

GUIDANCE NOTES

PARENTS/CARERS & STUDENTS

2026-2027



Welcome to the DanceEast Centre for Advanced Training (CAT). This handbook provides an overview of the programme and practical guidance to support students, parents and carers throughout the academic year. We recommend keeping it somewhere safe for future reference.



Department
for Education

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WELCOME TO DANCEEAST CAT



Photo by Chris Nash

INFORMATION ABOUT US

The National Centres for Advanced Training in Dance (CAT)

DanceEast CAT is part of the National Centres for Advanced Training (CAT) network, funded through the Department for Education's Music and Dance Scheme (MDS).

The Music and Dance Scheme was established to ensure that talented young people can access high-quality specialist training regardless of their personal circumstances. Through means-tested support, the scheme helps remove financial barriers and enables young people to develop their potential alongside a broad and balanced education.

Today, the Music and Dance Scheme supports around 2,000 young people across England through a combination of specialist residential schools and National Centres for Advanced Training in Dance and Music.

The National Centres for Advanced Training in Dance provide high-quality, non-residential training for young people aged 10–18 who demonstrate exceptional potential and commitment to dance. Students are able to access specialist training in their local region while continuing their academic studies and living at home.

CAT programmes are designed to develop technically skilled, creative and reflective young artists. Alongside dance technique, students engage with choreography, improvisation, performance, creative thinking, collaboration and professional practice. Training is tailored to the individual through ongoing dialogue with students and the use of Individual Training Plans (ITPs), helping young people take ownership of their learning and personal development.

The CAT network works closely with professional artists, dance companies, higher education institutions and cultural organisations, giving students opportunities to engage with current industry practices and gain insight into the many pathways available within the arts and creative industries.

While some CAT students progress to vocational dance training and professional performance careers, others go on to study at university or study dance at university, pursue careers in teaching, choreography, producing, arts management, community practice, health and wellbeing, research and other creative disciplines. The programme recognises that success in dance can take many forms and seeks to nurture each student's individual aspirations and potential.

The National Centres for Advanced Training in Dance are recognised nationally for their commitment to excellence, innovation, accessibility and student-centred learning. Together they play an important role in developing the next generation of artists, creative leaders and advocates for dance.

The CAT network currently includes:

- DanceEast
- FABRIC
- Dance City
- National Centre for Circus Arts
- Northern Ballet
- The Lowry
- Northern School of Contemporary Dance
- The Place (London Contemporary Dance School)
- Trinity Laban Conservatoire of Music and Dance
- Swindon Dance

For further information on the National Dance CATs see www.nationaldancecats.co.uk

For further information on the Music and Dance Scheme see <https://www.gov.uk/music-dance-scheme>

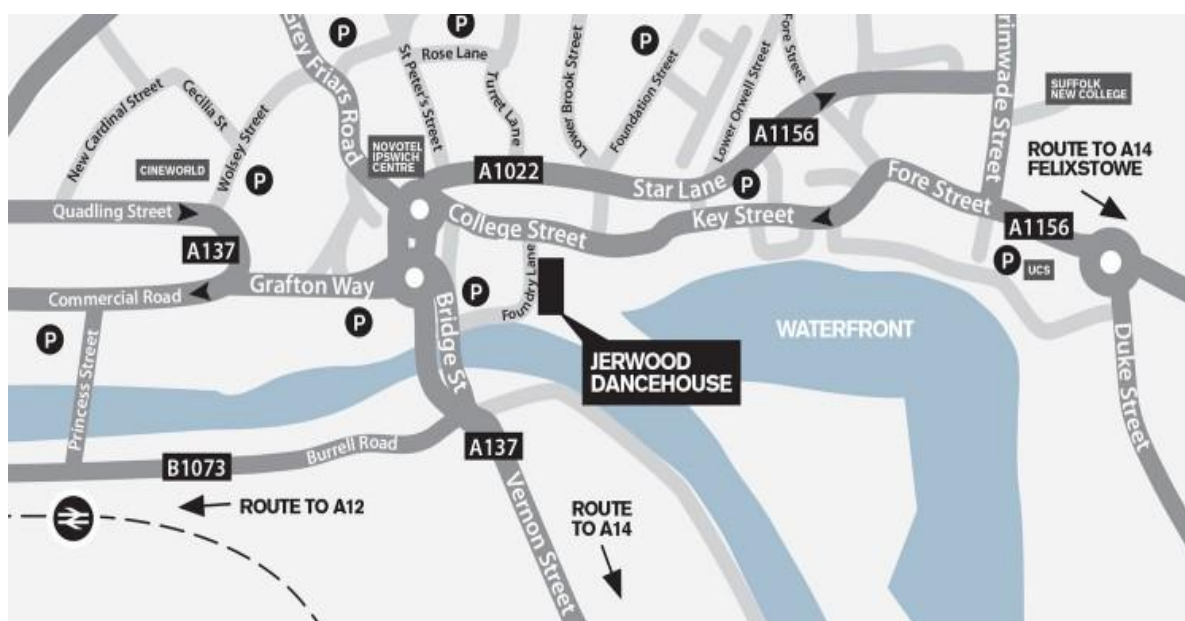
DANCEEAST

All Saturday, Sunday, Spring and Summer Intensives and classes will take place at the Jerwood DanceHouse.

The Jerwood DanceHouse is situated at the Mill on Ipswich Waterfront, close to Stoke Bridge and roughly 15 minutes' walk from Ipswich train station.

There is no designated car parking at DanceEast, however there are several pay and display car parks around the building.

The Jerwood DanceHouse is fully accessible with step free access on the ground floor and automatic doors, wheelchair accessible toilets and changing facilities, gender neutral toilets and changing facilities, and an accessible lift to all floors. The Box Office is located inside the main entrance and has a low-level service. Short-stay disabled parking is available just outside the venue. We also have a café onsite that can be used both by students and parents/carers.



There is a lay by which can be used as a pick-up or drop-off point but there is no waiting in this area.

Jerwood DanceHouse
Foundry Lane
Ipswich
Suffolk
IP4 1DW

THE DANCEEAST CAT TEAM

www.danceeast.co.uk/cat/cat-teaching-team

Management Team

Daisy Wyatt – Interim CAT Manager

Noora Kela - CAT Officer

CAT Support Team

Tabatha Willmore

Core Teaching Team

Lucy Brown –

Contemporary/Health&Wellbeing

Katie Shepherd –

Contemporary

Stuart Goodwin –

Contemporary/Creative/
Health&Wellbeing

Megan Griffiths –

Contemporary/Creative/
Health&Wellbeing

Charlie Hendren –

Contemporary/Creative

Julian Lewis –

Ballet/Contemporary/Creative

Massimo Solazzo –

Ballet/Horton/ Health&Wellbeing

Kanika Carr –

Ballet/Creative

Kyle Walker –

Hip Hop

Victoria Shulungu –

Hip Hop

Luca Braccia –

Creative/Contemporary

Musicians

Calvin Goymer – Pianist

Simon Smith-Daye – Percussionist

Thérèse Miller – Pianist

Health Team

Jonathan George – Physiotherapist

George Tuck – Physiotherapist

Guest Tutors

Claire Farmer – Health&Wellbeing

Richard Pye – Creative/Contemporary

Meredith Winship – Contemporary

Christopher Hinton-Lewis –
Health&Wellbeing

Ash Goosey – Hip Hop

Munirat Plummer – Hip Hop

Elise Antonia – Hip Hop

Marlon Matenhese – Hip Hop

Natasha King – Health&Wellbeing

Kathryn Peters – Nutrition

DANCEEAST CAT CONTACTS & WAYS TO CONNECT

Contact Numbers

DanceEast Box Office	01473 295 230
DanceEast CAT	01473 295 234

CAT Team

Daisy Wyatt	Interim CAT Manager	Daisy.wyatt@danceeast.co.uk
Noora Kela	CAT Officer	noora.kela@danceeast.co.uk
To report	student absence	attendance@danceeast.co.uk

We use social media to celebrate the successes of our students and our work.

