

# RAMBERT SCHOOL

STUDENT HANDBOOK

2017-2018



## INTRODUCTION

In her autobiography, Marie Rambert recalls: *'In 1920 I collected the various pupils I had into a class and began teaching professionally,'* thus began Rambert School, which has now been delivering its distinctive training for almost a century. Since the 1970s, a dual focus in both Classical Ballet and Contemporary Dance has been maintained: in the present day, the training delivered is grounded in the acquisition of strong technique, with emphasis upon development of artistic expression and creativity through a great number of performance opportunities.

Marie Rambert herself encouraged and blessed the present incarnation of the School at its original site in Twickenham in 1979. The Support of the Linbury Trust, and particularly Lady Anya Sainsbury, has been of crucial importance in the School's development since that date.

Rambert School graduates are acknowledged creative, open-minded, expressive, powerful and versatile performers and they can be found in all areas of the profession: as dancers, choreographers, teachers and directors. Individuality continues to be highly valued, and each student is nurtured and supported throughout their transition from dance student to professional.

In the dance profession today, the boundaries are increasingly blurred between genres and styles, and a strong technical training is arguably more important than ever. At Rambert School, we endeavour to remain responsive to current developments in the dance world and recognise that there is more than one type of excellence and we therefore encourage each individual to explore their own journey toward artistic and creative expression, as well as technical precision, to achieve their personal best.

Beyond these things, though hard to articulate, lies the so-called 'Rambert Spirit.' Handed down through generations of dancers, this could simply be a passion for dance, and individuality in self-expression. It could be a fearlessness of the unknown, a need to be a pioneer or to explore new creative territory. It could be a belief in the integrity of the art form and a desire to communicate this. Or perhaps it could even come from Rambert herself, and her renowned fierce determination and indomitable energy. This special energy and spirit, whatever it may be, helps to make Rambert School a distinctive and unique place to train, learn and grow as an artist and as a person.

## ATTENDANCE

### **If you wish to do the course, you have to do all of it**

A dancer must know that the three years of the course are very short and that, during it, lost time is never found. What you do at the School is a training as well as an education. Because of this, you have to work every day.

Training to become a professional dancer requires a regular, intensive and rigorous programme of technical training, practice and physical fitness. Regular attendance in class is a key factor in student progression, in both physical and artistic terms. If students are absent, they break the patterns that are required within training, as well as being disruptive to both the teacher and the learning of others. The School strongly believes that all students must acquire the self-discipline required for prompt and regular attendance at all scheduled classes and effective use of private practice/study time, if they are to get the best from the training and move on to successful careers as professional dance artists.

Many students already have the necessary self-discipline when they enrol at the School, but others need an incentive. It will be apparent as each student progresses through the School how effectively they have managed to develop the crucial habit of self-discipline, and this will be reflected in assessment. Therefore, our degree programmes have an Attendance Policy to monitor levels of attendance, to engender a professional approach to learning, and to make clear the relationship between attendance and grades.

**A 100% Attendance rate is expected from Rambert School students on both the FD and BA (Hons) Degree courses, for the whole year.**

Students must be present and on time at the beginning of all classes scheduled within their timetables unless the Principal, the Deputy Principal or the Head of Admissions, Registry & Student Support has authorized the absence.

The Attendance Policy recognises that students occasionally sustain injury, become ill, or have personal difficulties that mean they cannot attend, or can only partially complete, a class. It also recognises that students may occasionally be late in the morning, due to travel disruptions. Therefore, the absolute minimum level of attendance required in order for a student to pass is 80%.

However, where a guest choreographer is creating work for students, or where there are rehearsals towards performance (for instance group repertory work), attendance of 100% is required. There is a 'zero tolerance' approach for these situations.

The full Attendance Policy can be found in the Student Policy & Procedures Handbook, which will be made available to you when you start at the School.

### **Illness, Injury and Personal Difficulties**

The School recognises that students are occasionally absent for reasons beyond their control. To allow for this, the Attendance Policy makes provision for a certain number of absences that may be excused (e.g. for a bout of illness) and other absence which may be eligible for a concession. The Concession Procedures must be followed in order for students' marks not to be affected.

