



The Rockhampton
Grammar School

Established 1881



DMTA Application for Admission

Please forward this completed Application to the Head of DMTA
The Rockhampton Grammar School, Archer Street, Rockhampton QLD 4700
or Email: dance@rgs.qld.edu.au

Section 1: Student Details

I am a current: RGS Day Student or RGS Boarder or RGS ELC/Kindergarten Student
Or I am: Not a student of RGS

Surname

Given Name/s

Gender: Male Female

Date of Birth

Age as of 1 January in the year of enrolment

Section 2: Parent/Guardian Details

I am a: Current DMTA Parent or New DMTA Parent

Select one: Married De Facto Single parent Divorced Separated

Please advise us, in an attachment, of matters such as custody or legal agreements concerning your child of which the School should be aware.

Please indicate which Parent/Guardian is to be the primary contact person by ticking

Mother/Legal Guardian

Title

Surname

Given Names

Mailing Address

Residential Address

Telephone Home

Email

Work

Mobile

Father/Legal Guardian

Title

Surname

Given Names

Mailing Address

Residential Address

Telephone Home

Email

Work

Mobile

Section 3: Medical Information and History

Student Health Information

Please supply any management plans, if applicable.

Medical Condition	YES/NO	Details
Epileptic Fits		
Allergies		
Asthma		
Diabetes		
Eye Conditions		
Heart abnormalities		
Behavioural Learning		
Pain (Chronic)		
Fractures/Injuries		
Any other information?		

Health Professionals

Professional	Address	Telephone
Family Doctor:		
Other:		

Section 4: Special Needs

It is crucial that The Rockhampton Grammar School is notified of students' special needs (medical, physical, learning or psychological) which require special medication and/or attention, so that appropriate preparation and planning can take place. If the question below is not ticked 'yes', the School will assume the applicant has no special needs and any offer of enrolment to the DMTA will be contingent upon this assumption.

Does the applicant have special needs of which the DMTA should be informed? Yes No

If yes, please explain (Please attach more details if required)

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Have your child's needs been assessed by any of the following Specialist services?

<input type="checkbox"/> Chiropractor	<input type="checkbox"/> Physiotherapist	<input type="checkbox"/> Podiatrist
<input type="checkbox"/> Other Specialist (please provide details)		

Please provide more details and/or specialist reports for any of the boxes ticked above.

Section 5: Course Selection

Previous Dance School

if applicable

Please list name of dance school, classes attended, years of tuition, syllabus danced and any exams completed:

The student wishes to enrol in:

Please refer to the Prospectus and Fee Schedule for details on each class:

- Pre-School Programme (3 years)
- Pre-Primary Dance (4 years)
- Classical Ballet
- Tap
- Jazz
- Highland
- Hip Hop/Commercial Jazz
- Musical Theatre
- Strength and Conditioning
- Group Drama
- Contemporary
- Acro Dance
- Irish
- Boys Class

These classes are subject to availability:

- *Private Speech & Drama Class
- *Private Vocal Class
- Private Classical Ballet Class
- Private Tap Class
- Private Jazz Class
- Private Highland

* Current RGS students must enrol in this course through the RGS Music Department. Please contact The RGS Music Department: Phone 49 360 626 or email musicadmin@rgs.qld.edu.au

Procedures

Admission Procedures:

- Applications for admission are considered when the (completed and signed) Application form is received by the Head of DMTA. On receipt, your details will be entered onto the waiting lists for that particular class/es.
- Notwithstanding that an offer of a place may have been made, please note that enrolment is conditional on the following:
 - You informing the School of any change in your address;
 - A successful interview with the Head of DMTA prior to your child commencing at the Academy;
 - Full, complete and accurate disclosure at all times of all relevant information (including special needs) about your child; and
 - Your child, in our assessment, is capable of undertaking Academy courses and meets accepted standards of the School in all other areas.

General Conditions:

- After the application is lodged, it is the responsibility of the parents/guardians to ensure that the Academy is advised in writing of any changes to the details contained in this application (including change of address and change in special needs). Your application may be cancelled if correspondence is returned unclaimed. Enrolment may be refused if full and accurate disclosure of your child's special needs is not made.