DanceEast website

www.danceeast.co.uk/cat

National Dance CATs

www.nationaldancecats.co.uk

Instagram

[instagram.com/danceeastcat](https://www.instagram.com/danceeastcat)

Facebook

www.facebook.com/DanceEastCAT

COMMUNICATION

Wednesday Update newsletter

Our main termly communication with CAT students and parents/carers is through our weekly newsletter. This newsletter arrives through artsmailer on termtime Wednesdays. It is important to let us know if you do not receive this newsletter or would like to add your young person to receive it as the newsletter contains schedules and any additional information that may be useful.

Other communication

The DanceEast CAT will also communicate with CAT parents/carers via email and phone regarding any additional activity or anything that falls outside regular newsletter communication

We will give as much advance notice as possible in the case of changes, additions or amendments to schedules and in exchange ask parents/carers to communicate any problems to us promptly to enable us to assist in resolving travel or availability issues.

We would encourage students and families to communicate openly with us throughout the year so that we can try and resolve issues.

DanceEast CAT complaints procedure

Should a student or family have cause to wish to make a complaint about any aspect of the DanceEast CAT, firstly raise the issue verbally with the relevant member of the CAT Team. We will then see if the issue can be solved.

Should the student or family find that the response to the complaint has not been dealt with satisfactorily, the complaint should then be addressed in writing, within 30 days of the incident, to the Interim Head of Creative Programmes at the following address.

Tom Bowes
Interim Head of Creative Programmes
Tom.bowes@danceeast.co.uk

WAYS TO GET INVOLVED

The DanceEast CAT follows the academic year and is divided into three terms. Alongside weekly training, students and families have opportunities to take part in a range of activities that enrich the learning experience and strengthen our CAT community.

Open studios and parent/carer events

Throughout the year, parents and carers are invited to visit DanceEast to observe classes, attend creative sharings and take part in information sessions on topics such as student wellbeing, nutrition and progression pathways.

These events offer an opportunity to gain a deeper understanding of the CAT programme, celebrate students' development and meet members of the CAT Team. Dates are shared in advance through our weekly updates.

We are always happy to discuss your young person's progress and goals. If you would like to arrange a conversation with the CAT Team, please contact cat@danceeast.co.uk

Residential Courses

Students may also be invited to take part in residential courses, National CAT projects or other collaborative events throughout the year. These opportunities allow students to train alongside young dancers from across the CAT network, experience different teaching approaches and broaden their creative and artistic perspectives.

Participation is optional, however invitations are extended because the CAT Team believes the opportunity will make a valuable contribution to a student's development, and we strongly encourage students to take part where possible.

Further information will be shared as early as possible, and the CAT Team is always happy to discuss any questions or concerns with families.

OUR APPROACH TO LEARNING

At DanceEast CAT, we believe that every young person has their own unique journey in dance. Our role is to provide the training, experiences and support that enable students to develop not only as skilled dancers, but also as creative, confident and reflective young people. We recognise that technical excellence is only one part of becoming a well-rounded artist. Equally important are creativity, curiosity, resilience, wellbeing and the ability to work collaboratively with others.

The CAT programme provides a supportive and inspiring environment where students are encouraged to challenge themselves, explore new ideas and discover their own artistic voice. We value every student's individual strengths and believe that each person contributes to the learning and development of the wider CAT community.

Through high-quality training, performance opportunities and meaningful reflection, we aim to help young people develop the skills, confidence and independence to continue their journey in dance, whatever direction that may take.

Being part of the CAT community

The DanceEast CAT is built on a partnership between students, families, tutors and the CAT Team. Everyone plays an important role in creating a positive learning environment where students feel supported, challenged and able to achieve their potential.

We ask everyone to:

- treat fellow students, tutors, staff and visitors with respect
- help keep our studios clean, safe and ready for learning
- use mobile phones and social media responsibly, respecting the privacy of others
- contribute positively to the supportive culture of the CAT community.

To help everyone get the most from the programme, we also ask students to:

- attend classes, rehearsals and intensives regularly
- arrive on time and ready to participate
- communicate with the CAT Team if they are unable to attend or if circumstances change.

We encourage parents and carers to:

- encourage independence, reflection and positive learning habits
- help students balance CAT with school, family life and other commitments
- keep us informed of any circumstances that may affect their child's participation or wellbeing
- work collaboratively with the CAT Team to ensure students receive the support they need throughout their training.

Our commitment to you

In return, you can expect the DanceEast CAT to:

- provide a safe, inclusive and inspiring learning environment
- deliver high-quality training led by experienced artists and educators
- support each student's development through constructive feedback and personalised guidance
- communicate openly with students and families, placing young people's wellbeing at the centre of our work
- create meaningful opportunities to perform, collaborate, work with visiting artists and experience the wider dance profession
- support every student's individual aspirations, recognising that success in dance can take many different forms.

CURRICULUM

Our programme is organised into five key areas:

1. **Technique**
Developing technical skills through Contemporary Dance, Ballet and Hip Hop.
2. **Creativity and Choreography**
Exploring ideas, improvisation, composition and creative problem-solving.
3. **Health and Wellbeing**
Supporting physical and mental wellbeing, injury prevention and sustainable training habits.
4. **Performance**
Creating opportunities to perform, collaborate and develop confidence as an artist.
5. **Enrichment**
Broadening students' understanding of dance through workshops, visiting artists, career insights and wider cultural experiences.

Training

Technique

Technique classes form an important part of the CAT programme and help students develop strength, coordination, musicality, movement understanding and confidence in their dancing. Classes are taught by experienced dance artists and educators who bring a wide range of professional and teaching experience to their work with young people.

Students train in:

- **Ballet** (two classes per week)
Our ballet training is designed for contemporary dancers. Classes focus on developing the fundamental principles of ballet, including alignment, coordination, strength, balance, musicality and movement efficiency. The aim is not to train students as ballet specialists, but to provide a strong technical foundation that supports and enhances their contemporary dance practice.
- **Contemporary** (two classes per week)
Contemporary Dance is a core part of CAT training. Students explore a range of contemporary techniques, creative approaches and movement styles through weekly classes.

- **Hip Hop** (one class per week)

Hip Hop training introduces students to a range of styles, including Breaking, Locking and Popping, while exploring the cultural roots and development of Hip Hop dance.

Students develop physical skills, creativity, musicality and confidence while learning about the history and values of the form.

