteddfod will not be allowed to perform without acceptable reason.

Students who may be injured in the weeks leading up to competition must be able to dance at a safe level in rehearsal before being allowed to perform in the competition. Dancers attendance in the 6 weeks prior to competition determines eligibility. Students are asked to make our competition and rehearsal schedule a priority. It has been noticed in previous years that school group performances and musicals do hinder on our calendar year. For example, a student who wishes to participate in a musical production is asked to consider the time of year that it coincides with, as a January production seems to be the best timing.

Dancers must be on time or early for classes and should commit time to practicing routines and improving flexibility, strength and technique at home. Please check the Approximate dates of our proposed competition schedule.



# ANNUAL COST

There is an Annual Performance Fee per student: The fee does not waiver in any circumstances and does not change regardless of how many classes or routines a student is involved in.

This must be paid upfront and can be paid on Registration Day or with your Term One Invoice.

\$150 - Petite's

\$250 - Junior's Upwards

This fee covers and includes the following:

Eisteddfod troupe participant entry fees with the exception of 'Dancelife Nationals & Hollywood Bound Dancer Registration'. Extra costs associated with extra rehearsals before each eisteddfod incl. teacher wages.

Purchasing Copyright of routines by special guest teachers

Other costs:

There are costs associated with any new eisteddfod costumes and notice is given at the earliest possible time with regards, to the amounts. Generally eisteddfod costumes are more expensive than other costumes however they are worn for a minimum of 12-18 months and sometimes longer. Eisteddfod Costume prices can range from \$80 - \$150.

Competition participation is a requirement. There will be a minimum of 2-5 competitions per dance year. Parents are responsible for any costs of transportation, lodging, and food. All groups that Performance Team members are entered for (tap, ballet, etc) will be considered for competition at the teachers discretion. We will inform parents which routines will be attending each competition.

Additional costs include: makeup, special hair requirements, props, specific tights and shoe expenses. We work hard to keep these costs as low as possible.



# TENTATIVE COMP DATES FOR 2026

## **6/U, 8/U, 10/U**

TMDC - Central Coast April 19th

TUDC - Wahroonga May 30th

DLU - Central Coast June 12th-14th

TMDC - Central Coast July 16th-19th

## **12/U and Opens**

TMDC - Central Coast April 19th

TUDC - Wahroonga May 30th-31st

DLU - Central Coast June 12th-14th

Platinum Dance Competition - North Sydney July 25th-26th

Inspire Arts Challenge - Cambridge Park August 22nd-24th

So.....

If you choose to come on board with us this year, it will be yet another fantastic year of hard work and great rewards. If you have any further questions, please let us know.

Many thanks and happy dancing - IPA Faculty.



# SAFETY

With the safety of our families a number one priority, IPA is very serious about upholding Child Protection laws and policies within the studio as well as at public performances and in the online arena (website and social media).

As part of your registration, you will have read and signed a media waiver allowing us to proudly use images and video footage of your student for advertising and promotional purposes. Should you have any concerns whatsoever with signing this declaration, please see our Admin staff who will happily assist you.

The directors and staff at IPA are educated in the negative impact of inappropriate music and costume selection when it comes to performing dance routines and are wholeheartedly committed to ensuring children in all of our dance routines are not subjected to any inappropriate songs or costuming. We recognise that songs with sexist, explicit, violent, racist, homophobic or criminal content may influence our dancers and/or audience and will strive to avoid using such music.

Our staff members have been trained in first aid - there will always be someone at the studio during weekly classes that holds their First Aid Certificate.



# PRIVACY

When you purchase or hire a product or service with IPA, the information we may collect from you includes your name, address, telephone numbers, email addresses, medical information and perhaps credit card or bank details. It may also include details of the products and services we provide to you as well as the status of your enrollment. We only collect information directly from our students or their parent/guardians primarily for the purpose of providing services and products to you and to administer and manage invoicing and debt collection.

We may occasionally use your information to promote and market to you information which we consider may be of interest to you unless you contact us and tell us not to do so.

We will never sell or pass on any of your information to third parties unless required by government authorities or in the event of debt recovery. Any information passed on will be done so with appropriate privacy and confidentiality protection.