Fees:

- Fees are per student.
- The DMTA publishes a Fee Schedule annually, detailing the amount of above mentioned fees. Fees are payable in advance for each term by the due date printed on the fee statement. A statement will be produced to show amounts received.
- Once invoices have been issued, parents remain liable for payment in full.
- No student is allowed to commence a new term at the Academy while the fees for a previous term remain unpaid unless reason for non-payment has been given in writing to and accepted by the Board Secretary.
- The School reserves the right to ask parents to withdraw a student from the Academy while the fees from the previous term remain unpaid.
- If parents are asked to withdraw a Student from the School or the DMTA, the current term's fees are forfeited.
- The cost of the collection of any money when due and payable including, but not exclusively, the fees of any mercantile agent or solicitor engaged by the School are recoverable in full from the applicant/s.

Special Circumstances:

The School reserves the right to vary the Admission procedure as circumstances may warrant from time to time, and upon notice of such change to parents, such procedures as amended, shall take the place of these procedures.

Enrolment Agreement

The Academy's terms and conditions, as outlined on the following page, exist to ensure the comforts, rights, and safety of all DMTA members and staff are protected. When students and their families join the DMTA community, it is assumed they have read and agreed with these terms and conditions and also agree to the following Code of Behaviour.

Code of Behaviour:

The Academy aims, in partnership with the home, to develop good character and self-discipline; consequently:

Anything contrary to common sense, good manners and decency is unacceptable.

These rules apply to members of DMTA whilst attending classes on and off campus; or representing the Academy in any place or occasion when a member is in the Academy attire or uniform or can be recognised as a member of DMTA; or in any situation that could be recognised as related to the Academy

1. Members will at all times respect and obey all staff of The Rockhampton Grammar School.
2. A member's personal appearance will always conform to the DMTA dress standards and guidelines.
3. No student is permitted to have or be affected by tobacco, alcohol or any prohibited substance.
4. Unauthorised borrowing or theft of other's property will not be tolerated.
5. Willful damage or destruction of any property is prohibited and could require the payment of compensation.
6. All dangerous articles and substances are strictly forbidden.
7. Students are expected to attend all classes/rehearsals unless notification is provided to the relevant teacher and the Head of DMTA. Failure to attend all rehearsals for examinations/competitions/performances may lead to withdrawal from such privileges.
8. All members of the Academy community (including parents and family members) have a responsibility to uphold the values of The Rockhampton Grammar School Dance and Musical Theatre Academy.
9. Students and parents will behave in a manner which enhances their reputation and the reputation of DMTA. This responsibility extends to behavior outside the dance studio, outside Academy functions and outside Academy class hours.

Consequences:

Breaches of the Terms and Conditions may result in: rule reminder; verbal apology; written apology; withdrawal from classes; loss of privileges; meeting involving the student, parent, teacher and Head of DMTA; suspension; expulsion. Parents/Guardians will be notified by the Head of DMTA of any serious breach of the Academy's Terms and Conditions. The Headmaster may request withdrawal of a student from DMTA for serious breaches of the Academy Terms and Conditions by a student or parent.

Please read and sign next page.

Terms and Conditions

The Rockhampton Grammar School Dance and Musical Theatre Academy has the following terms and conditions in place to ensure its smooth running for all members.

