

PHOENIX DANCE STUDIOS  
**PDS**

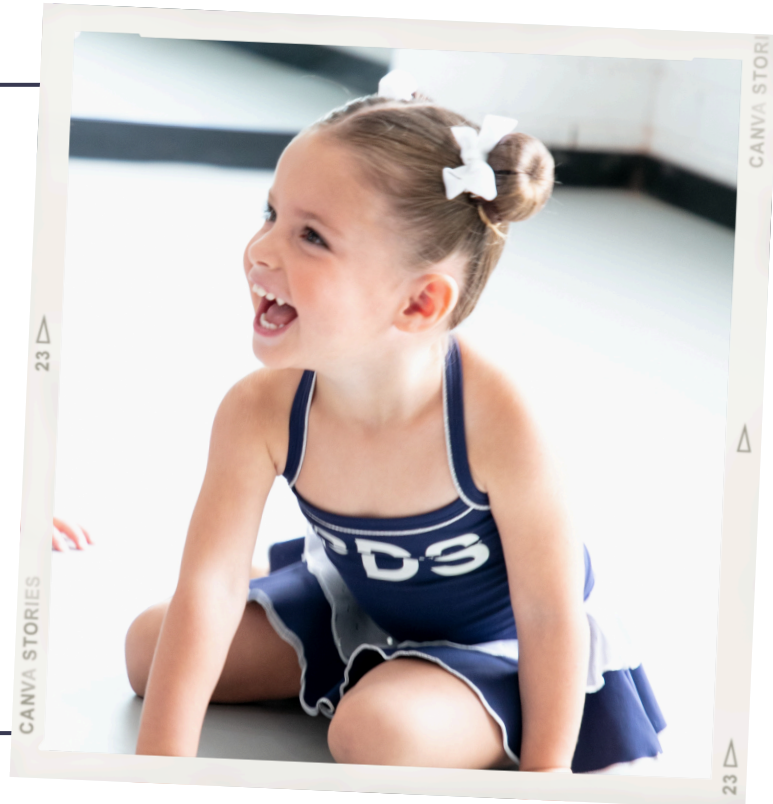
STUDENT  
HANDBOOK



2025

[WWW.PHOENIXDANCESTUDIOS.COM.AU](http://WWW.PHOENIXDANCESTUDIOS.COM.AU)

This handbook has been developed to answer many of the Frequently Asked Questions about our studio. Please take the time to read each section carefully and keep on hand for quick reference throughout the dance year.



## WHERE TO FIND US

**Dural Studio** – 256 New Line Road, Dural 2158

**Glenorie Public School Hall** – 1731 Old Northern Rd,  
Glenorie NSW 2157



[facebook.com/PhoenixDanceStudios](https://facebook.com/PhoenixDanceStudios)



[instagram.com/phoenix\\_dance](https://instagram.com/phoenix_dance)



# OUR PHILOSOPHY

With a focus on strong technique, versatility and excellence, Phoenix Dance Studios and our team of fully qualified staff are committed to creating a safe and nurturing environment where students are encouraged to work hard and develop a love of the performing arts.

We believe that dance training encourages young people to develop a positive self-image. Along with improving coordination skills and developing muscular awareness, dance classes give children the freedom to express themselves through movement whilst learning valuable lessons about respect, commitment, discipline and team work.

2025 marks our 13th year servicing our operating communities, and we continue to be dedicated to providing an inspiring space for our students to grow.

We hope Phoenix Dance Studios is a home away from home.  
A place where all children thrive, learn and feel valued.  
A second family!



# MEET OUR DIRECTOR

## EMILY FOLEY (RAD RTS)

ROYAL ACADEMY OF DANCE REGISTERED TEACHER



Emily began dancing at the age of 3 years old, her passion for classical ballet became apparent when she auditioned and was successfully accepted into the classical ballet stream at the McDonald College on scholarship. She soon found herself a part of the Australian Ballet Junior Associates program, which meant frequently travelling to Melbourne to train with the prestigious Australian Ballet School..

