



DANCE EXPRESSION STUDIOS HANDBOOK

WELCOME

We are delighted to welcome you to DANCE
EXPRESSION STUDIOS



At Dance Expression Studios we pride ourselves on maintaining the highest standards of dance training. In a supportive and encouraging environment, we strive to motivate each student to reach their full potential.

Our mission at Dance Expression Studios is to provide students of all levels with more than just dance classes, but a unique environment in which students can grow both mentally and physically as dancers. Our highly trained and skilled teachers have a wealth of experience in teaching and performing various styles and techniques.

We are very excited to meet you and help you/your child to bloom in something they love to do!

Please do not hesitate to contact me if you have any questions/queries!

COURTENAY DUNN
Principal

CONTENTS

1. FRONT PAGE

2. WELCOME

3. STAFF

4. ABOUT US

5-6. CLASSES

7. VENUES

8. TIMETABLE

9. FEE STRUCTURE

10-11. UNIFORM GUIDE

12-15. TERMS AND CONDITIONS

16. WELCOME TO THE FAMILY

STAFF



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DANCE EXPRESSION STUDIOS

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ABOUT US

Dance Expression Studios is a young, fresh and vibrant Dance School in Essex that opened in September 2021.

We pride ourselves on the achievement of our pupils and their enjoyment of dance.

You want the best for your child and so do we! At DES we strive to equip our students with the skills they will need to fulfil their dreams and ambitions, by instilling values that go beyond the dance studio. We realise that not every student will pursue a career in the performing arts but we believe that the skills developed through learning to dance will last a lifetime and give every student the edge in whatever career they chose.

In our well structured and dynamic classes our students will not only benefit from a wealth of knowledge delivered by our highly qualified and experienced teachers, they will:

- Make friendships that last a lifetime
- Have fun & feel part of the DES family
- Develop poise, good posture & fitness
- Improve flexibility, strength, balance, co-ordination & endurance
- Understand the importance of having a strong foundation; mastering core techniques & new skills
- Learn discipline, resilience & perseverance



CLASSES

BALLET

Learning Ballet at Dance Expression Studios is a journey which typically starts from the the age of 2.5 years old when we introduce the first ballet steps in the context of stories and imagery to stimulate imagination.

Our objectives are always to ensure a caring and fun loving environment whilst developing the building blocks of dance.

From reception age, we introduce the Primary Standard syllabus of the Imperial Society of Teachers of Dancing (ISTD) and gradually prepare your child for an optional first Ballet exam that can be taken once they reach the age of 6 years old and are of the standard required.

Exams are not compulsory, but we do encourage parents to have their child's progress recognised through the ISTD examination board. Preparing for exams instills a sense of purpose, setting goals to work towards and ultimately being rewarded with a certificate in that grade. Higher Grades achieved also count in points on the UCAS tariff for entry into higher education and university.

TAP

Tap is a great dance form to learn as it combines a love of dance, music and performance. It teaches the dancer about choreography, improvisation and syncopation.

You'll love finding your inner rhythm and improving your sense for finding the beats and patterns in music. It requires a lot of aerobic movement and weight shift which improves your fitness, coordination, balance, and core control.

Tap dance can be adapted for any age or fitness level, from young children to senior citizens and everyone in between. Tap steps are complex. Learning, practising, and putting them together is great exercise for your brain. It doesn't matter how old you are, making noise just feels good!

At Dance Expression Studios we start Tap from the age of 2.5 years old in our preschool combo classes and from Reception age we follow the ISTD syllabus and examinations are optional once the child reaches the age of 6 and their technique is if the required standard.



CLASSES

MODERN

Our Modern classes at Dance Expression Studios follow the ISTD curriculum. It is an energetic dance style with theatrical qualities as seen in musical productions.

The Syllabus combines musical theatre, jazz and lyrical dance and teaches you movements from high kicks to leaps and turns! In class we work on strength and flexibility as well as performance skills and musicality. We offer the opportunity to take exams at the teachers' discretion.

ACRO

Acro dancing is a unique genre of dance that encompasses an exciting mix of acrobatics and contemporary dance. It has recently gained popularity from acrobatic and circus shows such as Cirque du Soleil.

Acro dance is comprised of athleticism, balance, limbering and tumbling, while increasing the body's contortion ability, strength and flexibility. These elements help make you stronger which will help you refine your form and keep control, especially when holding your own body weight.

Unlike gymnastics, acro dance blends the dance and acrobatic elements seamlessly, without pause and without the help of a sprung floor. It can either be fast-paced and energetic or slow and expressive, but it is choreographed in a fluid dance style, where acrobatics and dance work together harmoniously.