1. Students will gain enrolment at DMTA if there is availability in the nominated class and if they are at least 3 years of age. If there is no availability, students will be placed on a waiting list and will be notified once a place becomes available. Enrolment in the Academy is gained once the enrolment form is completed and received by the School and after an interview has occurred with the Head of DMTA.
 2. Students are not permitted to learn dance from another teacher or dance school if that style of dance is offered at the Academy.
 3. Some classes (not including examination grade classes) may not be offered until an appropriate number of students have enrolled in the class. In this instance, students will be placed on a waiting list, and then notified when the class becomes available.
 4. Members of the Academy shall attend all classes and rehearsals unless the teacher is notified of the absence. Prior notice would be appreciated, especially for pre-known absences. Classes not attended will still be paid for by the parent of the student. The student may wish to attend another class in lieu of the class missed. To do this, the parent must inform the Head of DMTA about which class this will be. Students who constantly do not attend performance, examination or competition rehearsal classes will jeopardise their position in such endeavours.
 5. Members shall abide by the Academy's dress regulations and wear the correct dance attire to every class, workshop, seminar and theatre rehearsal. It is also expected that students wear the Academy uniform with pride to and from class and when representing the Academy. This rule regarding the Academy uniform does not apply to 3 and 4 year old students taking the Pre-School Programme or Pre-Primary Dance classes.
 6. Fees will be calculated on a quarterly (term) basis and issued at the beginning of each term. Additional charges such as theatre rehearsals, examinations, costumes, holiday classes and seminars will be billed accordingly and an invoice will be issued. All invoices are to be paid by the due date. Please refer to the Fee Schedule for terms and conditions and payment methods. If a lesson is cancelled by the Academy, or a student misses a class (due to illness, school excursion/camp, injury, family holiday etc) the student is able to attend another class in the timetable to make up for this lesson. Please notify the Head of DMTA regarding which class will be taken for the make-up class. Private classes cancelled by the teacher or missed by the student with prior notification, will be made up at a later date or credited back to the account.
 7. Members of the Academy at all times must exercise appropriate and respectful behaviour toward their fellow students, parents and teachers. This exemplary behaviour shall extend outside the classroom to general public areas including outside the school and around performing arts complexes such as the theatre. The Academy prides itself on well-disciplined and behaved students both in and out of class. The reputation of the Academy is based on the performance of its students, parents and teachers on and off the stage. Appropriate parent behaviour is also expected. This rule extends to the use of texting, Snapchat, and social networking sites such as Facebook and Instagram if the content reflects negatively on the Academy and its members.
 8. All dance routines and music arrangements (solos, duos, trios, groups) remain the property of The Rockhampton Grammar School. The Academy has no objections to students purchasing individual routines from outside choreographers, as long as the Head of DMTA has been informed in advance and has given permission for this to occur.
 9. Members are obliged to gain permission from the Head of DMTA for the performing of any piece of work outside the studio at events such as eisteddfods, concerts, afternoon teas, fundraising events etc.
 10. Group costumes will be purchased by the parent of the student involved in the group. These costumes are able to be sold onto future members of the group at a price negotiated between the parent selling the costume and the parent buying the costume. The Head of DMTA or Teacher in charge of the group may be involved in this pricing decision to ensure fairness for all parties involved. Group costumes are not to be sold privately without the express permission of the Head of DMTA.
 11. Entry into eisteddfods and examinations is by invitation only. Members are liable for costs including lessons, theatre rehearsals, costumes, props and the applicable eisteddfod or examination entry fee. All costs will be provided in advance for members to make an informed decision.
 12. No photography or filming shall be taken at the Academy's rehearsal venues without the express permission of the Head of DMTA or the teacher of the class. This includes sharing any videos or photos of students, parents or staff on Facebook, Instagram and other social networking sites, if these are taken within the school and its rehearsal venues. In general, students are not permitted to use mobile phones whilst at the DMTA.
- For the smooth running of the Academy and the opportunity for every student to access professional tuition in a safe, encouraging and family orientated environment, failure to meet the regulations may lead to termination of enrolment.

Section 6: Declaration

Please read the Conditions above

I/We, declare as follows:

- I/We acknowledge the admission procedures, terms and conditions and accept that the application is made subject to and on the basis of these.
- I/We understand that this application is an application only and does not confirm a place at the DMTA.
- In accordance with the School's current privacy policy, I/we consent to the collection by the School of the information contained in this form and its use and disclosure by the School for purposes connected with the School's consideration and determination of the application. I/We further consent to the School retaining any information about the student or us for such period of time as the School may consider reasonable.
- **I/We consent to the School publishing our child's images and name for promotion purposes upon enrolment.**
- I/we will be jointly and separately responsible for all fees and charges, including any Debt Collection Agency fees.

Mother/Legal Guardian Signature Date.....

Father/Legal Guardian Signature Date.....

Other Legal Guardian Signature Date.....