



**CHITRALEKA DANCE ACADEMY**  

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**STUDENTS INFORMATION PACK**

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# I Introduction

This information pack is aimed at providing both, students and parents some background history about Chitraleka Dance Company's work with children, young people and adults. This pack also contains important information about the classes in Bharatanatyam and the expectations from both students and parents.

While working with young people in the community, Chitraleka Bolar, Artistic Director of Chitraleka Dance Company came across many students with ambitions to becoming professional dancers. She undertook a unique initiative to start a group and focus on providing intensive training and development to young and talented dancers. The group is the youth wing of the main Chitraleka Dance Company which came into existence in 1998 from this aspiration. Since then the company decided to launch 'Chitraleka Dance Academy' providing a systematic training programme to develop young dancers in Birmingham.

Academy provides regular and intensive training in theory of dance and music as well as special skills for choreographing and opportunities to develop a repertoire of classical Bharatanatyam dance, including dance-drama productions. The Academy provides performance opportunities for the students at venues ranging from schools to community centers. An annual event, 'Samaagama', meaning a get together, is also organised every autumn (October). This is a high profile event which provides students a platform to showcase their talents, knowledge and skills. Alongside their training and practice in Bharatanatyam, students are also taught ISTD (Imperial Society of Teachers of Dancing) Bharatanatyam dance syllabus material from grades 1 to 6 and also vocational grades. Examinations are optional and usually held around the Easter Break period.

The Academy also encourages students to progress through the traditional *Arangetram* (ascending the performing stage) route to achieve a professional standard in Bharatanatyam dance.

# 2 Class Information

## 2.1 Class Admissions

Admission for new students normally take place at the beginning of Summer Term (After Easter Holidays). However, exceptions are made to accomodate students with previous dance experience and families with traditional beliefs in starting on *Vijaya Dashami* day.

## 2.2 Class Time Table

The timetable below outlines the types of classes delivered by the Academy.

Day	Time	Content	Class
Saturday	12.00pm - 1.00pm	Technique	Beginners / Pre Grade
Saturday	1.00pm - 2.00pm	Technique	Training for Grade 1
Saturday	2.00pm - 3.00pm	Music / Theory	Training for Grade 1 & 2
Saturday	3.00pm - 4.00pm	Technique	Training for Grade 2
Saturday	4.00pm - 5.00pm	Technique	Training for Grade 3
Sunday	10.00am - 11.00am	Technique	Training for Grade 4
Sunday	11.00am - 12.00pm	Technique	Training for Grade 5
Sunday	12.00pm - 1.00pm	Technique	Training for Grade 6
Sunday	2.00pm - 4.00pm	Technique	Repertoire Class

**Venue: King Edward VI Handsworth School, Rose Hill Road, Birmingham, B21 9AR**  
(Entrance for cars is on Hall Road B20 2BQ)

All classes take place in the dance studio located in the new school sports hall:



## 2.3 Registration

Term fees are strictly payable in full on registration on or before the first day of term. At the close of each term, advance information on term dates and fees for the following term will be sent to all students.

Please note that students wishing to take ISTD grades 1 & 2 examinations will also need to attend the music/theory class as this a requirement in the ISTD exam syllabus.

All payments should be made by either cash or cheque payable to **Chitraleka Dance Company**.

## 2.4 Commitment

To ensure that your child receives the full benefit of the classes, they must commit to 100%, and attend all lessons without absences as this could hinder their progress and also that of the entire class.

We suggest students arrive 10 minutes early to ensure a prompt start of the lessons (when they arrive they should begin their warm up routine).

Each student must bring a note book and folder, so they can record the material they have learnt in class so they can practice in their own time at home. Students are advised to maintain a homework book so that any work given can be supervised and signed off by their parents.

**Resource packs on music, theory and technique are available for the students.**

**For Information on cost and availability, please contact tutors.**

# 3 Music and Theory Class

Music and theory classes are mandatory for students wishing to take ISTD Grade Examinations in Grade 1 & 2. Under the recently updated syllabus, Grade 3 also has a music element that is currently being covered during half-term intensive training courses.

# 4 Intensive Training Courses

Chitraleka Dance Academy will be organising intensive dance training workshops during the school half term as well as Easter and summer holidays as necessary. Examination training courses is open to all students of Bharatanatyam dance. These courses provide an opportunity for students to work with their regular tutors as well as specialist subject tutors in topics such as body conditioning, dance theory and Abhinaya.

These sessions are not compulsory but they are designed to provide to support their learning and give students a better appreciation of the syllabus requirements and build their confidence in preparation for their examinations.

*An Academy Term Calender is normally produced early in the year to give advance information on dates and schedules of its courses.*

# 5 Taking an Exam

Examinations are planned each year between February half-term intensive course and Easter break (subject to availability of external examiners). Examination fees and dates are normally announced in the autumn and candidates intending to apply to take their grade exams will be asked to submit their entries before the end of November. All accompanying fee will be collected at least 8 weeks prior to the exam date and the deadline for submissions to the ISTD examinations board of names and fees is strict and failure to pay the exam fee promptly could jeopardise the students' chances of sitting the exam.

