Welcome to the Bennett School of Ballet & Jazz for 2027

Nothing is more joyful than watching your child explore the world of music and movement with pure delight and carefree abandon. When this is nurtured in a loving environment by qualified staff, students will go on to derive many benefits from learning the art of dance.

Dance is one of the most versatile art forms. It offers an outlet of creative expression, builds confidence, encourages self-discipline and provides an array of physical benefits such as improved fitness, posture and deportment.

The Bennett School of Ballet & Jazz offers dance tuition of the highest quality and has been doing so for over 30 years. Students are trained with the utmost care in a safe, positive and friendly environment. Our teachers are lifetime learners who continue to educate themselves through teacher training, conferences, in house training and other learning opportunities.

The school offers training in the following disciplines:

- Classical Ballet (Cecchetti method)
- Jazz
- Tiny Tots movement to music
- Musical Theatre
- Extension Programmes
- Contemporary
- Adults Ballet, Jazz and Tap
- Children/Teen/Adults Beginner Tap
- Students wishing to pursue a career in teaching are also encouraged and supported
- Competition Troupe class

This handbook contains extensive information about the school. Should you require further information please do not hesitate to contact the Principal.

We look forward to sharing our passion and our love of dance with you

Teaching Staff
Bennett School of Ballet & Jazz



Bennett School of Ballet & Jazz – Contact Details

Studio: King Edward Court Building,
261-291 Stuart Street,
Dunedin

Telephone: 0272087413
Email: bennettballetandjazz@xtra.co.nz
Website: www.bennettballetandjazz.co.nz

Bennett School of Ballet & Jazz – Faculty 2027

Principal

Shona Bennett CICB (Licentiate) CBA, Holder of CUA40313 Certificate IV in Dance Teaching & Management, Registered Teacher of Jazz Dance NZ

Teaching Staff

Emma Donaldson	Advanced 2 BBO, Advanced 1 Cecchetti Ballet, Advanced BBO Jazz, Advanced BBO Tap, Registered Teacher of Jazz Dance NZ
Kate Ward	Advanced 2 Cecchetti Ballet, Advanced 2 Jazz
Zoe Breet	Intermediate Cecchetti Ballet, Studied Major Jazz

Teacher histories are located on the wall in the Dressing Room.



Class Descriptions

The following information is to be used as a guide only. All enrolments and class placements will be made based on direct discussion with the student's parent/guardian and also subject to class availability.

Tiny Tots Programme

Children love to dance! Their innate rhythm, ability to feel the music and be naturally expressive is something to be treasured and nurtured. The Tiny Tots 1 and 2 levels channel all these natural abilities through exploring rhythm, timing, mime, improvisation, group cooperation, directional and spatial awareness. These classes will enchant, stimulate and challenge your child with a variety of dance styles and specially selected music.

- Tiny Tots 1 (children who are 3 turning 4 that year), 45 minute class
- Tiny Tots 2 (children who are 4 turning 5 that year), 45 minute class

Classical Ballet – Cecchetti Syllabus

- Pre Primary & Primary – these classes are specially designed for the young child (who are 5 turning 6 that year) and incorporate the beginnings of sound ballet technique with lots of interesting stimulating exercises.
- Grade 1 – Advanced – the Cecchetti syllabus is an internationally recognised system of training which gradually builds sound ballet technique whilst encouraging a love of music and dance. The syllabus is designed to suit the young beginner right through to the pre-professional and professional dancer.
- Adults Beginner Ballet – for older teens and adults who have always wanted to dance and now have the opportunity.
- Adults Intermediate Level Ballet – for older teens and adults who have danced to a higher grade/ major level and wish to return for exercise and enjoyment.

Jazz – Jazz Dance NZ Syllabus

These classes provide the student with an opportunity to explore a wide variety of jazz dance styles.

- Beginners Jazz – these classes are for children who are 5 turning 6 that year.
- Pre Junior to Grade 6
- Pre Major, Major, Intermediate, Advanced 1 and Advanced 2 - major dance levels for teenage students 14 years upwards
- Adults Jazz Funk– for adults wishing to explore jazz dance for exercise and fun. Class availability dependant on class numbers

Musical Theatre

These classes are available to students turning 8 and above. In the class you will be learning genres relating to musical theatre such as tap, jazz, singing and lyrical. Students can explore choreography related to theatre and work on their stage presence, personality and self-confidence.