Creativity & Choreography

Creativity sits at the heart of the CAT programme. We encourage students to be curious, imaginative and confident in expressing their own ideas through movement.

Through creativity, improvisation and choreography projects, students learn how to generate movement, solve creative challenges and develop their own artistic voice. Students regularly work with visiting artists and choreographers, creating and performing original work both independently and collaboratively.

These experiences help students develop confidence, communication skills, creative thinking and an understanding of how dance can be used as a tool for expression and storytelling.

Health & Wellbeing

We believe that healthy and sustainable training habits are essential for every young dancer.

Health and Wellbeing sessions help students develop a greater understanding of their bodies and minds, enabling them to train safely, confidently and responsibly. Sessions are informed by current research and best practice in dance science and may include topics such as injury prevention, nutrition, recovery, physical preparation, mental wellbeing and self-care.

Students also take part in complementary practices such as Yoga and Pilates, helping them develop strength, mobility, body awareness and movement efficiency.

Performance

Performance is an important part of learning and growth. Throughout the year, students take part in a range of creative projects and performance opportunities that allow them to apply their training in a supportive environment.

Rather than focusing solely on the final outcome, performance projects encourage students to develop confidence, collaboration skills, stage awareness and an understanding of the creative process. Students learn how to work with others, respond to feedback and share their work with an audience.

All students perform in the annual DanceEast CAT End of Year Show. Additional performance opportunities may be available throughout the year, depending on age, training stage and project requirements.

Enrichment

Enrichment activities help students broaden their understanding of dance and the wider cultural sector.

Throughout the year, students work with visiting artists, dance companies and industry professionals, gaining insight into different approaches to making, performing and experiencing dance. Students may take part in workshops, talks, National CAT projects and other special events.

Students also attend professional performances twice a year at DanceEast, providing opportunities to experience a wide range of dance styles, artists and creative perspectives. These experiences help students develop as informed audience members while expanding their understanding of what dance can be and where it can lead.

TAKING PART



Photo by Chris Nash

CLASSES, INTENSIVES AND THEATRE TRIPS

Saturday & Sunday Classes

All students attend classes on either Saturdays or Sundays during term time. Classes are held at the Jerwood DanceHouse in Ipswich unless specified otherwise. The day will begin with a warm-up before classes and cool down at the end of the day.

Saturday Classes:

Ballet

Contemporary

Creative/Health & Wellbeing (alternates each week)

Hip Hop Workshops

Tutorials/ITP

Sunday Classes:

Ballet

Contemporary

Hip Hop

Creative

Health & Wellbeing/Tutorials/ITP

Midweek Classes

In addition to their weekend training, students attend two midweek classes each week.

Midweek training includes Contemporary Dance and Ballet. Students will be allocated to classes based on their location and training needs and are expected to attend regularly so that they can gain the full benefit of the programme. (See notes on **External Ballet**)

Spring Intensive

The Spring Intensive forms an important part of the annual CAT programme and marks the beginning of the Performance strand of training. During the Intensive, students work closely with CAT tutors and visiting choreographers to begin creating original performance work that will be developed throughout the year.

Choreographers are selected not only for their artistic practice and expertise, but also for the different perspectives, creative processes and challenges they bring to students. Through these projects, students experience a variety of approaches to making dance, develop their collaborative skills and gain insight into how professional artists create and shape performance work.

The choreography created during the Intensive is developed specifically for the students involved and often draws upon their ideas, movement contributions and individual strengths. As a result, attendance is an important part of the creative process. Students who are unable to attend may find that they are unable to participate fully in certain performance projects or that their role within a piece needs to be adapted.

We therefore strongly encourage students to attend the Spring Intensive so that they can benefit fully from the creative and performance opportunities offered as part of the programme.

Summer Intensive

The Summer Intensive builds upon the creative work and rehearsals undertaken throughout the Spring and Summer Terms. Students continue working with guest choreographers and tutors to refine and complete performance pieces for the CAT End of Year Show, which takes place on the final day of the Intensive.

As the performance work is developed specifically for the students involved, attendance at the Summer Intensive is an important part of the creative process. Students who are unable to attend may not be able to participate fully in the CAT End of Year Show.

Performance Licenses

In some cases, 'Performance Licences' will be required by the County Council. In these cases, Licences applications will be issued by the CAT Officer and parents/carers are kindly asked to assist in getting signatures from school, obtaining (and if necessary, covering the cost of) medical certificates from the GP, and completing the application form.

Theatre Trips

Throughout the year, students will attend performances by a range of professional dance companies and artists. These visits form an important part of the CAT programme, exposing students to different styles, ideas, creative approaches and artistic voices from across the dance sector.

Theatre trips encourage students to engage with dance beyond the studio, helping them develop their understanding of choreography, performance and the wider cultural landscape. Students are encouraged to reflect on what they have seen, discuss their responses with others and explore the reasons behind their opinions. Learning how to analyse, question and articulate ideas about dance is an important part of becoming a thoughtful and informed artist.

Tickets for theatre trips are provided free of charge and attendance is expected as part of the programme.

If a student is unable to attend, we ask that families inform the CAT Team as soon as possible. If tickets have already been purchased and sufficient notice is not given, the cost of the ticket may be charged to the family.

SUPPORTING YOUR YOUNG PERSON'S DEVELOPMENT



Photo by Chris Nash

INDIVIDUAL TRAINING PLAN (ITP)

The Individual Training Plan (ITP) is a personalised framework that supports each student's development throughout their time at the DanceEast CAT. Rather than being a single report or assessment, the ITP is an ongoing conversation between the student, tutors and CAT Team that helps each young person understand their progress, celebrate achievements and identify meaningful next steps.

Every student develops at their own pace. The ITP enables us to recognise each individual's strengths, aspirations and areas for growth while ensuring that students feel supported, challenged and inspired throughout their training.

The ITP encourages students to become active participants in their own learning by reflecting on their experiences, setting goals and developing the confidence to take ownership of their artistic journey.

How the ITP works

The ITP combines several different forms of feedback and reflection throughout the academic year.

Observation and Feedback

Throughout the year, tutors continually observe students in class and provide verbal feedback, demonstrations and practical corrections. Students are encouraged to use this feedback to reflect on their own learning and identify areas they would like to continue developing.

Individual Progress Reports

Students receive one Individual Training Plan report during the year. This summarises progress across the core areas of the CAT curriculum, recognising achievements while identifying positive and achievable development goals.

Rather than measuring students against one another, the reports focus on each individual's personal progression and learning journey.

Goal Setting

During Autumn and Spring Term students meet with their tutor to discuss their development and agree a small number of personalised goals for the following term. These goals become part of the student's Individual Training Plan and provide a clear focus for their ongoing training.

Parents and carers receive a copy of the report and agreed goals, and are welcome to contact the CAT Team if they would like to discuss them further.

Reflection and learning

Developing as a dancer involves much more than technical ability. The ITP encourages students to become reflective learners by considering not only *what* they are learning, but *how* they learn, *why* they make creative choices and *who* they are becoming as artists.

Students are encouraged to develop:

- self-awareness and confidence
- creative and critical thinking
- resilience and independence
- positive approaches to challenge and feedback
- the ability to recognise their own progress
- the confidence to express their own artistic voice.