Information is stored securely in paper or electronic form and is accessible only by authorised personnel. If you would like to know what information we hold about you or wish to update the information, or if you wish to be removed from all further direct marketing communications, please contact 0450 550 337.



# EXAMS AND CONCERT

**EXAMS** - As a studio who values the growth and commitment of our dancers from all ages, it's our pleasure to offer exams to students in RAD Classical Ballet as a part of our program. This year, our exams will be held in October with the exact date to be confirmed at a later date via email. We encourage all students who attend 2 x Ballet Exam classes each week to enter for exams.

**CONCERT** - The opportunity to perform in a concert is an exciting, empowering and confidence-building part of the training process. This is where we love to watch our students learn about the theatre, rehearsals and teamwork while they enjoy the opportunity to showcase their skills in a professionally run production. Concerts are a wonderful way for students to showcase the results of their hard work and for family and friends to join in the pride of their achievement. We love giving all students the chance to perform for their family and friends in this supportive and fun environment and encourage even our youngest and newest performers to be involved. If there is any reason why your child will not be able to perform at the concert on the dates and times provided in this handbook, please let us know so we can make amendments to the class routines involving them.



# TIMETABLE & UNIFORMS



## Timetable

Timetabling our classes is a huge task and we take all care to ensure that children are given classes at an age-appropriate time without long hours that may lead to fatigue or disrupt home / school life. Please find a copy of our 2026 Timetable via our website.

## Uniform

At IPA, we believe that wearing studio uniforms give students a sense of belonging to our family as well as creating an identity for our studio in the greater community.

Our uniforms also: Encourage discipline, Help students resist peer pressure to buy stylish clothes for class, Help identify non-students in the studio, Diminish economic and social barriers between students, Increase a sense of belonging and school pride, and Improve attendance.

Uniforms can be purchased year-round from the studio in-house IPA Shop! All shoes can be purchased from Dance Stuff in Gosford.

Full Uniform is compulsory from Term 2 Onwards For a complete price list, see our Admin Office for all your enquiries.

Please ensure all parts of your child's uniform are clearly labeled - individual shoes, socks, underpants...you'll be amazed at the amount of lost property we generate!

READY SET DANCE & Ballet - RSD Dress, Tan Jazz Shoes or Ballet Shoes and white ankle socks.. Please note that Long Sleeve Wrap tops and Stockings are available for winter.

# CLASSES

## BALLET CLASSES

### Pre Primary and Primary

- Purple Leotard Dress - only at IPA Shop (Matching Crossover/Wrap is available for cooler months)
- Ballet Pink Socks, Ballet Pink Stockings or Ballet Stockings to match your skin tone
- Pink Canvas, Pink Leather Ballet Shoes or Ballet shoes to match your skin tone

### Grade 1-4

- Purple String Style Leotard - only at IPA Shop (Matching Crossover/Wrap is available for cooler months)
- Theatrical Pink Ballet Stockings or Ballet Stockings to match your skin tone
- Pink Canvas, Pink Leather Ballet Shoes or Ballet shoes to match your skin tone

### Grade 5 Upwards

- Black String Leotard
- Theatrical Pink Ballet Stockings or Ballet Stockings to match your skin tone
- Pink Canvas, Pink Leather Ballet Shoes or Ballet shoes to match your skin tone
- Intermediate Upwards Exam Students are to wear Demi Pointes for at least 1 lesson per week

## LYRICAL/CONTEMPORARY/MUSICAL THEATRE/JAZZ/TAP AND HIP HOP

- Petite's - Leotards as listed above, Black Tap Shoes, Black Jazz Shoes for Jazz and Hip Hop plus optional extras listed below
- Junior & Teen - Leotards as listed above, Black Tap Shoes, Black Jazz Shoes for Jazz and Hip Hop plus optional extras listed below
- Senior - any options below plus Black Tap Shoes and Black Jazz Shoes

Nb: If Sneakers or High Tops are worn for Hip Hop then they MUST have White Soles



# FEES

**Please find the fee structure for our classes on the individual program sheet found on our website.**

**We offer the following options for fee payment:**

Upfront Payment – you will receive your Termly invoice prior to the commencement of term and have until the First day or Term to pay these fees in full. Payment options include cash, cheque, EFTPOS, credit card or Internet Bank Transfer (Details on Invoice). Overdue fees will accrue a late fee of \$30 per week that it is past due (from week 3 onwards) and if fees remain unpaid in Week 3 of classes students will not be permitted to participate in their lessons.