Ballet Extension Class and Junior Extension Class

This class is for students who would like to go further in their dance career and to learn more about the art of ballet. The class is open to those students who are at Grade 3 level and above. In these classes the students will be working further on technique, artistry, flexibility, strengthening exercises and repertoire. Acceptance to this class is by audition or invitation from the Principal only and works in conjunction with students' other ballet classes.



Contemporary
These classes are available to students turning 11 and above. In these classes you will be working on concepts relating to Contemporary dance.

Tap
These classes are available to students turning 10 and above. Students will learn the foundations of tap dancing including beats, rhythm, steps and sequences. Tap is great for improving musicality and understanding of counts, balance, presentation and extends the student's repertoire of dance styles. In this class students will work on exercises and will be able sit medal tests.
Adults Tap is also available.

Competition Troupe Class
Competition class is for those students who would like to get some more stage experience and compete in local competitions as a troupe.

Along with the performance experience that comes with competing, students learn many new skills being part of a troupe, including working together as a team, improved timing and musicality and better spatial awareness.

If you're interested in your child attending this class, there are a few standards your child must meet:

- Your child must learn ballet and jazz with us at the Bennett School of Ballet & Jazz.
- Your child must be at least 13 years old
- This class will cost $190.00 per term over and above your child's other term fees at the dance school. Please note that this fee does not include the cost of costumes – see below.
- Costumes will be an additional cost (approximately $120.00 per costume – maybe more or less depending on what is available, exchange rates and custom/tax duties). Or a hired costume from BSBJ at $10 each.



Uniform

Tiny Tots 1 & 2	**Girls** Any coloured leotard and matching skirt (fairy skirts are acceptable), pink ballet tights and ballet shoes with elastic. Hair neatly groomed. **Boys** White fitted T shirt, black or navy leggings or shorts. Black or White ballet shoes (with white elastic).
Pre Primary & Primary	**Girls** Plain coloured leotard and optional matching skirt, ballet cross-over jersey, pink ballet tights and ballet shoes with elastic. Hair neatly groomed in a bun preferably or alternatively a pony tail. **Boys** White boys leotard, black or navy leggings. Black or White ballet shoes (with white elastic).
Classical Ballet	**Girls** Plain coloured leotard with optional matching wrap skirt, pink ballet tights and ballet shoes. Hair in a bun preferably or alternatively a ponytail. Grade 5 and above must have hair in a bun. Ribbons on ballet shoes from Grade 2 upwards. Advanced 1 & above students must have demi-pointe shoes. Pointe shoes are only to be obtained after thorough assessment and direct approval from the Principal. **Adult Women** As above or dance pants, track pants, close fitted t shirt, pink ballet shoes. **Boys** White or Navy men's leotard or black/navy singlet. Black or navy leggings. Black or White ballet shoes with elastics. White ballet shoes will be required for exams. **Adult Men** As above or dance pants, track pants, close fitted t shirt or singlet, white or black ballet shoes.
Jazz	**Girls** Plain coloured leotard, or tight fitted t shirt, black plain footless tights. Grade 5 and above will require a black camisole or singlet strapped leotard for exams. Pre Junior, Junior, Grade 1 may wear pink ballet shoes with elastic. All classes above Grade 1 require black jazz shoes. **Adult Women** As above or dance pants, track pants, close fitted t shirt, jazz shoes. **Boys** Black dance pants or leggings or bike pants, fitted t shirt. Black leggings will be required for exams. Black jazz shoes. **Adult Men** As above or dance pants, track pants, close fitted t shirt or singlet, black jazz shoes.
Musical Theatre	Leggings or pants that students can move freely in, fitted top. Black jazz shoes.
Extension Class	As per Ballet class.



Contemporary	**Female** Plain coloured leotard, or tight fitted t shirt, dance pants or leggings. Bare feet or socks. **Male** Black dance pants or leggings or bike pants, fitted t shirt. Bare feet or socks.
Tap	**Girls** Plain coloured leotard, or tight fitted t shirt, black plain footless tights. Black jazz shoes or sneakers to start with and then tan tap shoes. **Adult Women** As above or dance pants, track pants, close fitted t shirt. **Boys** Black dance pants or leggings or bike pants, fitted t shirt. Black jazz shoes or sneakers to start with and then Miss Emma will advise which tap shoes to purchase. **Adult Men** As above or dance pants, track pants, close fitted t shirt or singlet.
Competition Class	As per Jazz

NOTE: Students may wear shorts, leggings, tshirt or fairy skirt or dress and bare feet for the first couple of weeks during trial lessons.