These reflective skills become increasingly important as students progress through the programme and prepare for further training or careers within the arts.

One-to-one tutorials

Students may arrange a one-to-one tutorial with a member of the teaching team or CAT Team at any point during the year.

These tutorials provide additional support around specific aspects of training or personal development and may include discussion around technical challenges, creative work, performance preparation, injuries, balancing commitments or planning future training pathways.

Students and parents/carers are welcome to request a tutorial whenever additional support would be beneficial.

Tutorial Groups

Each student is allocated a tutor group at the beginning of the academic year. These groups meet approximately once each half term and form an important part of the Individual Training Plan process.

These tutorials provide a space for students to reflect on their wider journey through dance. The sessions encourage students to ask questions, explore ideas and develop a deeper understanding of themselves as dancers, artists and young people.

Through guided discussion and reflective activities, students are supported to:

- understand their own learning and development
- explore their ambitions and future aspirations
- build confidence in their creative voice and artistic identity

- reflect on performances, workshops and creative experiences
- develop resilience and positive approaches to challenge
- recognise how dance connects with their wider lives, education and future opportunities.

Across the year, tutorial themes reflect the wider CAT curriculum.

Autumn Term focuses on careers in dance, progression routes and understanding the many possibilities within the dance sector.

Spring Term explores creativity, artistic curiosity and developing confidence in students' own ideas and choreographic voices.

Summer Term encourages students to reflect on performance, communication and expression, considering how they connect with audiences and how their experiences throughout the year have shaped their development.

Students in Year 13 receive additional tutorials to support transition into higher education, auditions and professional training, alongside discussions around applications, interviews and preparing for life beyond CAT.

Balancing CAT with other commitments

The Individual Training Plan also recognises that successful dance training depends upon maintaining a healthy balance between CAT, school, family life and other interests. Students are encouraged to reflect on how they manage their time and energy, particularly during periods of increased pressure such as examinations or performances.

We actively encourage students to continue participating in other dance classes and activities where appropriate. While CAT training should generally be prioritised, we recognise that every student's circumstances are different and are always happy to discuss individual situations with families.

Where timetabling challenges arise, the CAT Team will work collaboratively with students, parents/carers and, where appropriate, other dance teachers to help create a sustainable and positive training experience.

Student notebooks

Every student receives a DanceEast CAT notebook which forms part of their Individual Training Plan.

The notebook is a personal space for recording learning, reflections and creative ideas throughout the year.

Students are encouraged to use it to:

- record corrections and feedback from class
- reflect on workshops, performances and theatre visits
- explore creative ideas and choreographic inspiration
- set personal goals and review their progress
- record questions and topics they would like to discuss during tutorials
- collect images, sketches, movement ideas and research that inspire their artistic development.

Rather than simply being a place for notes, the notebook becomes a record of each student's unique learning journey and an important tool for developing independent, reflective artists.

PROGRESSION

Throughout the academic year, the CAT Team regularly reviews each student's progress, development, attendance and approach to training. As part of this ongoing process, we carry out an annual review to ensure that the DanceEast CAT continues to be the most appropriate environment to support each student's development, aspirations and wellbeing.

These reviews help us celebrate each student's achievements, identify areas for continued development and ensure that students are engaging positively with all aspects of the programme. Where appropriate, we will agree individual goals and provide additional support to help students continue progressing.

If concerns arise regarding a student's progress, attendance or engagement, these will be discussed openly with the student and their parent/carer. Together, we will agree clear development goals, appropriate support and realistic timescales for review.

In a small number of cases, we may conclude that the CAT is no longer the most suitable training environment for a student's individual needs or future aspirations. Where this happens, we will discuss the decision sensitively with the student and their parent/carer and, where appropriate, help identify alternative training opportunities that better support their ongoing development. Following the annual review, students will receive one of the continuation outcomes outlined below.

<u>Unconditional:</u> Continued place with normal development expectations. We are happy to offer you a continued place on the DanceEast CAT for this academic year. It is important that you continue to make progress and development at the expected rate of a student at the DanceEast CAT. Any suggestions that we have to offer you regarding your training will have already been discussed with you during class or in your ITP report.
<u>Conditional:</u> Continued place with agreed development goals. We are happy to offer you a continued place on the DanceEast CAT, but we have some concerns regarding your progress, approach or attendance in one or more of the core programme areas. We will agree goals with you at the start of the year and ask that you work towards meeting these goals.

Supported review: Additional support and review period before a continuation decision.

We are concerned about your approach and/or progress in more than one programme area. We will set some goals with you that should be met within an agreed timeframe. After this period, we will meet to discuss your place at the DanceEast CAT and whether you have met these goals. There will be two outcomes of this meeting: you will continue your place on the CAT under a conditional offer **OR** you will not continue your training with the DanceEast CAT, and we will find an alternative programme that is more suitable for your aims, goals and progression.

CAT GROUPINGS

Students are placed into a group for their weekend training classes. CAT academic year 2026/2027 groups are as follows.

Saturday @ 12.45PM – 5.45PM

- Yellow

Sunday @ 10.15AM – 5.00PM

- Green
- Blue
- Indigo
- Violet

Students are allocated to weekend groups by the CAT tutors in consultation with the CAT Team. Groupings are carefully considered to provide the most supportive learning environment for each student's physical, creative and cognitive development, while also taking into account factors such as age and school year.

Students will normally remain in the same group throughout the academic year, and it is common for a student to stay in the same group for two years. Group changes are made on an individual basis when they best support a student's development and are not linked to whole-group progression or friendship groups.

PRACTICAL ARRANGEMENTS



Photo by Chris Nash

STUDENT ATTENDANCE

Regular attendance is an important part of the DanceEast CAT programme and enables students to gain the greatest benefit from their training while contributing positively to the learning of the wider group.

Students are expected to attend all classes, rehearsals, performances, theatre trips and Spring and Summer Intensives included within their Individual Training Plan (ITP). The programme is designed as a complete training experience and these activities form an essential part of each student's development.

As a guide, students are expected to maintain **90% attendance** across the academic year. This allows for occasional illness or exceptional circumstances.

Students recovering from an injury are normally expected to attend classes as observers unless an alternative arrangement has been agreed with the CAT Team.

To help minimise timetable clashes, CAT dates are published well in advance. We encourage families to share these dates with schools, colleges, dance teachers and other activity providers at the beginning of the year. Where clashes cannot be avoided, please contact the CAT Team as early as possible. We are also happy to discuss any dates relating to religious observance or belief.

If attendance begins to affect a student's learning or participation, the CAT Team will work with the student and their family to explore appropriate support and agree the best way forward.

Reporting an absence

All attendance correspondence should be sent to: attendance@danceeast.co.uk

Illness

If a student becomes ill on the day or has an ongoing illness (missing more than one day from the CAT) a parent/carer must call the DanceEast Box office on 01473 295230 or email attendance@danceeast.co.uk to report the illness.

Planned Absence

If an absence is known in advance, a parent or carer should complete a **Planned Absence Form** and return it to attendance@danceeast.co.uk, as early as possible, ideally at the beginning of the term or as soon as the clash becomes known.

Planned absences are considered on an individual basis.