Please also note that if a candidate is not ready for the exam in one year they can appear in the following year.

# 6 Dress Code

Academy has a strict Dress code. Students are advised wear the following type of clothing depending on their age and grade:

- *Students can wear white Punjabi suit with scarf.  
(Each grade has a different colour scarf that can be purchased from the Academy)*
- *Academy students should purchase the Academy Badge which should be sewn on to their white Punjabi Suits (Preferably on the right shoulder)*
- *Students aged 15 and over can wear a Bharatanatyam dance saree.  
(The academy's chosen colour is Blue with Maroon Border)*
- *Grade 4 students and above can wear dance bells.*

All students must tie their hair back tightly to avoid any distraction. Students are advised to wear a Bindi.

# 7 Performance Opportunities

## 7.1 Samaagama

This is an annual performance event organised by Chitrleka Dance Company for all students of Chitrleka. This is a public event giving students an opportunity to perform on stage to their family and friends. 'Samaagama' is normally held on the first or second Sunday in October. The venue for the event is normally the Adrian Boult Hall, Birmingham Conservatoire. Full details will be released in August.

## 7.2 Performance Opportunities

There are many opportunities for students to perform at formal and community events such as 'Artsfest', Asian Spring and community venues. The academy's youth group meets every Sunday where, they are taught items and various techniques in choreography. The company has a large collection of costumes in classical and folk styles that students can hire.

# 8 Appendix

## 8.1 Complaints & Appeals Procedure

Chitraloka Dance Company aims to provide a high quality of service in all its work. We take complaints seriously and welcome your feedback on the service that we provide. In order to ensure we are dealing with complaints effectively, we have adopted the procedure outlined below.

### 1. Who can make a complaint?

Any person who receives a service from the organisation, any of the agencies whom we work with can make a complaint or anyone who is impacted upon by the service we deliver can make a complaint. If necessary, a person can ask a representative to make the complaint on their behalf.

### 2. How should complaints be made?

Complaints may be made verbally or in writing. We commit to handling your complaint as quickly and thoroughly as possible. Verbal complaints can be made in two ways:

- a) Telephoning the administration office
- b) In person, by scheduling an appointment with a member of staff.

You may also submit your complaint in writing, setting out the nature of your complaint in as much detail as possible and addressing the letter to the Artistic Director.

### 3. Response time for complaints

Letters and telephone calls will be acknowledged within 3 working days on receiving and a full reply will be sent within 14 working days of receipt. Further response times are set out in the procedure itself.

At all stages the complainant will be kept informed as to what is happening with their complaint or appeal. If for whatever reason it is not possible to deal with the complaint within the published timescale then the complainant will be informed of this, and a reason given.

### 4. Stages of the Complaints Procedure

#### - *Stage One for Complaints*

In the first instance, a complaint can be made to any employee of the organisation. That employee will write down the details of the complaint when being made verbally and forward it to any relevant staff member. Any written complaint will be forwarded in the same manner.

The complainant will be informed of the timescale within which they will receive a response as indicated above. If the matter is not resolved within the timescale or within a mutually agreed time, it will be referred to stage two.

#### - *Stage Two for Complaints*

At this stage, a meeting can be arranged if necessary and an appointed employee who has not been involved in the complaint. This will take place within 14 days of the matter being received.

Following discussions with all relevant parties, the appointed employee looking into the complaint will prepare a written statement of their findings and any recommendations. A copy of the statement will be given to the complainant.

If the person complaining is not satisfied with the decision, they then have the option to appeal within 7 working days of receiving the decision.

The complaint will then be referred to stage three.

- *Stage Three for Complaints*

A panel will be convened with those in the company who have the relevant skill, knowledge and understand the issues surrounding the complaint being made. The person making the complaint along with their representative if appropriate will be invited to attend the panel hearing and present their complaint. The complaint will be heard again in its entirety.

The panel will then inform the complainant in writing of their decision within 3 working days of the hearing. The decision from this panel hearing is final.

If a complainant is still not satisfied with a decision, they may contact the Head of the ISTD Customer Services & Quality Assurance Department in writing. (The ISTD's own appeals procedure will then operate).

## **5. Monitoring and review**

Senior members of staff will be responsible for monitoring compliance with this policy. The policy will be reviewed 1 year from implementation or last review date.

## **8.2 Other Policy Documents**

The following documents will be provided by the company to all members of staff and Academy students at the time of registration.

- Health & Safety
- Equal Opportunities & Diversity
- Safeguarding and Child Protection & Vulnerable Adults Policy update
- Fraud & Corruption Policy

# 9 Contact Details

## Chitraleka Dance Company

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## The CDC Team:

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