Purchase of Uniform Items

You may wish to purchase goods from the second hand table in the Dressing Room. Please do not take items home unless they have been paid for. If you wish to sell items please place them in a closed plastic bag clearly marked with your name, phone number and price. Please only put one shoe in a bag and hand in the other one (which also needs to be labelled) to your child's teacher to be kept in the office. When purchasing an item, please pay the correct money to your child's teacher in the plastic bag the item is in and this will be forwarded on to the owner. Your student's teacher will give you the other shoe if shoes are being purchased.

PLEASE NOTE: The dance school takes no responsibility for goods left on the second hand table. This service is an honesty system and if it is unable to be maintained it will be withdrawn.

New items can be purchased from The Dolls House Dance Shop (down the corridor from the dance school on ground floor of KEC Building).



Fees – Terms and Conditions

- Fees are payable in advance within 2 weeks of commencement of each term. Families unable to make payment within this timeframe must make payment arrangements immediately. If the fees are not paid by the end of each term the outstanding amount will be forwarded to a collection agency.
- All fees are inclusive of GST.
- An invoice will be issued to each family at the start of each term.
- Fees are neither refundable nor transferable between students or terms. If a student is going to be away for an extended period of time (5 consecutive weeks or more) discounted term fee may be applied for. These arrangements must be made at the commencement of the term and discounts will be at the discretion of the Principal.
- Family discounts are applied to fees.
- Musical Theatre and Contemporary classes are paid per class at each lesson.
- Term fees can be paid by one of the following methods:
    1. Cash – please place in an envelope with your child's name on the front
    2. Direct Credit – 06 0901 0416601 00. Please put your child's name and account number in the reference details.

Please Note: Tuition is charged at a fixed rate per term regardless of the number of weeks in a given term.

University Students

As the University semester may not always fit into a school term, university students may apply to the Principal for a discounted term rate if the difference is a consecutive 5 weeks or more. Or you may pay the casual class rate of $25.00 per lesson.

2027 Schedule of Fees

No. of Hours Per Week	Term Fee (incl. GST)
45 min class	$165.00
1 hour class	$175.00
1 x 1 hour class + 45 min class	$325.00
2 x 1 hour class	$335.00
3 x 1 hour class	$495.00
4 x 1 hour class	$630.00
5 x 1 hour class	$765.00
Extension Class	$195.00
Competition Class	$190.00
Musical Theatre per 45 min	$18.00
Contemporary per hour	$20.00
Casual classes per hour	$25.00

NOTE

- Any classes over and above 5 hours per week per family are free, except Musical Theatre, Contemporary, Tap, Extension Class and Competition Class.
- Contemporary is charged at $20 cash per 1 hour lesson.
- Musical Theatre is charged at $18 cash per 45min lesson.
- Tap - If attending less than 5 regular classes per week, then the Tap classes are charged as per the 45min class term fee in the table above; if attending more than 5 regular classes per week then these classes are charged at $80 per term.



2027 Policies & Regulations

A condition of enrolment is that parents/guardians read this booklet in its entirety and complete an enrolment form immediately.

It is expected that students are punctual to classes.

Please advise the Principal (via email, txt or phone) if your child is going to be absent due to illness, injury, holidays, school camp etc.

It is etiquette for students to inform the Principal of their participation in any productions or performances outside of the Bennett School of Ballet & Jazz. Students must not perform choreography taught at the school without seeking prior permission from the Principal and the appropriate teacher.

No gum, jewellery (except for stud or sleeper earrings or medic alert bracelets), watches or mobile phones are permitted in class. Jewellery and watches can cause injuries and abrasions. All valuables should be left at home or brought into class and given to the teacher for safe keeping.

Whilst every care is taken, no responsibility for students can be taken outside of scheduled classes or the immediate premises. We would prefer students wait inside the building to be collected after class rather than unsupervised outside. Parents and students are asked to take particular care and be respectful of our facilities. Bins are provided for rubbish, please make sure you use them.