Examples of valid reasons for absences are:

- An operation or medical procedure
- An academic exam that directly clashes with CAT
- Participation in a school dance performance
- Participation in a private dance school performance (where these are infrequent)
- Participation in a dance exam where it is impossible to schedule at another time

Examples of reasons which should not prevent students attending classes are:

- A rehearsal for a play (or similar, CAT classes should be prioritised)
- An exam rehearsal
- Another dance class
- A hockey match
- Your birthday
- A holiday during term time

Attendance at Spring and Summer Intensives, as well as Theatre Trips, is mandatory, along with any rehearsals during term time for the End of Year Show. If students miss these Intensives, they may also miss related activities, such as performances, and their role in the piece may be impacted.

Unauthorised Absence

If a student is absent without following the procedures above, or for a reason that does not meet the criteria for an approved absence, the absence will be recorded as unauthorised and will contribute towards the student's attendance record.

OUR TRAINING LOCATIONS

All weekend training is located at:

- **Ipswich** (for Suffolk and Essex based students) @ **Jerwood DanceHouse: Foundry Lane, Ipswich, IP4 1DW**

We also run our midweek training at the same address for:

Contemporary – Tuesday

Ballet – Thursday

Midweek Contemporary venues in Norwich and Cambridge:

- **Norwich** (for Norfolk based students) @ **The Garage: 14 Chapel Field North, Norwich, NR2 1NY**
Contemporary – Tuesday
Ballet – delivered by an external provider (in consultation with the CAT Team)
- **Cambridge** (for Cambridgeshire based students) @ **North Cambridge Academy: Arbury Road, Cambridge, CB4 2JF**
Contemporary – Wednesday
Ballet – delivered by an external provider (in consultation with the CAT Team)

EXTERNAL BALLET

New students enrolling in the DanceEast Centre for Advanced Training (CAT) at the start of the academic year in September may continue with an external ballet class if it directly conflicts with their allocated DanceEast CAT ballet class on Thursday evenings. This arrangement is considered on a case-by-case basis and requires prior approval from the CAT Team.

To request this arrangement, parents or carers must complete an online registration form, which will be provided before the academic year begins.

Confirmation to attend an external ballet class is subject to review and approval by the CAT Team. DanceEast CAT collaborates with external ballet providers to support young dancers in the Eastern region. Students who are unable to attend the Thursday evening ballet class at the Jerwood DanceHouse due to location or travel difficulties, such as residing in Cambridge or Norwich, may opt for an external ballet class.

Students are free to choose any external ballet provider or dance school that they feel offers **appropriate training**. While DanceEast CAT does not recommend specific schools, they can provide information on schools that previous CAT students have attended if assistance is needed in making contact. For further details or to discuss arrangements, please contact the CAT Team via email.

What is covered and expected from your ballet provider

The DanceEast CAT will cover the cost of:

- One (60-90min) weekly group ballet class.
- Maximum reimbursement towards one class is £17

The DanceEast CAT won't cover the cost of:

- A private lesson: CAT training is conducted in groups to ensure an enriching learning environment for students; therefore, we cannot cover the cost of private lessons.
- Exam fees
- Pointe work: Pointe work is not included in the CAT syllabus; therefore, we cannot cover the cost of any classes that include pointe work.

Invoicing instructions for external ballet providers

Ballet providers should invoice DanceEast directly through finance@danceeast.co.uk External Ballet providers can invoice for the classes' half termly or termly and the invoice should clearly indicate the following:

- Name of the student
- Timing and the length of the class
- How many classes are being invoiced
- Time frame (date-date)

Please note that it is the responsibility of a student's parent/carer to enrol their young person in a ballet class with a private provider and arrange payment.

Invoices should be sent electronically to finance@danceeast.co.uk with our address listed as:

DanceEast Centre for Advanced Training
DanceEast
Jerwood DanceHouse
Foundry Lane
Ipswich, Suffolk
IP4 1DW

NEXT STEPS & MOVING ON

The DanceEast CAT programme supports students to develop the skills, confidence and experience needed to make informed decisions about their future in dance and the wider creative industries.

For some students this may lead to vocational dance training or university study, while others may choose different creative or academic pathways. Throughout their time at CAT, tutors and the CAT Team are available to offer guidance on training opportunities, auditions, higher education and career development.

As part of the National Centres for Advanced Training network, we are also able to signpost students to a wide range of training providers and progression routes, helping each young person explore the options that best suit their interests and aspirations.

Leaving The Programme

We hope that students remain with DanceEast CAT throughout their training journey and continue to grow both as dancers and as individuals. However, we recognise that interests, priorities and circumstances can change, and there may be occasions where a student, their family or the CAT Team feels that the programme is no longer the right fit.

Student Choice

If a student is considering leaving the programme, we encourage them to speak with the CAT Team first. Many challenges can be resolved through conversation and support, and we are always happy to explore possible solutions together.

If a student decides to leave the programme, we ask that they remain until the end of the current term where possible. Course fees remain payable until the end of the term and are non-refundable.

Student development and engagement

Students develop at different rates, and the CAT Team regularly reviews each student's progress through the Individual Training Plan process. Our aim is always to support development through constructive feedback, shared goal setting and open communication.

Where we have concerns that a student is no longer engaging fully with the programme, or that attendance, participation or progress is significantly affecting their learning, we will work closely with the student and their family to agree appropriate support and realistic goals.

In exceptional circumstances, where agreed actions have not resulted in meaningful engagement or where the programme is no longer meeting the student's needs, the CAT Team may recommend that the student leaves the programme. Any decision will be made following open discussion with the student and their family and with careful consideration of what is in the student's best interests. As a Department for Education funded programme, DanceEast CAT is committed to providing places for young people who are able to engage fully with the opportunities offered. We therefore ask students to attend regularly, participate positively and demonstrate a commitment to their own learning and development throughout the programme.

DANCEWEAR INFORMATION

We encourage students to wear comfortable, practical clothing that allows them to move freely and safely throughout the day. Fitted clothing helps tutors observe alignment and movement, making it easier to provide individual feedback and support.

Students will be provided with a DanceEast CAT T-shirt, which we ask them to wear during training. Additional layers, such as hoodies, jumpers or tracksuit bottoms, can be worn during warm-ups, breaks or whenever appropriate.

For Ballet classes, ballet shoes are recommended. For Hip Hop and some Health & Wellbeing sessions, students should bring clean indoor trainers with non-marking soles. For safety and comfort, we ask that jewellery is removed before class and that long hair is tied back.

Below you can find recommendations on what to wear in our classes.

Fitting Clothing

- DanceEast CAT T-Shirt (provided by DanceEast)
- Leotard OR fitted sports top/under top
- Footless/convertible tights, leggings, OR Lycra cycle shorts (in a plain colour)

Footwear

- Ballet shoes (split sole with elastic)
- Plain cotton socks to wear with ballet shoes if needed
- Indoor trainers with white or light-coloured soles for HipHop classes, certain Health classes, and general wear in the building

Additional Layers

- Hoodie/Jumper
- Tracksuit bottoms

Underwear

- Suitable underwear that cannot be seen under dance clothing e.g.
 - Dance support belt (if required)
 - Supportive bra (if required)

Financial support towards Dancewear

All households can claim up to £15 towards the cost of dancewear.