In the event of unexpected absence from school, such as being unwell or late you must notify the School as soon as possible, and by later than midday on the day of absence, by contacting the School office on 0208 892 9960 / [info@rambertschool.org.uk](mailto:info@rambertschool.org.uk)

For more details of circumstances that count as excused, how absence affects your grades and the full Attendance Policy please refer to the Academic Handbook, which will be made available to you when you start at the School.

### **The School provides a Screening, Treatment and Rehabilitation Unit for injured students**

The School provides in-house screening, treatment and rehabilitation (STRU) for students who sustain injuries. Students choosing the School's provision have access to STRU in one of four ways. Either, they subscribe to a self-referral, first-come-first-served appointment request sheet; a daily open clinic; or Teacher referral. There is also the possibility of students being referred by STRU itself in the triaging and screening process. Thus, it allows for impromptu daily trauma consultations, as well as less urgent needs.

Once a student is in the system, consultations, treatment and monitoring are ongoing until there is a mutual resolution or re-integration back into training. This progressive gradual process involves rehab evaluation, feedback during their class continual assessment and clinical assessments.

Students may choose to go with outside therapists if they wish: however, in this instance, STRU does not take responsibility for the student's care, management of the injury or re-introduction into physical activity. It is the student's responsibility to inform STRU of their condition, its progress and any advice that is prescribed. This must be corroborated in writing by their therapist.

Reports to staff are made formally by STRU during student-centered staff meetings fortnightly. Furthermore, STRU is available to all staff at any time to elucidate, elaborate, discuss on any student, their injury or progress.

It is part of the daily culture of the School to keep staff continually informed on what is happening with students and their dancing. Thus, staff are aware of students who are working with injuries, and this is taken into consideration within the assessment process.

### **You can do anything as long as you have the passion, drive, focus and support**

If you have a personal problem, you can speak with the Head of Admissions, Registry and Student Support who can refer you to one of the School's qualified counsellors. Rambert School can also help students make contact with psychiatric workers. Rambert School offers all students access to a free and confidential counselling service. The counselling sessions are private and confidential, and take place away from the School.

The School supports student welfare in a number of different ways. For example, the Head of Admissions, Registry & Student Support can help you with practical problems, such as money, accommodation or health.

You are encouraged to disclose any impairment or condition (for example, dyslexia, or a physical, sensory or mental health condition) at the earliest opportunity so that we can endeavour to meet your needs during the course. If you have a disability that you have not yet disclosed, or you are not sure whether you have a disability, you may like to talk with the Head of Admissions, Registry & Student Support.

All students will have a screening during registration weeks to test for Dyslexia and to identify any academic support needs you may require.

You can contact the Head of Admissions, Registry and Student Support on:

Up to 18 September 2017 – Emili Astrom: [emili.astrom@rambertschool.org.uk](mailto:emili.astrom@rambertschool.org.uk)

From 18 September 2017 – Judy Bowden: [judy.bowden@rambertschool.org.uk](mailto:judy.bowden@rambertschool.org.uk)

## FACILITIES

### The Studios

The studios are fully equipped with sprung flooring, air conditioning and ballet barres, there is a grand piano in the corner of each studio and AV equipment. Studios are places to work, not socialise in. You must not take food into the studios, but you can take in water since you should drink regularly and in small quantities while you work.

Street shoes must not be worn in the studios and can be left, along with your other possessions (bags, clothes etc.), in the cubbyholes found outside all the studios in Clifton Lodge. Please note, you should not leave valuables in the cubbyholes and should instead keep valuable items locked in your locker.

Pianos, musical instruments and AV equipment must be cared for and looked after properly by all that use them.

### The Library

The Rambert School has a small but well stocked library, which is open during normal school hours, and students are able to borrow books using the Eclipse self-scanning system, which you will be trained on during the Registration Weeks.

Books, videos and DVD's can all be borrowed: these must be returned by the due date to avoid a fine. Please never remove anything from the library without using the Eclipse system. Fines will be issued for overdue books.

Further library resources are available through the SCONUL (Society of College, National and University Libraries) access scheme.

**Electronic resources through Open Athens are also available – log in procedures will be discussed during induction.**

You will also find a number of desktop computers and a printer in the library, available for students to use. You will be issued with login details during the Registration Weeks.

It is expected that all written work is typed using formatting recommended in Critical Studies sessions. Please bear in mind that the computers should therefore principally be used for this purpose and that the library is a place to think, read, write and research.