General Notes

- Please try and keep noise to a minimum in the dressing room and outside the studios when there are classes running.
- DO NOT climb on the benches in the Dressing Room.
- Please do not play with props in the Dressing Room as these are for shows and if they are broken they will be unable to be used.
- Please do not park in the teachers' driveway car park as a teacher may need to get out in an emergency or not be on time to teach class if they have to find a park elsewhere or get cars moved from the driveway.
- In the case of an emergency follow the teacher's instructions.
- First Aid is located in Studio 1. Please see your teacher or the teacher in that studio for first aid.
- There is always someone at the studio who has a current first aid certificate and you will be notified immediately if your child is hurt or sick.
- Please notify a teacher if the toilet is blocked or needs attention.
- The Dressing Room is used by many children and adults each week. Please make sure that you leave the Dressing Room tidy when you go as otherwise it creates a lot of extra work for the Principal or the cleaner.
- If your children use any of the toys provided in the Dressing Room, please make sure they're put away neatly when they've finished with them. We all like a tidy floor.
- The lost property is located in the Dressing Room.
- No cell phones are to be used during class time, unless for an emergency. Please discuss with your teacher before use.
- Never speak negatively about teachers, students or parents, especially in front of students.
- All students must show respect for their teachers at all times. Inappropriate behaviour by students and parents could result in dismissal from the school.



Naming Clothing
Please make sure you name all dance clothing so that when things such as crossovers are taken off in class and bits and pieces are left in the Dressing Room they can easily be returned to their owner. If there are 20 crossovers that are all the same it's very difficult to know which one is yours without names on them.

Email Notices
You may need to check your spam filter and add BSBJ as a friend to receive emails from the dance school. Please check your emails for notices regularly as this is the main way the dance school communicates with families. It is your responsibility to check and read these notices so you are aware of what's happening at the dance school. All notices will also be put on the notice board outside Studio 1.

Notices on the Website
The latest notice is always posted on the dance school website, so please check there if you need information about an upcoming event or date.

Facebook and Instagram
The dance school has a Facebook page which you can "Like" and an Instagram page you can "follow" (bennett.ballet.jazz). These pages are updated with current information and we often put up articles and videos of interest to students on the Facebook page.

Snow Days
During Terms 2 and 3 there is always the chance of a snow day. We make the decision about closing the dance school due to snow/ice at about 1pm on the day in question. Any such decision will depend on the road conditions and whether or not staff and students can safely get to and from the dance school (remembering that some classes take place in the evening). Any closure of the dance school due to winter conditions will be emailed out and posted on the Bennett School of Ballet & Jazz Facebook and Instagram pages.

Student Class Placements
Careful placement of students in classes at an appropriate level is taken very seriously. It is extremely important to the proper development and safety of the student. The final placement of students is at the discretion of the Principal.



Examinations
Examinations are offered for students in Pre-Primary and above in classical ballet and Pre-Junior and above in jazz. Examinations are not compulsory but are encouraged as they offer the student a goal to work towards. Students from Grade 2 in ballet and Grade 5/6 in jazz must take a minimum of 2 classes per week if they want to be considered for examinations. Ballet students will be required to attend further classes the higher up the levels they go. Students will be entered for examinations at the discretion of the Principal.

Grooming
Students must be dressed in the correct uniform at all times. Beginners are requested to obtain school dancewear as soon as possible.

Grooming is an essential part of a student's training. It encourages good deportment, enables students to be able to turn correctly without hair flicking in the eyes and is essential for teachers to be able to observe the correct placement of the head and shoulders. To this end it is expected that:

- All female classical students wear a bun. If students in Tiny Tots, Pre Primary, Primary are unable to maintain a bun, hair must still be off the face (eg. using an appropriate headband).
- All male students maintain a hairstyle that does not fall into the eyes.
- All female jazz students are to wear a ponytail or bun without any loose fringes or tendrils hanging in across the face.

Open Days
Parents, family and friends are invited to watch classes generally once per term (except Term 4). Dates will be set by the Principal and will be advised in a notice. Usually this is the final week of term.

Term Reports
Term reports are written by your child's teacher and handed out during the last week of Term 1 and Term 3.