Additionally, households who are in receipt of grant support (MDS Grant) can apply for additional funding to help with dancewear costs. The level of this support is the percentage of the grant that you currently receive. The Maximum amount that can be claimed towards Dance clothing is £55 per academic year.

To make a claim towards dancewear, a Dancewear Claim Form and receipts will need to be submitted. (You can find more specific guidance in the Fees and Financial support section)

FEES AND FINANCIAL SUPPORT



Photo by Chris Nash

FINANCIAL INFORMATION

The Dance CATs are funded by the Department for Education's (DfE) Music and Dance Scheme (MDS). This scheme currently enables around 2,000 exceptionally talented children to have access to the best specialist music and dance training available alongside a good academic education.

The DfE offer grants which are means-tested based on family's annual earnings per tax year, with deductions and allowances made for dependents in accordance with their guidelines. Families' financial circumstances are reviewed annually, and support is available to families whose income falls below £77,578.92 per annum.

To qualify for an MDS national grant the applicant must have been resident in the British Islands for three years prior, be a member of the European Economic Area or Switzerland or be a refugee of the child of a refugee (conditions apply).

The fee per student for academic year 2026/2027 is £4,344.

RELEVANT INCOME <i>After deducting £2,440 per dependent including the grant holder</i>	MAXIMUM AMOUNT OF GRANT	PARENTAL CONTRIBUTION
Up to £35,262.46	£4,344	£0
£35,262.47 to £39,965.48	£3,945	£399
£39,965.49 to £44,667.43	£3,547	£797
£44,667.44 to £49,429.71	£3,123	£1,221
£49,429.72 to £54,071.33	£2,736	£1,608
£54,071.34 to £58,772.20	£2,344	£2,000
£58,772.21 to £63,984.85	£1,959	£2,385
£63,984.86 to £68,178.25	£1,560	£2,784
£68,178.26 to £72,880.20	£1,163	£3,181
£72,880.21 to £74,595.11	£765	£3,579
£74,595.12 to £77,578.91	£383	£3,961
£77,578.92 or more	£0	£4,344

For more information about the scheme visit the Department for Education website:

<https://www.gov.uk/music-dance-scheme>

CAT fees

Course fees cover the core DanceEast CAT programme, including regular CAT classes, performances, costumes, workshops, additional projects, theatre trips, tutorials and any activity that forms part of regular CAT provision.

DanceEast CAT can also contribute towards agreed external ballet classes where these have been discussed and approved in advance by the CAT Team.

If you have any questions about what is included as part of the CAT programme, please contact the CAT Team, who will be happy to help.

Parental contributions

Parental contributions can be paid in three termly instalments or by monthly standing order over 10 months. Please send all queries about fees and payments to finance@danceeast.co.uk, where the Finance Team will be happy to advise.

Additional Financial Support – Travel

Families receiving grant funding may apply for additional bursary support where travel costs cause financial difficulty.

Regular CAT class travel

Travel support is available for journeys to and from regular DanceEast CAT classes. Families should submit one claim form per half term to the DanceEast Finance Department.

Public transport claims

- Train and bus receipts must be submitted with the claim form. Claims cannot be paid without receipts.
- Evidence can be posted, handed in to Box Office in a clearly labelled envelope, or emailed as clear scans or photos.
- Please label evidence clearly and, where possible, highlight the travel date and amount claimed.
- Where possible, please reduce costs by booking cheaper fares in advance.

Car travel

Families living more than ten miles from the class venue may claim mileage for the student's return journey to regular CAT classes.

Mileage is calculated at 18p per mile and is intended to contribute towards fuel costs only. Mileage claims are checked using Google Maps and reimbursed according to the family's grant level.

Payments and reimbursement

- Reimbursement is based on the family's grant level.
- Payments are made directly into the parent/carer's bank account.
- Claims must be submitted on time and are paid after all classes in that half term have taken place.
- Travel support covers the student's return journey only, not journeys made by adults.
- For car sharing, mileage may be claimed at the percentage of the highest grant holder travelling in the car.

Travel and Accommodation for Project / Events

A separate claim form is used for travel and accommodation linked to special projects and events, including intensives, performance opportunities and theatre trips.

- Students who live too far to travel to Ipswich may claim an overnight allowance of £15 per person, per night, when staying with another family or in B&B or hotel accommodation.
- Overnight payments must be requested in advance by the parent/carer and are paid in cash to the adult making the claim. Cash will not be given to students.
- Special projects outside core activity may include travel allowances for all families.

External Ballet

Where students are unable to access CAT ballet classes midweek due to geography (see External Ballet section) DanceEast CAT will pay the cost of one ballet class per week with an external dance provider as agreed at the start of the year; this applies to both grant and non-grant holders.

The class must be between 60-90 minutes and reflect the training provided by the DanceEast CAT. DanceEast can contribute a maximum of £17 per class per week. Parents/carers are responsible for contacting external ballet providers to arrange a termly/half-termly invoice to be submitted to the Finance Department at DanceEast. For further information, please contact finance@danceeast.co.uk.

Additional Financial Support – Dancewear

All households will be able to claim up to £15 towards the cost of dancewear requirements, regardless of grant support. Additionally, households who are in receipt of grant support (MDS Grant) can apply for additional bursary funding to help with dancewear costs. This is equivalent to the grant level percentage of a total of £55.

For example, if you receive a 50% grant, you will be able to claim up to £27.50.

This additional entitlement is intended to help with the cost of:

- Leotard
- Tights or cycle shorts
- Ballet shoes
- Underwear (dance support belt, sports bra)

Notes:

- All payment for dancewear will be paid directly into the parent/carers bank account
- All payments will be made in arrears after proof of purchase has been received
- The maximum amount that can be claimed towards Dancewear is **£55** per academic year.

Claim Dates

Claims for all travel, midweek classes with other providers, and additional expenses will need to be submitted between the following dates:

Claim Period	Submission Deadline	Payment to be made by
Autumn 1 Half Term	Sunday 1st November	Friday 20th November
Autumn 2 Half Term	Tuesday 8th December	Friday 18th December
Spring 1 Half Term	Sunday 21st February	Friday 12th March
Spring 2 Half Term	Sunday 4th April	Friday 23rd April
Spring Intensive	Sunday 11th April	Friday 30 th April
Summer 1 Half Term	Sunday 30th May	Friday 18th June
Summer 2 Half Term	Sunday 18th July	Friday 6 th August
Summer Intensive	Sunday 8th August	Friday 27th August

Where a claim is submitted late, it will be processed and paid with the next periods claim.

Any other financial claims falling into exceptional circumstances, additional assistance outside these guidelines may be made. Should you have any queries about additional entitlement, please contact the CAT Team.

POLICIES, SAFETY & WELLBEING



Photo by Chris Nash

DANCEEAST CAT POLICIES AND PROCEDURES

Policy on students leaving the building

The following applies to regular CAT training days (Saturdays and Sundays) in addition to any performance days taking place at the Jerwood DanceHouse.

Students aged 18+: As adults, Students aged 18+ may leave the premises if prior agreed with the CAT Team. They must remember to sign in and out with a member of staff each time they leave the premises. If a student is late to their next class following a lunch break or doesn't sign in and out of the building this privilege may be revoked for the individual.