In 2008 she started her training at Tanya Pearson Classical Coaching Academy where she studied Classical Ballet, Contemporary and Character Dance. During her time at TPCCA she completed her RAD Vocational Exams with Distinction as well as having the opportunity to be apart of the Sydney City Youth Ballet productions of Nutcracker, Cinderella and The Polar Express performed at The Glen Street Theatre in Belrose.

In 2010 Emily found herself accepting a position at Balletschulle Theatre Basel in Switzerland where she would continue to pursue her passion for dance.

Upon returning to Sydney Emily completed her Certificate in Ballet Teaching Studies through the Royal Academy of Dance to attain her Registered Teacher status.

Miss Emily joined the PDS teaching staff in its opening year. She has been honored to be part of the Phoenix family for the last 12 years and is excited to see what the next chapter holds for her and her students!



# COMMUNICATION

We are big on communication at Phoenix Dance Studios and it is our aim to respond to all enquiries in a timely manner.

You can contact us during regular business hours on **0481 288 184**. If you would like to make contact outside of these times (including during class times), please use text or email **[emily@phoenixdancestudios.com.au](mailto:emily@phoenixdancestudios.com.au)**.

For convenience, our primary means of communication is via email. You will receive regular newsletters and important information via email so please ensure you have provided us with an up-to-date email address that is in use.



# ENROLMENT

Enrolment is on a first come, first served basis. All enrolments are processed in the order received. Class size limitations will be strictly observed and we do not hold spots for returning students.

It's important that all students and/or parents – whether returning or new – enrol online so we can ensure we have the most up-to-date contact details for you.

This information includes contact details, media release form (so we can show off our amazing dancers), acknowledgement of studio policies and our public liability/insurance contract.

The enrolment fee for 2025 is \$35.00 per student.

To enrol visit [www.phoenixdancestudios.com.au/enrolment](http://www.phoenixdancestudios.com.au/enrolment)

Please note: There will be no in person enrolment days in 2025. All enrolments must be processed online.

# IMPORTANT DATES

## TERM DATES

**Term 1** – Monday 3rd February to Saturday 12th April 2025  
(10 weeks)

**Term 2** – Monday 28th April to Saturday 5th July 2025 (10 weeks)

**Term 3**– Monday 21st July to Sat 27th September 2025 (10 weeks)

**Term 4**– Monday 13th October to Saturday 6th December 2025  
(8 weeks)

## PERFORMANCES/AUDITIONS

**Troupe Auditions**– Thursday 30th January 2025

**Ballet Production Rehearsal** – Saturday 8th November 2025

**Photo Day**– Sunday 23rd November 2025

**Compulsory Concert Rehearsal**– Sunday 30th November 2025

**Annual Concert**– Sunday 7th December 2025



# CLASS PLACEMENT

Students are separated into classes based on their current school year. RAD Ballet classes are based on assessment.

In some cases, students may be placed in classes outside these guidelines. Decisions about class placement are based on the best interests of the student and the Director's decision is final.

A child is placed in the particular group or class where we feel he or she will feel confident enough to develop self-esteem.

Placement is highly individual and the factors that go into the decision are complex.

Ballet is the foundation style of all dance and we encourage ALL students to take at least one classical ballet class per week. The training provided in ballet classes will strengthen and enhance technique necessary for all other styles of dance.



## **2025 Class Age Groups are as follows:**

Mini Movers & Mini Acrobats (Preschool Programs) – 3 to 5 years

Junior – Kindy to Year 2

Intermediate – Year 3 to 5

Senior – Year 6 to 8

Advanced– Year 9 +

# CLASS SCHEDULE

Our timetables have been designed so students can participate in multiple classes on the same day/afternoon.

On the previous page, you can read more about how we separate our classes and which types of classes might be suitable for your dancer.

Use these age categories on the previous page to select your classes on our timetable.

If you have any questions about class selection and timetabling, please email [emily@phoenixdancestudios.com.au](mailto:emily@phoenixdancestudios.com.au)

*Please note timetable is subject to change within the first three weeks of Term 1.*

OUR 2025 CLASS SCHEDULE IS AVAILABLE AT  
[www.phoenixdancestudios.com.au/studio-information](http://www.phoenixdancestudios.com.au/studio-information)





# PERFORMANCE TEAM

Our Performance Team (Troupe) represents Phoenix Dance Studios regularly at competitions and other performance events.



