



Harbour  
Performing  
Arts Centre

2025

## Student and Parent Enrolment Information



## WELCOME TO HARBOUR PERFORMANCE ARTS CENTRE

It is our great pleasure to welcome you to the Harbour Performing Arts Centre. This handbook is your guide to HPAC and our performing arts education. It provides details of our yearly events and school activities in one place. Please take the time to read it carefully and keep it in a convenient place for when you need it. We are more than happy to answer any questions related to our handbook.

As a condition of enrolment at HPAC, students and their parents or guardians must abide by the policies set out by HPAC, its principal and staff in this handbook and by written or verbal instruction during your time at the school. HPAC reserves the right to terminate any student's enrolment at any time for misconduct or inappropriate actions by either the student or parent. Signing an enrolment form means that you understand the terms and conditions of this handbook. Students will not be permitted to participate in classes or practice until an enrolment form has been received.

Your enrolment is for one year. This is a yearly commitment by you and your child to attend and take part in our classes and events.



### Our Mission and Values

The Harbour performing Arts Centre aims to nurture each student's love of dance in a friendly, child-safe and caring environment. The highest standard of teaching brings together the technique and artistry that ignites a passion for dance that our students take with them through life.

We believe that the students' success comes from providing sound training and a secure service. Our students and their parents are provided with a clear understanding of their commitments and responsibility to our school.

Our vision reflects our belief that our dance environment is unique and positive, where students are surrounded by good values, discipline and a large focus on empowering each individual child to be the best they can be. We encourage hard work, team work and a safe place for healthy self-expression. We achieve this through providing the most dedicated and experienced teachers that nurture each student's unique talent and creativity, and build confidence and a love of the performing arts.

Our teaching techniques and programs encourage our students to reach their fullest potential and support them as they grow artistically and holistically into well-rounded individuals with a strong foundation in the performing arts.

We have a strong belief in treating others with respect and zero tolerance of bullying. This creates a supportive and family environment which results in a loving, happy, and positive energy flowing through the studios. Our school strongly believes that success is not measured by winning a trophy or gaining a high score. We work together to achieve our goals. We encourage students not to compare themselves to others, but to challenge their own individual abilities. We create an environment that is empowered by passion and where students can *DANCE, DREAM, DARE and SUCCEED*.



## Choosing Classes

HPAC delivers industry-leading tuition in the major genres of theatrical arts - Classical Ballet, Jazz, Tap, Contemporary, Hip Hop, Musical Theatre, Pilates and Drama to girls and boys from 2 years of age. Our students are highly regarded in the local and wider dance communities – not only for their technical and creative excellence, but also for their love of the arts, their camaraderie and their sportsmanship. Whatever classes you choose – and at whatever level – we encourage all students to commit to their training and teammates. At HPAC we possess the strong technical background and positive teaching methodologies to support our students' efforts. Our commitment to excellence extends to all forms of theatrical arts, but at HPAC we place particular emphasis on classical ballet training. Classical ballet provides an outstanding technical foundation for a great many dance styles. At HPAC we teach to the highly regarded Royal Academy of Dance (R.A.D.) syllabus- the largest and one of the highest standards in the world. All our classes are set within a friendly, supportive and energetic environment – and within one of the region's finest facilities. Our superbly equipped, spacious and inspirational complex features four purpose built studios with sprung flooring and specialty overlay. We are situated in an accessible but quiet South Coffs Harbour location. We recognise that children's activities present unique challenges for parents and families. At HPAC, we strive to deliver excellent value for money tuition, effective communication and professional organisation. We'd like to extend a very warm welcome to ALL new and continuing students and their families. Please note that the following is a guide to your class options only. Your choice of classes should be made in consultation with the Principal. Please note: **Students enrolled at HPAC cannot take classes or perform with any other Dance School or Pilates Studio without permission from the Principal. This includes workshops**

## CLASSES

### **Two and a half years to five years**

May enrol in Our Ready Set Dance pre school program classes and are able to perform in our end-of -year concerts.

**Five Years and Over** may elect to take any combination of dance styles (specific classes vary according to age and level of progress). These students may take part in competitions depending on the class, have the option to take part in ballet and tap exams, and are able to perform in our end-of -year concerts.