We follow the Acrobatic Arts syllabus and are the only certified studio in the area!

TUMBLING

Our Tumbling Classes are designed exclusively for students currently enrolled in our Acro classes. These specialised sessions focus on building strength, control, and technique in a supportive environment tailored to complement your Acro training. Students will work on progressing their tumbling skills—such as back handsprings, aerials, and more—under the guidance of experienced instructors who understand their individual capabilities and goals.

STRETCH & STRENGTH

Our Stretch & Strength class is designed to help dancers of all levels improve flexibility, build core strength, and develop total-body control. Whether you're looking to enhance your technique, prevent injury, or support your Acro training, this class provides a strong foundation for safe and effective movement. With a focus on proper form and gradual progress, students will gain the tools they need to move with confidence and power.

Open to all students—no Acro enrollment required!



CLASSES

STREET

Our Street Dance class brings vibrant energy, style, and creativity to dancers of all ages starting from 3 years old. This dynamic class introduces a variety of popular street styles such as hip hop, funk, and commercial dance, blending fun choreography with foundational techniques that build rhythm, coordination, and musicality. Designed for dancers of all experience levels, Street Dance encourages individuality and self-expression, allowing students to develop their own unique style while learning group routines that boost confidence and teamwork. From the youngest beginners discovering movement to more advanced students refining their skills, everyone is welcomed in a supportive and high-energy environment.

LYRICAL

Our Lyrical Contemporary class offers dancers a unique opportunity to combine technical skill with emotional expression, creating a powerful and artistic dance experience. Open to all students Year 7 and above, this class blends the fluidity and grace of ballet with the creativity and freedom of contemporary dance, encouraging dancers to explore storytelling through movement. Students will focus on developing strong technique, including alignment, balance, and control, while also learning to connect deeply with music and emotion. The choreography emphasises fluid transitions, dynamic shapes, and expressive phrasing, helping dancers to communicate mood and narrative in a compelling way. This class nurtures creativity and individuality, allowing each dancer to find their personal style while building confidence and stage presence. Whether you are new to lyrical and contemporary dance or have some experience, this class is designed to challenge and inspire all levels. With guidance from experienced teachers, students will also explore improvisation and performance skills, preparing them for both recital opportunities and their own creative journeys. Above all, Lyrical Contemporary is about moving with feeling — making every step a story and every movement an expression.

KICKS, LEAPS & TURNS

Our Kicks, Leaps & Turns class is designed to develop the foundational skills that elevate every dancer's technique and performance. Open to all students from Year 3 and above, this class focuses on strengthening the body's control, balance, and flexibility, while teaching the precise execution of kicks, powerful leaps, and clean turns. Through carefully structured drills and choreography, students will learn how to increase their height and extension in leaps, improve the sharpness and height of kicks, and master the technique behind various turns — including pirouettes and chaîné turns. This class not only improves technical ability but also builds confidence and stage presence.

These core skills are essential for advancing your dance journey. Our experienced teachers provide personalised guidance in a supportive environment, ensuring that every student can progress at their own pace.



