



# Katy Anne Robinson School of Dance

## Quality Assurance Policy

This Quality Assurance Policy outlines the commitment of KAR Dance to ensure that ongoing quality improvement is an integral part of what we do. The purpose of the Quality Assurance Policy is to ensure such continuous improvement through a process of self-evaluation and action planning.

For the purposes of this document, our '**stakeholders**' include but are not limited to:

- Our students
- Parents and guardians of our students
- Our teachers
- The professional organisation of which we are members – the RAD and the ISTD

The school principal has overall accountability for the KAR Dance quality assurance processes

### **KAR Dance aims to**

- Understand, meet and exceed customer requirements and expectations
- Consistently deliver professional and high quality dance tuition, in a safe environment
- Provide high quality customer service and maintain excellent customer relationships

### **We will do this by:**

1. Maintaining open and honest communication with our stakeholders and keep them informed of relevant changes via newsletters, direct email, [our website](#) and Facebook page.
2. Having a reliable, fair and inclusive admissions system –supported by our *Ethos* and *EDI Policy*
3. Making sure our, policies and practices meet current regulatory and relevant professional standards; and are followed by all relevant persons - including teachers and volunteers.
4. Making our terms and conditions transparent and easily available via our website.
5. Responding to any complaints.
6. Planning effective programs of learning to support individual students needs in partnership with teachers.
7. Providing appropriate facilities and resources to deliver quality tuition.
8. Ensuring teachers have the appropriate qualifications, knowledge, skills and experience for the classes they teach; are DBS checked and employ current safe dance practices
9. Supporting teacher development, continuous professional improvement and reflective practice
10. Providing a safe learning environment by risk assessing our classes , facilities and programmes of learning
11. Identifying and managing the risks that may prevent us undertaking our 'business as usual' activities, including but not limited to.: studio unavailability or inadequacy; teacher absence; failure of our electronic administration or invoicing / payment system or late payment of fees; expired licenses for chaperones, performances, or playing music; expired public liability insurances;.
12. Following our continuous improvement process (below)

### **Our annual continuous improvement process will;**

- Evaluate the effectiveness of our activities by assessing: results from external assessments (including dance examinations); stakeholder feedback; the effectiveness of and our conformance to – KAR Dance Policies and our *Code of Professional Conduct & Standards*;
- Research current external sources of expertise and best practice for enhancements; changes in legislation or relevant professional standards
- Identify opportunities for improvement from the evaluation and research process
- Put an action plan in place to make improvements and monitor its completion.
- Update our Policies and Procedures to incorporate any improvements
- Engage our teachers with our continuous improvement process
- Communicate details of any changes and actions that apply to teacher's students or others.



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## Process for examination entries with the RAD and ISTD

Examinations form an integral part of our quality assurance process and as an essential part of the students dance education and development.

Students are entered for the ISTD (Imperial Society of Teachers of Dance) examinations in Tap and Modern and for the RAD (Royal Academy of Dance) examinations in Ballet up to and including Advanced level. Examinations are accredited on the national qualifications framework (NQF).

If students are nominated for an exam, they will receive a letter of invitation from KAR Dance. Whilst examinations are not mandatory, they are highly recommended. If, for any reason you do not wish your child to take the exam then please inform the School Principal verbally by the date stipulated on the offer letter.

### Conditions of entry and fees

- Entry for exams is by invitation of the School Principal. Decisions are made in consultation with the relevant teachers and are based on assessment of a student's ability and individual needs.
- There is no upper age limits for these exams but the examination boards do set minimum age requirements on some exams – this is to protect children's health and safety at relevant developmental stages. *See our EDI policy*
- As a condition of entry, nominated students must attend additional preparatory classes – these consist of a finishing class, a dress rehearsal class and up to 6 additional classes over the weeks preceding the exam session. The dates will be provided on the offer letter and the student must commit to attend.
- Dress code - Children will be required to wear their KAR uniform for the exams. These should be clean and in excellent condition for the exam. In some cases they may need to wear satin ballet shoes and/or character shoes and skirts for ballet exams. This will be stipulated in the letter.
- The exam fee is set by the relevant examining body. Refunds for examinations are not given by the exam boards, unless the student can provide a doctors sick note (upon receipt of this a 50% refund towards another exam is given).
- There will also be a fee payable to KAR dance which covers the additional coaching classes, venue hire, administration costs, music operator and pianist costs. We are very fortunate that we are able to host exam sessions from our regular teaching venues. This saves our students and parents the cost and time of travelling independently to take the exam at the ISTD or RAD dance centres in London. It also means they will be able to take their exam in familiar surroundings.

If you have any questions about the examinations process, please speak to the School Principal

### Further information

- [The RAD](#) and [The ISTD](#)
- PPL License (playing recorded music or music videos): <http://www.ppluk.com/>
- PRS License (playing music rights): <http://www.prsmusic.com/Pages/default.aspx>
- Quality assurance ISO 9001:2015
- Performance licensing – [Surrey County Council](#)

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We are committed to reviewing our policy and good practice **annually**.

This policy was last reviewed on (date): *September 2019*

Reviewer: **School Principal**, Katy Murphy