Direct Debit – This is our most popular and simple payment method, in which you may choose to pay your fees in 45 weekly, 22 fortnightly or 11 monthly installments through our Direct Debit providers Ezypay. There is a small fee for this service and paperwork must be filled out at reception prior to the commencement of classes. Clients who have previously paid by direct debit will still need to complete their adjustment paperwork at the beginning of each year.

Please Note: All students are invoiced based on a 10 week term so your invoice will be the same each term unless you change classes. If you decide to withdraw from classes mid-term for any reason, you will still be charged for the entire invoiced period – this includes Direct Debit customers. Refunds will not be issued for missed classes due to cancellation for weather events, black outs or public holiday – where possible, we will endeavour to arrange make-up lessons for classes cancelled and Public Holidays by IPA or will offer an alternative class.

Casual Payment Our casual classes can be paid as you attend via cash, eftpos, direct bank transfer, credit card or cheque to be paid to your teacher / office staff. If you wish to withdraw from classes at IPA for the following term, it is a requirement that you notify the studio in writing via email. All invoices will still be payable for the current term and if your child is not returning the following term and notice must be given 14 days prior to the term commencing otherwise the next term invoice will be issued and owed. No refunds are given for any withdrawals during the term.



# SOCIAL MEDIA

IPA's Social Media Policy refers to all social networking sites, video/photo sharing sites, blogs, micro-blogs, wikis, podcasts, forums, instant messaging and geo-spatial tagging (for example, Facebook check-ins). Please see below for our regulations regarding Social Media and feel free to contact our office staff if you have any questions.

- Please remember that your anonymity on Social Media is never guaranteed and to exercise particular caution when posts, images or videos identify children in your care.
- Remain mindful that your behaviour on Social Media remains in keeping with IPA's code of conduct as outlined in chapter 6 of this handbook.
- Any comments or posts perceived to be obscene, defamatory, threatening, harassing, discriminatory or hateful towards IPA staff, students or families may subject the owner to disciplinary or legal action.
- Should you wish to engage on Social Media while identifying as a studio volunteer or employee, you may only do so with integrity, respect, and adhere to privacy and confidentiality policy.
- Any content revealing or referring to sensitive studio information is not allowed to be shared online.
- Intellectual property laws (for example, costume design and choreography) must be observed by all studio patrons when posting online.
- While affiliated with our studio, (for example, images of your child in IPA uniform) we will not tolerate any posts that are racially, sexually, physically or religiously offensive.
- All matters pertaining directly to the studio - whether it be fees, scheduling, placements or performance opportunities - may not be communicated via Social Media. We have an open door policy and encourage all communication, complaints and feedback to be communicated to the principal directly.
- We discourage parents / students and teachers from becoming 'friends' or 'followers' on Social Media, unless there is an existing relationship. We consider all studio members to be family and as such feel the obligation to respect and monitor personal boundaries.
- You may not post photographs / videos that feature IPA dancers other than your own online without the proven consent of their parent/guardian.

FACEBOOK/INSTAGRAM/TIKTOK/YOUTUBE

@influenceperformingarts



# ATTENDANCE

Your child's attendance in class is very important to their peers and our teaching staff. As a member of the team, it is a commitment for you to ensure your child attends their classes on time each week and attends all lessons planned for them. Not only do absences impact the concert routines we create, it also impacts the social and confidence-building principals we work hard to foster in each age group.

If you know ahead of time that your child will be absent due to holidays/vacations, commitments or school trips, please let us know ahead of time so the class impact is minimal. If your child is too unwell to attend class, we ask that you inform our admin team as soon as you can so they can let the teachers know and preparations can be made to catch up on any missed work.

Contact [info@influenceperformingarts.com](mailto:info@influenceperformingarts.com) or call  
0450 550 337



**SHOULD YOU HAVE ANY QUESTIONS PLEASE CONTACT US VIA THE DETAILS ABOVE AND WE ARE ONLY TO HAPPY TO HELP.**



STUDIO DIRECTOR | TAYLA JAE



STUDIO MANAGER | KAITLIN WHITTAKER