VENUES

HIGH ONGAR VILLAGE HALL



HIGHWOOD VILLAGE HALL



TIMETABLE

DAY	CLASS	TIME	LOCATION	APPROX AGE	TEACHER
TUESDAY	PRESCHOOL COMBO	3:45-4:30PM	HIGHWOOD VILLAGE HALL	AGE 2.5+	COURTENAY
TUESDAY	PRE-PRIMARY COMBO	4:30-5:15PM	HIGHWOOD VILLAGE HALL	RECEPTION & YEAR 1	COURTENAY
TUESDAY	PRIMARY TAP	5:15-5:45PM	HIGHWOOD VILLAGE HALL	YEAR 2 & 3	COURTENAY
TUESDAY	PRIMARY STANDARD BALLET	5:15-5:45PM	HIGHWOOD VILLAGE HALL	YEAR 2 & 3	COURTENAY
TUESDAY	PRIMARY MODERN	5:15-5:45PM	HIGHWOOD VILLAGE HALL	YEAR 2 & 3	COURTENAY
WEDNESDAY	PRIVATE LESSON	3:30-4:00PM	HIGHWOOD VILLAGE HALL	N/A	COURTENAY
WEDNESDAY	PRIMARY/LEVEL 1 ACRO	4:00-4:30PM	HIGHWOOD VILLAGE HALL	AGE 3-YEAR 1	COURTENAY
WEDNESDAY	LEVEL 2/3/4 ACRO	4:30-5:15PM	HIGHWOOD VILLAGE HALL	YEAR 2-5	COURTENAY
WEDNESDAY	GRADE 2 TAP	5:15-5:45PM	HIGHWOOD VILLAGE HALL	YEAR 4 & 5	COURTENAY
WEDNESDAY	GRADE 1 BALLET	5:45-6:15PM	HIGHWOOD VILLAGE HALL	YEAR 4 & 5	COURTENAY
WEDNESDAY	GRADE 2 MODERN	6:15-6:45PM	HIGHWOOD VILLAGE HALL	YEAR 4 & 5	COURTENAY
THURSDAY	MINI STREET	4:00-4:30PM	HIGH ONGAR VILLAGE HALL	AGE 3 - YEAR 2	FARRAH
THURSDAY	JUNIOR STREET	4:30-5:15PM	HIGH ONGAR VILLAGE HALL	YEAR 3 - 6	FARRAH
THURSDAY	KICKS, LEAPS & TURNS	5:15-5:45PM	HIGH ONGAR VILLAGE HALL	YEAR 3+	FARRAH
THURSDAY	SENIOR LYRCIAL CONTEMPORARY	5:45-6:15PM	HIGH ONGAR VILLAGE HALL	YEAR 7+	FARRAH
THURSDAY	SENIOR STREET	6:15-7:00PM	HIGH ONGAR VILLAGE HALL	YEAR 7+	FARRAH
FRIDAY	PRIVATE LESSON	3:30-4:00PM	HIGH ONGAR VILLAGE HALL	N/A	COURTENAY
FRIDAY	PRIMARY/LEVEL 1 ACRO	4:00-4:30PM	HIGH ONGAR VILLAGE HALL	AGE 3-YEAR 1	COURTENAY
FRIDAY	LEVEL 2/3 ACRO	4:30-5:15PM	HIGH ONGAR VILLAGE HALL	YEAR 2-5	COURTENAY
FRIDAY	LEVEL 2/3 TUMBLING	5:15-5:45PM	HIGH ONGAR VILLAGE HALL	YEAR 2-5	COURTENAY
FRIDAY	STRETCH & STRENGTH	5:45-6:15PM	HIGH ONGAR VILLAGE HALL	N/A	COURTENAY
FRIDAY	LEVEL 4+ ACRO	6:15-7:00PM	HIGH ONGAR VILLAGE HALL	YEAR 6+	COURTENAY
FRIDAY	LEVEL 4+ TUMBLING	7:00-7:30PM	HIGH ONGAR VILLAGE HALL	YEAR 6+	COURTENAY



FEE STRUCTURE

Fees

30 Minute Class - £6 a week

45 Minute Class - £6.50 a week

60 Minute Class - £7 a week

Multi-Class Discount

- 3rd class/week: 15% off
- 4th class/week: 20% off
- 5th class/week: 25% off
- 6th class/week: 30% off
- 7th class/week: 35% off

Registration Fee £10

UNIFORM

To encourage the learning process we have a specially selected uniform for each class. Our uniform is an important aspect of Dance Expression Studios as it creates an identity and sense of belonging both in classes and in the public arena. We are proud that we have a wide range of classes, ages and abilities in our "DES Family" and the DES Team spirit is a wonderful way to encourage students to strive to be the best they can be.

Wearing a uniform also encourages discipline and focus and as much as our classes are about fun and enjoyment, discipline is required to ensure everyone in class receives a high standard of teaching. Wearing our uniform helps the students switch on when in class by association. It provides staff with the ability to see all movement and prevents economic and social differences as the pressure to buy expensive labels is taken out.

Each dance skill has a different requirements and each item of uniform has been chosen from our specialist supplier to assist the students as they learn their skills.

We require all students to wear full DES uniform within 2 weeks of their class trial.

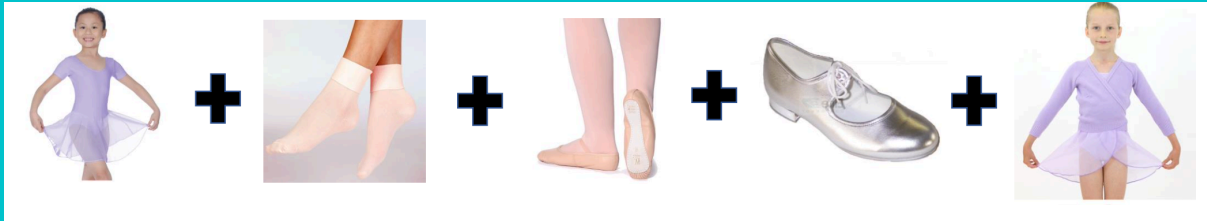
All Ballet, Tap and Modern uniform can now be ordered via our Online Dance Store. This online store now includes hair kits and beautiful hair accessories!