### The Changing Rooms

Men's' Changing Rooms are located on the ground floor of Clifton Lodge, adjacent to the Anya Linden Studio Theatre, and Ladies' Changing Rooms directly above, on the first floor. When you register, you will be issued a locker key, upon receipt of the £20 non-refundable locker key / ID card hire fee. Please make sure you use your locker and always lock away any personal / valuable items. The school cannot be held responsible for the loss or damage of personal items.

### School ID / Key Card

You will be issued with a School ID card, upon receipt of the £20 non-refundable locker key / ID card hire fee. You must use this card to tap in and out of the buildings whenever you arrive / leave.

### Safety doesn't happen by accident

**First Aid:** There are First Aid Kits located outside every studio, in the staff room and in the Admin Office. Jon Aloia, Grace Campbell, Pete Dunleavy, Darren Ellis and Kio Tomiyama are all qualified in First Aid.

**Fire Procedures:** on hearing the fire alarm, all students should immediately make their way, in an orderly fashion, via the safest route out of the building, to the Fire Assembly Point. This is the grass verge area on the opposite side of the road when you turn right out of Clifton Lodge Main Gate.

**Do not go back into the building until authorised to do so by a member of staff**

There is a comprehensive copy of the fire procedure in the student lounge.

**No Smoking Policy:** There is a designated smoking space outside the chapel. Students found smoking on School premises, anywhere other than the designated smoking area, will receive a written warning, what follows on a second occurrence might include exclusion from the course. Please keep the smoking area clean or it will be withdrawn. Every student who smokes is responsible for collecting rubbish and cigarette ends.

**Eating and Drinking:** eating and drinking is forbidden in the Studios, changing rooms, Library and main foyer, which should be kept clear at all times.

**Drugs and Alcohol:** The use of drugs and alcohol is strictly prohibited at Rambert School and during school visits to any external venues. If you are concerned about related matters, please talk to the Head of Admissions, Registry & Student Support.

**Prevent:** The School follows the Conservatoire for Dance & Drama's Strategy and Policy on Prevent, which can be found in the Students Policy & Procedure Handbook. The Prevent Single Point of Contact is the Head of Admissions, Registry & Student Support.

### It's good to talk

#### Email

When you register at the School you will be issued with an official Rambert School email address. It is vital that you use this email address for all School-related matters moving forward – we will only use this email address for all email communication with you, where your reports and awards will be sent to and which is given to the University of Kent. It is your responsibility to check your account regularly for messages.

#### Photography

Throughout your time at Rambert School, it is likely that you will be filmed and photographed as part of a performance or event. Images will be stored securely by the School, and may be used for communicating information about the School and illustrating its work. These may appear in print, web or broadcast digitally for distribution to partners and carefully selected organisations. These may include but are not exclusive of: marketing material for the School including its education and community work and performance publicity; the School prospectus; the School website; the School's social media portals (currently Facebook, Instagram and Twitter); School performance programmes; newsletters; banners and stands; postcards; posters; invitations; literature; local, regional, national and international news and dance media; the BBC website and Big Screen; Dance UK's media portal, promotional items.

During your training at Rambert School, you may participate in events run by the Conservatoire for Dance and Drama (CDD). CDD events may also be photographed or filmed. The Conservatoire may share the resulting photography or film internally with other staff and students at the Conservatoire schools. The Conservatoire and Schools may also use it for external marketing.

Image(s) may be retained by, and will only be accessed by, the creator, and authorised persons of Rambert School and the Conservatoire and may be used in the future in Rambert School and Conservatoire publications and marketing materials, subject to agreement by the participating schools. The image(s) are processed by Rambert School and the Conservatoire in accordance with the provisions of the Data Protection Act (1998) and from 25 May 2018 with the General Data Protection Regulation (GDPR).

## THE SCHOOL YEAR

The Rambert School year is divided into three terms; the Autumn Term (up until the Christmas break), the Spring Term (up to the Easter break) and the Summer Term (lasting until the Summer break). There are weeklong half-term breaks about half way through each term. The end of each term is marked by performances and other events. In terms of degree assessment, however, the Rambert School year is divided into two semesters. Most modules are of one semester or half a school year. [Term dates can be found on our website](#) and other important dates such as assessment and performances will be communicated to you.