Re-Enrolment
You do not need to re-enrol your child each term, although it is appreciated if your let the Principal know if he/she is not returning for the next term, as we do have wait lists for some classes and this ensures these new students can start at the beginning of term and not several weeks later. At the end of the year you will be asked to re-enrol for the following year so you can guarantee a place for your child in your preferred class and time.

Parent Viewing Policy
Dance classes are "closed" which means that parents, other family members, friends, etc. are not to watch classes. If a student has someone special from out of town visiting who would really like to watch, then please contact the Principal and then she can pass the information onto the child's teacher. The students work better, are more focused and there are fewer interruptions when there aren't people watching which is why the dance school has this rule in place. However, we appreciate that parents and other family members are interested in what their children are learning and how they're progressing with their dancing, so there's always a watching week each term. It is understandable that when younger students are settling into classes having a parent close by can be an important part of instilling confidence in your child, therefore we allow a parent into class for the first 2 lessons to help settle your child. Once your child is settled, we ask that you abide by our viewing policy.

Medical Information
Parents must note on the enrolment form any medical condition their child has, learning disabilities or any other relevant information so our teachers can be fully informed. All information about our students is confidential.



Attending Other Dance Schools for the Same Dance Genre (written by Ballet Foundation)
As a student it is not appropriate to attend more than one ballet school for training at a time. While under the instruction of one school your loyalty for training, rehearsals, performances and so forth belongs to them. If you want to do more, ask what additional classes you can take, what private lessons might help and what work you can do on your own each week to improve. Your school is investing in you – don't pollute what they are building in you.

For training purposes it is essential that students build a firm technical foundation with one school of thought. Hearing differing types of instruction can be very confusing for your body as you develop that base. You are training to have the muscle memory to do things technically correct. The exercises built into your classes are methodically getting you to that place by repetition and consistency. A professional dancer has no problem working with different directors and coaches because the foundation is firm and they can always go back to what they know works. Trust your instructor. They have a plan and just a few classes with someone else can actually counteract their plan for your training. Please note that the Bennett School follows this practice.

Junior Teachers
Becoming a teacher of dance takes many years of training. Not only have our new/junior teachers themselves learnt dance for at least 10 years and to a high level, they have also spent time observing and helping in as many classes as possible to gain knowledge of teaching - but this is still not the same as teaching the class themselves. I value the interest my senior students and new teachers take in teaching and passing on their knowledge and enjoyment to younger students and I foster this interest in them. At some time they must take the leap and teach a class or two themselves which can be a very challenging experience for them, so I appreciate all the support you as parents are able to give the new/junior dance school teachers as they embark on their teaching pathway. We regularly have ongoing training during term time and I oversee these classes and give further training as I see necessary so your children always receive high quality teaching. If I wasn't given the chance to teach by my teacher I would have never been able to pursue my interest and have a fulfilling career as a teacher. The dance school is also very lucky to have some very keen and talented senior students who come along to help in the Tiny Tots class and share their joy of dance with the junior students. The dance school strongly supports this learning environment for all.

Annual Performance
Each year the dance school puts on a story performance which incorporates all students at the dance school. Extra rehearsals and the dress rehearsal are held in the week leading up to the end of year show. Parents and students will be notified of additional rehearsals and details in Term 3 and Term 4.

The end of year show offers our students a professionally directed performance that allows students to present to their families and friends the results of a year's hard work, dedication and progress. Students in the Tiny Tots classes are required to perform in 2 of the shows and all others are to perform in all 3 shows.

A big part of dance training includes learning through performance. Although performance opportunities can help prepare some students for a possible career in dance, they also contribute to children's success in non-dance activities. The experience helps build self-esteem and confidence, which can result in better in-school presentations, improved social skills and strong university and job interview skills. The rehearsal process is a tremendous learning experience as well. It helps the children develop retention skills and by working with their classmates on a group performance, they learn the positive aspects of working as a team to create the best end results. They are also learning from others and by watching senior students, the ability to sit quietly, have patience and respect for others.



Production Fee

All families are charged a Production Fee (subject to change) of $40 per child to cover the overheads of putting on the end of year show. This fee needs to be paid in order for your child to perform in the concert. Students will not be able to participate in the concert unless their Production Fee has been paid. The Production Fee helps cover the extensive preparation, sewing, purchasing and laundering of costumes, accessories and props. This is charged at the start of Term 3 and is non-refundable.