Acro & Lyrical uniform can be ordered at classes. We have samples to try for sizing so please ask if you are unsure. We do ask that only our black and gold bespoke items are worn to Acro & Jazz classes please. This means no Nike shorts or non DES items please!

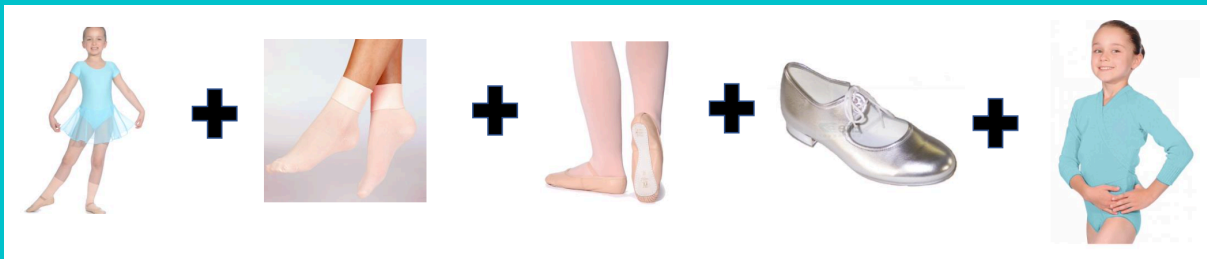
Street Dance & Logo uniform for travel to and from classes and warm ups can now be ordered via our designated online store. This includes t-shirts, hoodies, onesies, tracksuit bottoms and bags!

UNIFORM

PRESCHOOL COMBO



PRE-PRIMARY COMBO



PRIMARY TAP/BALLET/MODERN

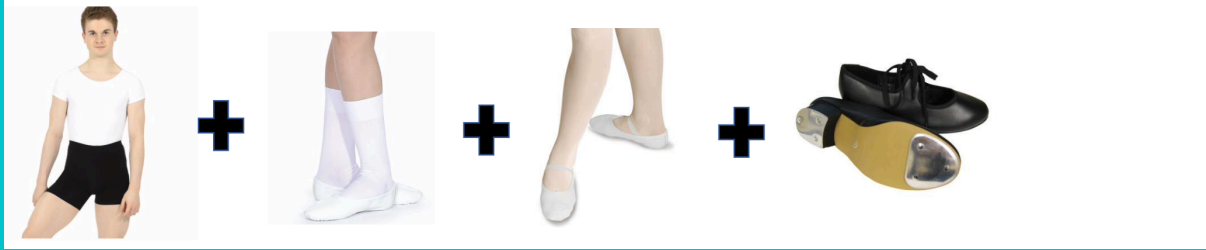


GRADE 1&2 TAP/BALLET/MODERN



UNIFORM

BOYS



ACRO & LYRCIAL

STUDENTS CAN CHOOSE FROM THE FOLLOWING ITEMS:



STREET DANCE



TERMS & CONDITIONS

Trial Class

- Dance Expression Studios welcomes all new pupils to the school by offering a free trial class.
- Trial classes can be scheduled anytime during the term where space allows.
- Fees will be due after the trial if you wish to continue, we will issue an invoice upon receiving advice of continuation.
- If you start part way through a term the payment will be due only for the weeks after the trial and this will be calculated for you and due in full before the next class.

Class Terms and Pricing

- We operate a term-based payment system.
- As our costs are fixed, fees remain payable in cases of absence. There are no reductions for sickness or holidays.
- However, we can invite you to attend an alternative class for the one you have missed.
- Two weeks written notice or payment in lieu is required if you wish to withdraw your child from classes at Dance
- Expression Studios. Failure to do so will result in half a term's fee being charged.
- Invoices will be sent via Class Manager and all class fees must be paid in advance of the term start dates to secure
- the pupils place in class. If fees are not paid on time, we reserve the right to refuse the student participation in
- classes.
- The preferred method of payment is Direct Debit via GoCardless and payments must be made in full by the date on
- the invoice, unless prior arrangements have been made.
- Late invoices will incur a late payment fee of £5 + VAT for each week the fees remain outstanding.
- To cancel the Direct Debit mandate an email should be sent to info@danceexpressionstudios.co.uk with a
- minimum of 7 days notice.
- Examination entries and participation in school performances will only be accepted if class fees are paid up to date.
- Dance Expression Studios reserves the right to change fees or timetable without prior notice. However, we will
- endeavour to inform parents and carers of any changes as soon as possible.