**Classical Ballet** is a technical form of dance, but it is also an especially musical and expressive dance style! Physically, ballet helps to develop strength and fitness, flexibility, body awareness and co-ordination. Classical ballet is also known for the self discipline, self-confidence and appreciation of the Arts. We strongly encourage all students to consider taking classical ballet, as it provides the technical foundation for other dance styles. It is also a pre-requisite for some performance opportunities at HPAC. We are committed to the Royal Academy of Dance (R.A.D.) syllabus – a graded, carefully structured programme of the highest standard. The R.A.D. is the world's largest classical examining/training body and the R.A.D. syllabus includes ballet, free movement and character dance.

**Groups Classical/Lyrical** is an additional class devoted to the teaching of team-based ballet and modern expressive performance routines for eisteddfods and community displays. Performance work helps students develop confidence, team spirit, commitment, and leadership qualities, and is a particularly inspirational component of a dance education. This class will also benefit both class work and examination preparation. To be eligible, students must be willing and able to meet the additional performance commitments and possess the required technical foundation which includes attending at least two Ballet classes per week. Students are expected to dance at both Coffs Harbour eisteddfod on the June long week end and the Port Macquarie eisteddfod in the September school holidays.

**Jazz** derives inspiration from popular culture. This style of dance is often seen in music video clips, and contains elements of street dance, hip-hop, salsa and musical theatre. Jazz classes include a jazz work out and performance work, which may be entered in eisteddfods or performed community events. These classes are open to all students whether they wish to take ballet classes or not and are structured accordingly. We strongly recommend that all students consider taking a ballet class.



**Contemporary dance** has balletic underpinnings but represents a relaxation of the structures of classical dance. At HPAC we teach the foundation of Martha Graham technique, which has the ability to strengthen and stretch students with heightened body awareness therefore we offer contemporary to students from Grade 2 upwards only.

**Tap** is a great workout! It's fabulous for fitness, co-ordination and rhythmic awareness – and it's loads of fun. At HPAC we teach the Glenn Wood syllabus and offer classes from three years of age. Students will be working on an eisteddfod/concert dance as well as exam work according to their age and ability and readiness to perform.

**Hip Hop** also known as Street Dance includes 'breaking', 'locking', and 'popping' which were developed in the 1970's in America. It is primarily danced to Hip Hop music and can contain lots of improvisation known as 'freestyle'.

**Musical Theatre** is a theatrical performance class that combines songs, spoken dialogue, acting, and dancing. Our classes include a warm up, learning voice control, and learning works from musicals to be performed at eisteddfods and our end-of-year concert.

**Drama** is great for self confidence and expression. The term 'Drama' comes from the Greek word meaning 'action'. This is an action packed class with a warm up and plenty of innovative pieces for the creative students as well as some improvisation exercises.

**Pilates, Flexibility and Conditioning** are complementary classes to our dance classes they help young dancer gain strength and flexibility in their growing bodies. They lead to greater awareness of the correct use of muscles while dancing and help injury prevention.



## **Pre-School Program 'Ready, Set, Dance'**

Our Pre-School Classes are designed to engage students at every level. The classes start with a warm up and progress into coordination, musical appreciation and the beginning of ballet, Jazz, tap and Hip Hop technique all wrapped up in a fun and interactive class with use of props and percussion instruments. They are creative and fun filled a fantastic introduction to the world of dance.

### **Ready Set Ballet 2.5 – 5 years**

Depending on the age and confidence of your little one parents can sit in on the class. We usually suggest this until your child is comfortable with their surroundings and their teacher at which time you can start to wait in our foyer area and leave the studio so that your child can concentrate on their dancing and building their trust teacher - student. These classes are fun filled half an hour class where our youngest students discover coordination, balance, gross motor skills and fine motor skills.

### **Ready Set Dance from 2.5—5 years**

The Ready Set Dance classes are upbeat and energetic, they teach all the same fundamental elements as our ballet classes but use the Jazz, Tap and Hip Hop dance technique as a basis for a high energy fun filled class. The music used for these classes is age appropriate. Many of our students choose to take both Ready Set Ballet and Ready set Dance.

## **Primary level classes**

### **Primary Ballet for 5 and 6 years.**

Primary Ballet continues to develop the classical ballet technique using the RAD syllabus. The use of up to date inspiring music as well as the much loved classical ballet music appeals to children who develop musical awareness at this stage. The classes are fun and interactive. Learning a choreographed dance and taking part in an RAD Class Award is also possible at this level.