**School Shows:** there are at least four sets of school performances each year. They take place in our own Anya Linden Studio Theatre or in other theatres. These Performance periods are usually arranged as follows.

**End of term 1:** Student Choreographic Showcase

**End of term 2:** Guest choreography and Rep Premiere

**End of first half of Summer Term:** Student Choreographic Showcase

**End of Term 3:** Student Choreography, guest choreography and rep.

Studios are open for rehearsal each weekday evening during term time until 8.30pm, on Saturdays during term time from 9am – 5pm and during half term breaks, from 9am- 6pm, based on availability. Studios may also be available during Christmas and summer holidays. Please ask the office for further information.

All students may choreograph and perform in performances of student choreography. The casting for works from guest choreographers may or may not be specific to one year group, so in performances at the end of terms two and three all year groups could be represented. No one year group can be guaranteed a dominant role in performance. Casting cannot be guaranteed as fixed, even after the programmes are printed. Casting is tentative and experimental often until the date of performance.

Assessments will usually happen in the final 2 weeks of term 1 and term 3, information on Assessments will be communicated to you nearer the time.

Below is a snap shot of a typical day at Rambert School in the form of what the timetable looks like. This will change throughout the year on a weekly basis but the skeleton should remain the same.

# WEDNESDAY

	09			10			11			12			13			14			15			16			17			18								
Year 1																																				
		15	30	45		15	30	45		15	30	45		15	30	45		15	30	45		15	30	45		15	30	45		15	30	45		15	30	45
Monument																																				
Cohan																																				
Sainsbury																																				
Linden																																				
Weston																																				
Year 2																																				
		15	30	45		15	30	45		15	30	45		15	30	45		15	30	45		15	30	45		15	30	45		15	30	45		15	30	45
Monument																																				
Cohan																																				
Sainsbury																																				
Linden																																				
Weston																																				
Year 3																																				
		15	30	45		15	30	45		15	30	45		15	30	45		15	30	45		15	30	45		15	30	45		15	30	45		15	30	45
Monument																																				
Cohan																																				
Sainsbury																																				
Linden																																				
Weston																																				

## Ladies' Dance Wear List

### **Ballet**

Leotards: (your choice of colour and style, one to be black shoestring for Pas de Deux and all assessments)

- Pink Tights
- Waist Elastic
- Soft Ballet Shoes: (flatties) – Pink
- Pointe Shoes: pink and ribbons
- Practice Tutu: Black
- Flip Flops may be used between classes

### **Contemporary**

- Tight fitting leotard or T-Shirt plus Shorts or Footless tights (in dark colours)

## Men's Dance Wear List

### **Ballet**

- Black or Navy Full Length All-in-ones or matching
- Leotard/plain tights.
- Dance Support
- Either traditional canvas black or white ballet shoes and black or white socks.
- Waist Elastic
- School Hoodie or Track Pants

### **Contemporary**

- Tight-fit leotard/top/T-shirt in dark colours
- Shorts or footless tights in dark colours

## Additional Equipment

- Tracksuit / small towel / ring binder for academic work / A4 notepad / stationary / clear document wallets / memory stick / small first aid kit with any plasters

### **Please note**

- For all classes, hair should be worn back or off the face
- Nails should be kept short for partnering work
- No jewellery (except one pair of small earlobe studs) may be worn
- Men are to be clean shaven for Ballet Performances
- Tracksuits are useful for keeping warm between classes and moving between studios.

**PLEASE MAKE SURE ALL ITEMS ARE LABELLED WITH YOUR NAME**

### Required Reading:

- Inside Ballet Technique: Separating Anatomical Fact from Fiction in the Ballet Class, (1994) Grieg, V. Princeton Book Co.
- The Arts Good Study Guide, (2008) Chambers, E. Northedge, A. Open University Press.
- The Muscle Book, (New edition 2008) Blakey, P. Bibliotek Books.
- The Intimate Act of Choreography, (New edition 2010) Bloom, LA. Dance Books.
- Ballet and Modern Dance, (2002) Au, S, Thames and Hudson.