Students aged under 18: Unfortunately, we are not able to allow students aged under 18 to leave the building during the CAT Day. There may be occasions where an adult is able to supervise students to allow them to get some fresh air, but students must not leave the building unsupervised.

Safeguarding

The wellbeing of our students is at the heart of everything we do. All DanceEast staff and tutors receive safeguarding training and are committed to creating a safe, inclusive and supportive environment.

Our full Safeguarding Policy is available on the DanceEast website:
www.danceeast.co.uk/safeguarding-policy

Safeguarding Officer: Tom Bowes safeguarding@danceeast.co.uk 01473 295233	Deputy Safeguarding Officer: Daisy Wyatt safeguarding@danceeast.co.uk 01473 295246	Deputy Safeguarding Officer: Noora Kela safeguarding@danceeast.co.uk 01473 295234
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BULLYING

Our commitment

We are committed to creating a safe, inclusive and respectful environment where every student feels they belong. Bullying, harassment and discrimination are not tolerated.

What Is Bullying

Bullying is unwanted behaviour that involves a real or perceived imbalance of power. It may happen once or be repeated over time and can have a significant impact on a young person's wellbeing and sense of belonging.

Bullying may be related to a person's identity or characteristics, including race, ethnicity, nationality, religion or belief, disability, additional needs, gender identity or sexuality.

Bullying can take many forms, including:

- **Verbal** – name-calling, teasing, threatening or hurtful comments.
- **Social** – excluding others, spreading rumours or damaging friendships or reputation.
- **Physical** – hitting, pushing, damaging belongings or any unwanted physical behaviour.
- **Online** – harmful messages, sharing images without consent, spreading rumours or excluding others through digital platforms.

How we will respond

All concerns will be taken seriously and handled sensitively.

When bullying is reported, the CAT Team will:

- Listen to everyone involved and record the concern.
- Investigate the situation promptly and take appropriate action to stop the behaviour.
- Work with students and families to provide support and promote positive relationships.
- Involve parents/carers where appropriate.
- Seek advice or involve external agencies, including the police, where necessary.

- Where appropriate, restorative conversations and educational approaches may be used to help students understand the impact of their behaviour and rebuild relationships. In serious or repeated cases, additional consequences, including suspension or removal from the programme, may be considered.

Need to Talk?

If you are worried about bullying or the wellbeing of yourself or another student, please speak to a member of the CAT Team. We will listen, support you and work together to find the most appropriate way forward

Summary Policy for the Prevention, Identification and Action on Disordered Eating CAT

DanceEast CAT is committed to creating a positive and supportive environment where students can develop a healthy relationship with food, exercise and their bodies. Our approach is based on early support, open communication and evidence-informed practice.

Prevention

We aim to promote healthy training habits by:

- Creating an environment where students feel comfortable asking for help.
- Providing staff with regular training and up-to-date knowledge of eating disorders and Relative Energy Deficiency in Sport (RED-S).
- Offering students and families information about nutrition, wellbeing and sustainable training practices.
- Ensuring that all staff communicate consistent and supportive messages around food, body image and health.

The CAT Interim Manager is the nominated point of contact for any wellbeing concerns.

Recognising Concerns

Concerns may be identified through student conversations, observations from staff or families, or through the CAT wellbeing monitoring process.

No single behaviour automatically indicates an eating disorder. Instead, we look for patterns of behaviour or changes in physical health, energy levels, mood or training capacity that may suggest a student would benefit from additional support.

How we will respond

If concerns arise, our priority is always the student's wellbeing.
The CAT Team will:

- Speak with the student in a supportive and confidential way.
- Involve parents/carers where appropriate.

- Signpost or refer families to qualified healthcare professionals when specialist support is needed.
- Continue to provide information and ongoing support throughout the process.

Students experiencing difficulties will never be blamed or punished. Our aim is to work alongside students and families to promote recovery and safe participation in dance. If a healthcare professional advises that a student should not participate fully in training, or if we have concerns about their safety, we may request medical confirmation before returning to full physical activity.

What to do if you are worried

If you are concerned about yourself or another student, please speak to a member of the CAT Team as soon as possible. Early conversations allow us to provide the right support at the right time.

Signs that may prompt further support

The CAT Team uses a wellbeing "flag" system to help identify students who may benefit from additional support. These signs are not intended to diagnose an eating disorder but to encourage timely conversations and, where appropriate, referral to healthcare professionals.

Red Flags

- 🚩 Student seeks help for themselves
- 🚩 A friend, staff or family member has expressed major concern regarding weight change or eating behaviour
- 🚩 Evidence of self-induced vomiting, pharmacological abuse or compulsive over-eating
- 🚩 Drastic or sudden weight change
- 🚩 Missing three or more consecutive periods in post-menarche girls (secondary amenorrhea), or not having reached menarche by age 15 (primary amenorrhea)
- 🚩 Fine hair growth (lanugo)
- 🚩 Diagnosed with stress fracture(s)
- 🚩 Experiences major physical symptoms or problems related to disordered eating (e.g. fainting, collapsing)

- 🚩 Excessive exercising inside and outside the CAT, or exercising under abnormal circumstances (e.g. when injured; in secret in their room)
- 🚩 Social Media usage: excessive engagement with social media content that promotes unhealthy body standards or extreme diets. Use of weight-control apps: The use of apps or devices that track calories, weight, or exercise obsessively.



Yellow Flags

- 🚩 Two or more friends or staff members have expressed some concern regarding weight change or eating behaviour
- 🚩 Experiences several minor physical symptoms or problems related to disordered eating (e.g. sleep problems, dizziness)
- 🚩 Recurrent injury or illness
- 🚩 Secretive or evasive around food (e.g. repeatedly saying they "have already eaten")
- 🚩 Sudden changes in eating behaviours and patterns (e.g. becoming vegetarian, vegan, fussier about which foods they eat, new intolerances) A sudden and strict focus on "clean" or "healthy" eating, where the individual becomes increasingly restrictive and avoids foods deemed "unhealthy,"
- 🚩 Covers body and wears baggy clothing wherever possible. The dancer may say that they are always cold, and perhaps has discoloured or swollen hands and feet
- 🚩 Visits the toilet each time they have eaten
- 🚩 Lack of growth and/or sexual maturation
- 🚩 Dry, pale, and/or discoloured hair and skin
- 🚩 Poor teeth and raw knuckles (a result of self-induced vomiting)
- 🚩 Gets angry or distressed when asked about eating problems
- 🚩 Repeatedly displays failing concentration and fatigue in class
- 🚩 Avoids social interactions and/or otherwise changed in personality
- 🚩 Avoids screening and/or other physical tests and assessment

PHYSIOTHERAPY AND INJURY MANAGEMENT

The Health and Wellbeing programme helps students develop an understanding of injury prevention, recovery and safe training practices. DanceEast CAT works with SportsMedEast, a specialist sports injury and rehabilitation service with experience supporting young dancers and athletes.

Physiotherapy clinics

SportsMedEast provides termly physiotherapy clinics at the Jerwood DanceHouse. Appointments during CAT training hours are funded by DanceEast CAT. In exceptional circumstances where an injury occurs during a CAT class and requires specialist assessment, DanceEast will fund one initial consultation per injury.