### **Primary Jazz for 5 and 6 years**

The Primary Jazz classes are upbeat and energetic, they teach all the same fundamental elements as our Pre School Jazz program and continue to build on a sound Jazz dance technique. This is a high energy fun filled class. The music used for these classes is age appropriate. Many of our students choose to take both Primary Ballet and Primary Jazz.

### **Level 2 Tap**

The Level 2 Tap class is the progression from the Ready Set Dance class and offers the continuation of learning tap following the Glenn Wood Tap syllabus. It is complimentary to ballet and Jazz and is great for musical awareness and dancing in time with the music.

# Harbour Performing Arts Centre Uniform Information

Good grooming is an important part of the discipline of dance training. Please read through our uniform requirements carefully. Try to come to all classes neatly groomed and in the correct uniform, girls hair is to be pulled off the face as much as possible, preferably into a bun. Our uniforms can be purchased from [Dancewear@HPAC](mailto:Dancewear@HPAC), our shop in the school foyer. The shop will be open Monday to Friday afternoon from 3.30pm until 6.00pm and on Saturday mornings from 9am until 12pm. We can order any items of dancewear that you might need. Please make sure that you buy well-fitting leotards and shoes. The budget shoes that are now available at some retail stores like Kmart, Aldi and Target are not fitted correctly. We also have a large amount of second-hand dance shoes in very good condition .

## **Ready, Set, Dance Uniforms**

I will order these dresses on a term basis so that we can always have stock for you.

### **BALLET Uniforms**

#### **Primary- (ages 6)**

Sleeveless, gather front, pale pink leotard with matching Georgette or chiffon full skirt, pink soft ballet shoes with elastic, pink ankle socks. A matching crossover may be worn in winter. Hair is to be pulled off the face as much as possible, preferably into a bun.

#### **Grades one to two: Girls**

As above, but with no skirt. Please note a character uniform is required for class work and exams. See character uniform below.

#### **Grades three to five.**

Sleeveless gather front, deep pink, berry leotard. Pink soft ballet shoes with ribbons (elastic for class), theatrical pink ballet tights or ankle socks and character uniform.

**Boys:** White bonds T-shirt, black shorts, bike pants or tights. White socks and white leather shoes with elastic.

### **Vocational Graded classes**

Sleeveless or camisole black cotton, lycra or equivalent leotard (single strapped styles only please - Some new styles are not suitable for RAD exams). Demi-pointes (from Intermediate) with nylon ribbons, pink ballet tights and Pointe shoes.

### **Character Uniform Grade 1 to 5.**

Black cotton full circular skirt on a waist band. Skirt must be mid-calf length and trimmed with braiding and ribbons. Please ask Miss Francesca. Black canvas character shoes with pink elastic, Cuban heels may be worn from Grade three.

**Boys:** Black canvas lace up character shoes.

### **JAZZ Uniforms**

If your Jazz class coincides with your ballet class then the only extra uniform requirements are your black Jazz shoes. Alternatively, you may wear the Jazz uniform.

## **Jazz/Contemporary**

Sleeveless gather front black cotton, lycra or equivalent leotard. Black Jazz shoes, tan matt stockings or tan ankle socks. You need bare feet for contemporary.

**Boys:** Black T-shirt, black shorts or pants, black socks and black Jazz shoes.

## **Tap**

As above for Jazz but with light tan coloured tap shoes for girls up to 12 years and black tap shoes for girls over 13 years. **Boys:** Black tap shoes.

## **Hip Hop**

Black shorts, leggings or loose fitting pants, a black leotard, HPAC singlet or loose fitting T-shirt. CLEAN black canvas rubber soled shoes to be reserved and worn in the studio only. No street shoes.

## **Drama/Musical Theatre**

If your Drama or Musical Theatre class coincides with another of your classes there is no need to change your uniform. If you are just attending drama, then comfortable cloths such as black legging and a t-shirt are all you will need. Musical theatre require Jazz or ballet shoes.



**Tiny Twinkle Toes to Primary Ballet uniform.**



**Grade 1 and 2 Ballet uniform**



**Grade 3, 4 and 5 Ballet uniform**



**Vocational Graded Ballet uniform**

### **COSTUME FUND DONATION.**

We do not charge fees for group/class costume hire or purchase but are introducing a charge to help us cover these costs. We have found over the last two years that we can no longer sustain the purchase of costumes through fund raising and sewing bees. In term 2 every invoice will include a \$60.00 charge, 'Costume Fund Donation', this will be deposited directly into the costume fund account for use solely on costumes.