### Additional Very Useful Reading:

- Diet for Dancers: A Complete Guide to Nutrition and Weight Control. (1995) Chemlar, D & Fitt, S. Princeton Book Co.
- Psychology of Dance, (1995) Taylor, J & Taylor, C. Human Kinetics. Price £29.95 (used)
- Quicksilver, (1972) Rambert, M. Macmillan Press (out of print)
- The Essential Inheritance of London Contemporary Dance Theatre, McKim, R. Dance Books.
- Finding Balance (2nd Edition), Berardi, G. Routledge.
- The Fit and Healthy Dancer, (1999) Koutedakis Y & N.C. Shard, C. Wiley & Son.
- Conditioning for Dance, (2003) Franklin, E. Human Kinetics.

### Books for Foreign Language Students

Once you register at the School your standard of English will be assessed. All foreign language students will be asked to purchase workbooks to support English Language classes within the School. These books cost approximately £35.00.

Please note: If you are working towards a B2 level qualification for purposes of a visa, you should also factor in the cost of additional classes, examinations and textbooks for tuition outside the school curriculum.

## STUDENT FEES

Payment of fees can be made in two ways

### Student Loans

Students who pay their fees via the Student Loan Company must email their letter of approval from Student Loan Company to the School before the 1<sup>st</sup> day of the School year. If, for any reason, they are unable to present this letter, a payment of one month's fees, plus administration charge, will be due before registration day. If evidence of Student Loan is still not available by the second month of tuition the student will be requested to meet with the Finance Team to arrange a suitable payment plan until a Student Loan has been arranged.

### Self-Funding Students

Students paying their own fees, or having them paid by another person, must pay in full before registration day by depositing the sum into the Rambert Bank Account. Students may request to pay the fees in termly instalments, these payments must be received no later than the first day of each term at the agreed rate. Students who wish to set up a payment plan must contact the School at least 2 weeks before the start of term to arrange this.

All bank transfers must include the name of the students and the term they are paying the fees for in the reference.

All Cheques must be made payable to **Rambert School of Ballet and Contemporary Dance**

Failure to pay your fees in a timely manner may result in you not being awarded your final degree and in some cases exclusion from the course until such a time as fees are paid.

## POLICIES & PROCEDURES

All Academic and Non-Academic Policies & Procedures can be found in the **Student Policy & Procedure Handbook**, which will be made available to you when you commence your studies at the School.

## WHO'S WHO

**Principal and Artistic Director:** Amanda Britton

**Deputy Principal:** Darren Ellis

**Technique Teachers:** Amanda Britton, Paul Clarke, Darren Ellis, Ayumi Hikasa, Paul Liburd, Georgina Roberts, Chris Wright, Nicole Guarino, Sian Hopkins

**Head of Studies:** Phaedra Petsilas

**SpLD Tutor:** Simonne Stewart

**ESOL Tutor:** Myra Townsend

**Rehearsal & Production Director:** Nicole Guarino

**Head of Music:** Barry Ganberg

**Musicians:** Jill Barnes, Chris Benstead, Philip Encot, Tom Kirkpatrick, Irina Moiseev, Curt Probel, Neil Shaw, Gareth Thomas

**Osteopath:** Pete Dunleavy

**Pilates and Student Support:** Kio Tomiyama

**Finance Director:** Clare Buckle

**Finance Assistant:** Kinga Figiel

**Head of Administration:** Grace Campbell

**Head of Admissions, Registry & Student Support (from 18<sup>th</sup> Sept):** Judy Bowden

*(Interim cover to 18<sup>th</sup> Sept):* Emili Astrom

**Marketing Manager:** Heidi Spicer

**Learning & Participation Manager:** Emili Astrom

**Theatre Technician & Maintenance Supervisor:** Jon Aloia

**Administrative Assistant:** Victoria Monaghan



Bristol Old Vic  
Theatre School



**LAMDA**



London Contemporary  
Dance School

**national centre  
for circus arts**



**RADA**

ROYAL  
ACADEMY OF  
DRAMATIC ART

# RAMBERT SCHOOL

RAMBERT SCHOOL OF BALLET & CONTEMPORARY DANCE  
CLIFTON LODGE  
ST MARGARET'S ROAD  
TWICKENHAM  
TW1 1QN

TEL: 0208 892 8090 EMAIL: [info@rambertschool.org.uk](mailto:info@rambertschool.org.uk) WEB: [www.rambertschool.org.uk](http://www.rambertschool.org.uk)

University of  
**Kent**



Rambert School of Ballet and Contemporary Dance is a limited company registered in England and Wales #4713720 and a registered charity # 1098900