Pointe Work

At the Bennett School of Ballet & Jazz we tend to put girls on pointe slightly older around 13-14 years old. This does not hinder their progress in anyway nor does it make them behind other students who have started earlier as they are stronger and progress quite quickly once they start and have more understanding and awareness of the process than a younger student may have. I personally do not believe in putting students on pointe unless I feel they are strong enough, have good technique developing and have an understanding of how to take correction and knowledge of their bodies. They also have to show a certain amount of commitment so they will take this seriously as it is not something to just have a play around with. The students also must be attending a minimum of 3 ballet lessons per week to be fully prepared and have the continued strength and technique required for this part of the art. We also do 6 months to a year build-up of exercises for the feet and ankles and we also request that you take students to a podiatrist before beginning pointe work for an assessment so I can be aware of any weaknesses or structural issues that we may not have picked up on. This means that we can avoid potential future injuries by implementing extra exercises where required. We have also found that students who have 1 or more sprained ankles before starting pointe do for some time have a weakness in that ankle and can struggle with pointe on that foot. Please watch out for netball for ankles and skiing for knees as these can produce long term ankle and knee injuries which will inhibit their dance progress.

Discipline Policy

In order to maintain a happy, health, professional environment, students are taught the importance of being part of the group. We encourage students to have respect for other students, the teachers and staff, and studio property and we foster the development of good habits and compliance with the rules of conduct.

Our staff are trained to use constructive techniques of discipline to maintain class control and handle individual misbehaviour.

- Children who exhibit unacceptable behaviour or attitudes are told what was not appropriate and directed to a positive alternative approach or behaviour.
- If a child strikes another child the two are separated and each is asked to explain what happened. They are then asked to help solve the problem, talk to each other and reconcile with one another.
- Children who are disruptive will be respectfully asked to stop the behaviour. If the behaviour is repeated, they will be reminded of it and told how it affects others. If the disruptions continues the children will be asked to sit down for a short period of time before rejoining the class.
- If a child's misbehaviour continues to disrupt the class, the parent/guardian will be called and the matter discussed.

Termination of Enrolment

In certain circumstances, when it is in the best interest of one or more students, it may be necessary for the Principal to terminate a student's enrolment. Every effort will be made to correct a problematic situation before terminating. Reasons for termination of enrolment include the following:

- Disruptive or dangerous behaviour by students or their parents
- Abuse of other children, staff or property
- Inability of the Bennett School of Ballet & Jazz to meet the child's needs



Helpful Ideas for your Tiny Tot

Separation from the Parent
The process of separation from the parent as the child attends dance class is an important accomplishment for preschool children.

As children mature, they begin to identify themselves as independent personalities. In separating from you, the parent, your child is learning:

- to develop an interest in the activities of the dance class
- to feel comfortable with other children in the class
- to understand that his/her parent will come back and pick him/her up
- to understand that all parents leave their children and come back for them

It is important to know that at times your children will explore the limits of attending dance class and say they don't want to go. This period may occur anytime, but it is usually short-lived. We also find that this can happen in the colder months. Here are some suggestions that might help:

- Emphasise what the child is doing at class rather than what you do while he/she is in class.
- Before you leave, see that the child is involved in an activity or is in the hands of a teacher.
- Avoid prolonged goodbyes.
- We expect crying to start with (and usually tears are for the parent's benefit) and in most cases usually stop once the child is engaged in the class.

It Just May Not Be the Right Time
If your child cries or does not want to participate in the class, don't panic. If we push children and create more stress than they are already experiencing, they may come to perceive dance class as a bad experience. That kind of negativity could make them apprehensive about dance for a long time, which isn't good for anyone involved. Or sometimes children enjoy coming but once in the room prefer to sit and watch and not participate. If this is happening your child's teacher will talk to you about the situation and we suggest that they practise at home and come back in 6 months to a year and then we find that they are much more willing to participate and enjoy class. Your child's dreams and expectations of what dance class is compared to the reality can be different and this can also cause some confusion for your child.

We thank you for your ongoing support of all the teachers and the dance school and hope your child enjoys many years of dancing at the Bennett School of Ballet & Jazz.