### **Costumes for Solos**

The costume fund has purchased a large selection of Tutus and Costumes. Solo costumes for hire can be arranged through the school by talking to your teacher and arranging a costume fitting in your private lesson time.

### **Banking Details for Fees**

Westpac BSB: 032576                    Account:258043

Please use your student name and number as a reference.

### **Costume Fund new BSB**

BCU: BSB 533-000 Account 221426 This account should only be used for costume hire and second hand shoe purchase of donated shoes.

### **YEARLY REGISTRATION FEE**

Junior is Tiny Tots to Grade Five \$40.00 Senior is Intermediate Foundation and above \$50.00

Family discount on enrolment fee: Enrolment fees will not exceed \$120.00 per family.

### **TERM TUITION Fees 2025**

All 30-minute classes will be \$110.00 per term.

All 45-minute classes will be \$135.00 per term.

All 60-minute classes will be \$160.00 per term.

Private Tuition 30 min. private tuition will be \$40.00 per class.

### **Subsidised Classes**

Group Classical/Modern-45 minutes are \$100.00

Group Classical 30minutes are \$90.00

Group Modern 30 minutes are \$90.00

Tap Group classes-30 minutes are \$90.00

Open Age Cabaret/Theatrical- 45minutes \$100.00.

### **FAMILY and CLASS DISCOUNTS**

Multi-class discounts on Term Fees

3 classes per week 5 % from total fees

4 classes per week 10 % from total fees

5 classes per week 10 % from total fees

6 or more classes per week 15% from total fees

Family discount 2 or more children 5 % from total fees

Please note that private lesson fees do not attract a discount.

There are no discounts on fees paid on a weekly basis.

## HPAC Student Code of Conduct:

- For all students to be aware of the HPAC Student Code of Conduct Policy as set out by the Principal.
- To abide by the HPAC Student Code of Conduct at all times including listening without interruption and to not be disruptive during class time.
- To act in a manner that is respectful and courteous to all.
- Treat others how you would like to be treated.
- To not deliberately exclude other students during class teaching times.
- To not ridicule or laugh at another student or their dancing skills.
- Be helpful and generous by supporting other student learning
- To not bully, harass or intimidate any other student
- To not post messages on Face Book, Instagram, E-mail, You Tube or other associated social media of a derogative nature in regards to any student, teachers or dancing discipline or any other matter related to HPAC
- Never threaten by way of physical violence another student or teacher
- Students who do not follow the rules set out in the HPAC code of conduct may have their enrolment cancelled for the greater good of the HPAC dance community.

Please note: Knowledge and understanding will vary in accordance to age range and maturity of each individual student. It is therefore recommended that all parents discuss the code of conduct with their children/family to ensure the best possible understanding and knowledge of behavioural expectations in compliance with the policy as set out in this document.

## IMPORTANT DATES 2025

**Term 1:** Monday 3rd February - Saturday 12th April  
**Term 2:** Monday 28th April - Saturday 5th July  
**Term 3:** Monday 21st July- Thursday 25th September  
**Term 4:** Monday 13th October- Sunday 14th December

- **Grafton Eisteddfod: Solos** From Saturday 12th of April - Monday 21st April.  
Entries usually close 1st March 2025
- **Taree Eisteddfod Groups only for 14 years and Open Age Groups** May 9th-11th 2025 - 14yrs and Open Age only. TBC
- **Coffs Harbour Eisteddfod Groups all ages: 7th –9th June.**  
**13th to 21st June, Solos and Championships**
- **Kempsey Eisteddfod: Solos are in the July school holidays.** TBC
- **Port Macquarie Eisteddfod (All ages from 7 & 8 Years upwards)**  
Groups: Friday 26th – Sunday 28th September TBC  
Solos 29th September – Sunday 11th October TBC
- **Compulsory End of Year Concerts Rehearsals**

### **Ballet Dress Rehearsal and Junior Presentation**

Saturday 29th November: Tiny Twinkle Toes to Primary

### **Compulsory Ballet Dress Rehearsal**

Sunday 30th November: Grade 1 and above.

## CONCERT DATES

Ballet Concerts Saturday 13th December.

Variety Concerts Sunday 14th December.