Being a part of the Performance Team requires dedication and commitment from students and their families.

Students must attend our annual Troupe auditions held in January in order to be considered for our Performance Teams. Troupe students may also be considered for solo/duo opportunities.

Students must take a minimum of 4 classes per week to be considered for our Performance Teams. These include Jazz, Lyrical, Ballet and the weekly Troupe class.

Troupe students performance, attitude, enthusiasm, ATTENDANCE and COMMITMENT during class is of high importance.



# RAD BALLET EXAMS

**The Royal Academy of Dance (RAD) is a nationally recognised classical ballet syllabus.**

Exams are optional at PDS however we do strongly encourage participation for interested students.

Not only do exams give students a goal to work towards in class, they also give an immense sense of achievement to the student and lead to professional qualifications recognised worldwide.

Students who wish to undertake a ballet examination **MUST** participate in at least two classes per week.

Invitations & invoices will be issued well in advance of exam dates and include your exam fee, holiday workshops and exam uniform hire/ purchase.



# PERFORMANCES

We endeavour to provide all students with a number of performance opportunities throughout the year at community events, school fetes and of course our annual concert.

In past years our students have been fortunate enough to perform at McHappy Day, The Sydney Royal Easter Show, Live NRL Games and many other community events.

Our 2025 concert will be held at The Diamond Showroom, Blacktown Workers Club on Sunday 7th December 2025.





# FEES SCHEDULE

Payment of classes is based on a term fee and the amount of classes students do per week. These fees apply per student and NOT per family.

CLASS LENGTH	COST PER CLASS	COST PER TERM
45 Minutes	\$16.50	\$165.00
1 Hour	\$17.50	\$175.00
Preschool Combo (Mini Movers + Mini Acrobats)	N/A	\$290.00 (Save \$40)
3 Class Combo (45min)	N/A	\$445.00 (Save \$50)
5-6 Class Combo	N/A	\$730.00 (Save up to \$260)
7 + Classes (Unlimited)	N/A	\$800.00 (Save \$350+)
Troupe Levy	N/A	\$30.00
30 min Private Lesson	\$40.00	N/A

**The above prices are GST inclusive and based on a 10 week term. Unlimited and combo fees are only applicable to full term enrolment.**

\*\*\*Troupe Performance Levy is charged per term and covers entry fees into all Regional events. Nationals not included. \*\*\*



# FEES POLICY

- Invoices will be emailed out prior to the commencement of term.
- Payment can be made by cash, card, or EFT transfer. See below payment details.

Cash – Exact amount of term fees placed in an envelope.

Please Note\* ALL cash payments must be placed in an envelope with the following on the front – Students Name – Cash amount

Direct Debit – When paying over the Internet please ensure you place your surname and your invoice number after it in the description box.

This will avoid any payment confusion.

EFTPOS & Credit Card – EFTPOS/Credit Card facilities will be available at our Galston & Riverstone locations only. Please note this is only available within office hours.

- If fees are not paid by the due date stated on the invoice, students' enrolment will be put on hold, and they will be unable to participate in further classes until payment has been made.
- If fees remain unpaid for a period more than 30 days, Phoenix Dance Studios reserves the right to take debt recovery proceedings at the expense of the customer.
- To redeem your Active/Creative kids voucher please email it to the studio director along with the students D.O.B
- Only one Active/Creative kids voucher may be used per invoice

# UNIFORM

It's important that ALL students are dressed accordingly for all classes.

This not only ensures students are able to move freely but is also a health and safety requirement. This includes the correct tights and shoes for each class.