Referrals & Follow-Up

Physiotherapy appointments are arranged through the CAT Team. After the appointment, students and families will receive recommendations and exercises to support recovery. Relevant information will also be shared with tutors so that training can be adapted where necessary.

Ongoing treatment

Any treatment outside of the CAT physiotherapy clinics must be arranged and funded by the family. DanceEast is unable to cover the cost of additional appointments, equipment or recovery aids such as insoles or supports.

If a student is already receiving treatment from another healthcare professional, a copy of the diagnosis and rehabilitation recommendations should be shared with the CAT Officer. This helps us support the student's recovery and ensure that any adaptations to training are appropriate.

If the cost of essential treatment is creating financial difficulty, please speak to the CAT Team.

Declaring an injury

If a student sustains an injury outside of CAT training, they should inform their tutor before the start of class and provide details of the injury and any treatment or medical advice received.

The tutor will make an initial assessment and, where appropriate, adapt the student's participation to ensure they can continue learning safely. Where there is any uncertainty, advice may be sought from our physiotherapy team.

If a healthcare professional has advised a student not to participate in physical activity, we may request written confirmation that they are fit to return to training. In some circumstances, we may also seek guidance from our own physiotherapy team to ensure a safe and supported return to dance.

SAFETY

Fire Safety

All DanceEast and CAT venues have established fire procedures. At the start of each term, or when using a new space, students will be shown fire exits and emergency arrangements. If the fire alarm sounds, tutors will safely guide students to the designated assembly point and take a register.

Changes to health and wellbeing

To help us support students safely and appropriately, parents/carers must inform the CAT Team as soon as possible of any injuries, medical conditions, or changes to a student's physical or mental wellbeing. This enables us to communicate relevant information to the teaching team and ensure that the appropriate support procedures and reasonable adjustments are put in place where needed.

Further information about physiotherapy support and our injury management procedures can be found in the **Physiotherapy and Injury Management** section of this handbook.

Physical Feedback in Class

Dance is a practical art form and tutors may sometimes use appropriate physical guidance to support learning, improve alignment or demonstrate movement safely.

Students will always be asked for permission before physical contact is used and are free to decline at any time. Tutors will explain why the correction is being given and how it will support learning.

If a student or parent/carer has any questions or would prefer an alternative approach to physical feedback, please speak to a member of the CAT Team.

MEDIA CONSENT & DATA PROTECTION

We enjoy celebrating the creativity and achievements of our students and, from time to time, may use photographs or video recordings to promote the DanceEast CAT programme and the wider National Centres for Advanced Training (CAT) network.

Images and film may be used across a range of platforms, including websites, social media, printed publications, reports and marketing materials, to share the work of our students and advocate for dance education.

Media consent is entirely optional. Families will be asked to complete the media consent section of the CAT Registration Form and can update or withdraw their consent at any time by contacting the CAT Team.

DanceEast is committed to protecting the privacy and personal data of all students and families. We process personal information in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

For more information, please read the DanceEast Privacy Notice:

<https://www.danceeast.co.uk/about-danceeast/privacy/>

Please Note: information is correct at the time this document is produced. Information and guidance are subject to change.

EXAMPLES OF CLAIM FORMS

Example Application for Financial Support – Travel Regular CAT classes

Details							
Date of application:		Grant percentage:	%				
Name of student:		Name of parent/ carer:					
Telephone:		Email:					
Payment/Bank Details							
Account Holder:					Sort Code:		
Name of Bank:					Account Number:		
Travel – SATURDAYS / SUNDAYS							
Names of additional students in car share (if applicable).							
(%)	1)		2)		3)		
4)							
Date of travel	Travelling from (Town/Start postcode)	Travelling to (Town/End postcode)	Method of travel (Car, Train, Bus, Taxi)	Total car mileage (Return trip total)	Miles x £0.17p	Add'l Students (Insert numbers from above key)	Train, Bus, Taxi fare £
				Miles	£		£
				Miles	£		£
				Miles	£		£
				Miles	£		£
				Miles	£		£
For office use							
Travel – IPSWICH/NORWICH/CAMBRIDGE CONTEMPORARY MIDWEEK (Tuesday / Wednesday)							
Names of additional students in car share (if applicable).							
(%)	1)		2)		3)		
4)							
Date of travel	Travelling from (Town/Start postcode)	Travelling to (Town/End postcode)	Method of travel (Car, Train, Bus, Taxi)	Total car mileage (Return trip total)	Miles x £0.17p	Add'l Students (Insert numbers from above key)	Train, Bus, Taxi fare £
				Miles	£		£
				Miles	£		£
For office use							
Travel – IPSWICH BALLET MIDWEEK (Thursday, if applicable)							
Names of additional students in car share (if applicable).							
(%)	1)		2)		3)		
4)							
Date of travel	Travelling from (Town/Start postcode)	Travelling to (Town/End postcode)	Method of travel (Car, Train, Bus, Taxi)	Total car mileage (Return trip total)	Miles x £0.17p	Add'l Students (Insert numbers from above key)	Train, Bus, Taxi fare £
				Miles	£		£
				Miles	£		£
For office use							

Example Application for Financial Support – Projects/Events

An electronic copy will be emailed before the start of term for use through the year.

PLEASE SEND APPLICABLE RECEIPTS FOR PUBLIC TRANSPORT WITH THIS CLAIM

Date of application:

Personal Details	
Name of student:	
Name of parent/guardian/carer:	
Telephone:	Email:

Bank details	
Account Name:	Name of Bank:
Sort Code:	Account Number:

Travel (Mileage contributions are calculated at £0.17 per mile)						
Date of travel	Travelling from (Town/Start postcode)	Travelling to (Town/End postcode)	Method of travel (Car, Train, Bus, Taxi)	Total car mileage (Return trip total)	Train, Bus, Taxi fare	Project/Event
For office use						

Accommodation (£15 allowance per night)			
Date	Number of nights	Please provide details (hosting family name, hotel, etc.)	Project/Event
For office use			

Theatre tickets				
Date	Performance / Venue	No of tickets	Cost per ticket	Total Cost
For office use				

For office use only	
Authorised by	
Name: _____	Position: _____ Date: _____

Example Application for Financial Support – Dancewear

An electronic copy will be emailed before the start of term for use through the year.

PLEASE ATTACH AN INVOICE/RECEIPT FROM YOUR PURCHASES TO THIS CLAIM

Date of application:

Personal Details	
Name of student:	
Name of parent/guardian/carer:	
Telephone:	
Email:	

Bank Details	
Account Name:	
Name of Bank:	
Sort Code:	
Account Number:	

Dancewear Details (Please note, reimbursement will only be made when receipts are provided!)	
<i>Item of clothing</i>	<i>Cost</i>
Black leotard (girls)	£
Black tights (girls)	£
Ballet tights (girls)	£
Black dance vest / t-shirt (boys)	£
Black shorts (boys)	£
Ballet shoes	£
Total Dancewear cost (should not exceed £55)	£

For office use only	
Dancewear Total: £ _____ Entitlement: _____ % TOTAL DUE: £ _____	