TERMS & CONDITIONS

Liability

- All teachers are fully qualified, DBS checked and insured.
- Due to the nature of teaching dance sometimes it is necessary to correct dance positions physically to coincide with verbal instruction.
- This is always conducted with the utmost care and professionalism and only with the child's permission.
- We do not accept liability for death or personal injury to any child attending class.
- Any child participating in Acro classes needs to have signed and returned a separate disclaimer.
- Neither the school nor the halls will be liable for the loss or damage of any property belonging to the pupils.

By signing the Terms and Conditions you certify that you are the person with parental responsibility for the child named, and that the information given is true to the best of knowledge and belief.

- Please ensure that all children are collected on time at the end of their class/es by a parent or carer.
- Please notify the teacher at the start of the class if someone else will be collecting your child.
- If you are going to be late the child will remain in the studio with the teacher until you arrive.
- Dance Expression Studios will not disclose your information to third parties except where the law allows or requires, or where you have given your permission to do so.
- Our client's details are being stored with an online dance school software and are in full compliance to the new GDPR from May, 25th 2018.

TERMS & CONDITIONS

Class Etiquette

- It is your responsibilities to inform us if your child has special health or medical conditions before signing to our dance classes, and we will endeavour to accommodate their needs.
- Children should arrive promptly, correctly dressed in uniform and attend classes regularly.
- Teachers are only responsible for pupils during class time.
- Please inform your teacher of any injuries before class.
- During class, children are expected to listen and we discourage unnecessary talking. If a child is causing disruption, they will be asked to leave their lesson.
- It is important to drink fluids at regular intervals during physical exercise, please pack water for your child.
- Only once the required skill standard is attained, students may be put forward for examination.

Photography and Film for Publicity

- Photography and/or film may be made during class/performance by teachers/members of staff only. Photographs and/or film for publicity are to be found on our websites or social media platforms.
- By agreeing to our Terms and Conditions you are giving consent for your child to be involved.

Uniform Policy

- We take considerable pride in the professionalism of our school, and like any good school we like our children to learn in a fun environment but do enforce a uniform policy so our dancers look consistent, disciplined, and all feel comfortable with the correct equipment. This is also carried over to exams with strict requirements on presentation set by the ISTD.
- The school uniform is obligatory for all children. It is important for pupils to be correctly dressed for classes at all times
- We offer an online dance store with one of the biggest dance uniform suppliers, to make sure our customers can purchase the uniform at very competitive prices. We select high quality dance uniforms that are not too expensive, therefore to avoid confusion please order the uniform from our online dance store.
- The teaching staff reserve the right to refuse participation in class, exam or performance to any pupil if they are inappropriately dressed.
- In addition to the correct uniform, long hair must be in a classical bun for ballet classes, a low bun for acro classes and tied back for all other classes. Short hair should be worn in a hair band with fringes clipped back and off the face.

TERMS & CONDITIONS

Refund Policy: Dance Classes

- All courses, classes, workshops and performances are non-refundable. In the unlikely event of cancellation of a class by Dance Expression Studios we will offer a replacement class or as an alternative at the school's discretion an appropriate refund may be offered.
- We do not prorate or give credit for classes missed.
- For payments made by cheque, should a cheque be returned unpaid by our bank, the person issuing the cheque will be responsible for any bank charges incurred by us.

Cancellation of Classes

- Dance Expression Studios will endeavour to run classes as scheduled unless there is an event that is outside of our control.
- Parents will be notified of any cancellations. (Please check the Dance Expression Studios social media platform/websites regularly and make sure your contact details are kept up to date on our database).
- We will try to offer an additional class for any cancelled session. We cannot automatically offer cash refunds.
- Dance Expression Studios is not responsible for any classes cancelled due to events outside of our control.

Dance Expression Studios reserves the right to change these terms and conditions at any time for the benefit of the business, staff or participants.

BY ALLOWING YOUR CHILD TO TAKE PART IN CLASSES YOU CONFIRM THAT YOU UNDERSTAND AND ACCEPT ALL THE DANCE EXPRESSION STUDIOS POLICIES, TERMS & CONDITIONS AND AGREE TO ADHERE TO OUR CLASS AND SAFETY PROCEDURES



WELCOME TO THE FAMILY