## JAZZ & TROUPE

- PDS White Singlet or T'shirt
- PDS Navy shorts
- Tan Jazz Shoes (no laces)
- Tan stockings for performances
- Hair tied back off face
- PDS Jacket (Troupe)



## TAP

- PDS White Singlet or T'shirt
- PDS Navy shorts
- Tan Tap Shoes
- Tan stockings for performances
- Hair tied back off face

**UNIFORMS CAN BE PURCHASED DIRECT FROM THE  
STUDIO DURING RECEPTION HOURS**

## HIP HOP

- PDS White Singlet or T'shirt
- PDS Navy Shorts
- White Sneakers or Tan Jazz Shoes
- Tan stockings for performances
- Hair tied back off face



## BALLET & POINTE

- PDS Navy Leotard
- Theatrical Pink Ballet Stockings
- Pink Leather Split Sole Ballet Shoes
- Hair to be tied back into a bun

## ACROBATICS

- PDS White Singlet or T'shirt
- PDS Navy Shorts
- No Shoes Required
- Hair tied back off face



**UNIFORMS CAN BE PURCHASED DIRECT FROM THE STUDIO DURING RECEPTION HOURS**



## LYRICAL/CONTEMPORARY

- PDS White Singlet/T-Shirt
- PDS Navy Shorts
- Bloch 'Eclipse' Shoes (Tan)
- Tan Stockings for performances
- Hair tied back off face



## MINI MOVERS

- PDS Navy Preschool Dress
- Pink Leather Ballet Shoes
- Tan Tap Shoes
- Salmon Pink Stockings for Performances

## MINI ACROBATS

- PDS Navy Preschool Dress
- No shoes required



**UNIFORMS CAN BE PURCHASED DIRECT FROM THE STUDIO DURING RECEPTION HOURS**

# STUDIO POLICIES

It is the responsibility of the student and parent/guardian to familiarise themselves with all Studio Policies BEFORE enrolment.

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1. Phoenix Dance Studios is not liable for any harm, injury or damage sustained by students as a result of participating in classes or organised events
2. Students may not undertake dance training at another dance school in any style offered at Phoenix Dance Studios while enrolled at Phoenix Dance Studios.
3. Any personal items such as clothing and shoes left after class are placed in Lost Property. Anything left at the end of each term is donated to charity.
4. Recording of any classes is strictly prohibited without the express permission of the teacher. Any video taken must NOT be posted to any form of social media.
5. Report all accidents and injuries to the teacher and staff at the front Reception desk immediately.
6. Students are required to clean up after themselves and maintain neat and clean studios, change rooms and toilets.
7. To finalise enrolment, parents / guardians must read and agree to all Phoenix Dance Studios policies. In order to submit an online Enrolment Form, parents / guardians will need to indicate they have read and accept Phoenix Dance Studios policies in order to register.
8. In certain circumstances, it may be necessary for the Phoenix Dance Studios to terminate a student's enrolment. Every effort will be made to correct a problematic situation before terminating enrolment. Reasons for termination of enrolment include the following: disruptive or dangerous behaviour by students or their parents; abuse of other children, staff, or property, and; inability of Phoenix Dance Studios to meet the child's needs.

# STUDENT CODE OF CONDUCT

## IN THE WAITING AREAS

- I WILL ensure I include anyone who wants to sit with me.
- I WILL speak quietly and respect that classes are in progress.
- I WILL pick up all of my rubbish and put it in the bin.
- I WILL NOT leave my bag or shoes in a doorway or hallway.
- I WILL NOT stand or jump on furniture.
- I WILL NOT touch anything that doesn't belong to me.

## IN CLASS

- I WILL always work to my full potential.
- I WILL address all of my teachers by their correct title.
- IF the class is taking turns to practice an exercise, I will watch my classmates without speaking.
- WHEN the teacher is speaking, I will stand still and not speak to my classmates.
- IF I am late, I will apologise to my class teacher by speaking to them personally before joining the class.
- IF I need to leave early, I will speak to the teacher before class and ask politely to be excused at the appropriate time.
- IF I am given a correction, I will accept that correction and not give an excuse about why I did it incorrectly.
- IF I am not feeling well, or have an injury, I will tell my class teacher about it at the start of every lesson.
- I WILL NOT laugh, make judgement or speak badly about another student.
- I WILL NOT touch another student unless I am asked to.
- I WILL NOT talk back or correct any member of staff.
- I WILL NOT correct another student.



## CLOTHING & HAIR

- I WILL take pride in the way I look.
- I WILL always be dressed in correct PDS uniform (including tights) and ensure I have the correct shoes for each lesson, every lesson.
- I WILL ensure my hair is in a neat style that does not fall in my face or require me to "re-do" it repeatedly during class.



