

FINANCIAL SUPPORT & REIMBURSEMENT GUIDELINES



SWINDON DANCE

CENTRE FOR ADVANCED TRAINING

SWINDON STREET DANCE PROGRAMME

2023-24

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TRAVEL REIMBURSEMENTS

INFORMATION

Travel is only reimbursed for students living outside of Swindon. Students are only entitled to reimbursement of journeys to CAT weekend training days, intensives, performances with CAT and to the CAT enhancement classes, to a maximum of £40.00 per week. Travel to other enhancement classes in a student's home area and travel to watch performances is not covered.

WHEN...

Reimbursements for travel will be made at the end of each 5 week term, including travel to an intensive where the intensive falls within that term.

TRAVELLING BY TRAIN...

Students travelling by train aged 16 and over will be reimbursed the train fare at the cost of a journey with a young person's railcard. Reimbursement for the cost of a young person's railcard can only be claimed up to the end of April. Train fares can only be reimbursed if proof of payment (e.g. tickets or receipts) have been received by the Assistant Manager



TRAVELLING BY CAR...

Car travel is paid as mileage for one return journey from the student's home address to Swindon Dance (or performance venue) at 0.30pence per mile. Mileage is claimed on receipt of a list of all car journeys made that term by the Parent/Guardian when requested by the Assistant Manager.

ENHANCEMENT CLASSES

Extra enhancement classes/training will be discussed and agreed with a CAT staff member, student and their parents/guardians by email or in a 1:1 meeting during the autumn term. This enrichment class plan will form part of the student's Individual Training Plan (ITP).

Students are encouraged to find suitable classes to attend in their local area to provide ongoing technical development. The CAT may suggest students attend classes in London if they are unable to find appropriate classes in their local area. CAT students are encouraged to attend all extra opportunities that arise. Information about classes and workshops will be sent by the CAT team.

The CAT will reimburse the cost of up to three classes per week, including the CAT enhancement classes, to a maximum cost of £75.00 per term based on six terms per year September to July.

Only classes that have been agreed in advance with a CAT staff member and support the student's required training as laid out in their ITP will be reimbursed.

Claims for enhancement classes should be made within the term the classes take place. Late claims will not be paid. Proof of payment must be provided, specifying the classes attended and show that payment has been made.



PERFORMANCES & BATTLES

WORKSHOPS & Entering BATTLES and COMPETITIONS

The CAT encourages students to attend performances, competitions as spectators and take part in workshops/battles by dance pioneers to help maximise their understanding of the dance world, to inspire, develop their skill, creativity and help inform them of future career choices.

When agreed in advance with a CAT staff member the CAT will reimburse a maximum of 5 Performance/spectator tickets per year (for students only) and 5 workshops/battles per year to a maximum contribution of £15.00 per ticket .

Students aged 13 and under can apply to the CAT Assistant Manager for the cost of a chaperone ticket for performances and events.

Travel reimbursement to performances/competitions will be decided on a one to one basis by the Student Liaison or Assistant Manager.



UNIFORM



HOODIES

All new students will get a free CAT Hoodie at the start of the year. All returning students will have the option to buy a new hoodie at the start of the year. Information on this will be sent round at the start of the year.

DANCEWEAR

It is important dancers on the CAT wear suitable dancewear for their training sessions, further details and a full uniform list can be found in the CAT handbook. The CAT selects dancewear suitable for Street Dance training and will provide the following items which will be available by the start of Term 2:

- 1 x t-shirt
- 1 x dance trousers/bottoms
- 1 x pair of performance trainers
- 1 x knee pads (in first year)

The Student Liaison will collect the students' clothing & shoes sizes at the start of term in September.



AUDITIONS & OPEN DAYS

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Auditioning students and their parents/guardians are encouraged, during school year 12/13, to attend open days at vocational schools and conservatoires to aid the decision making process about future training. The Student Liaison or Core Tutor of the programme will support the student through the auditioning process and offer guidance about schools.

When agreed in advance with the Assistant Manager, students are entitled to reimbursement for travel to a maximum of 3 open days, fees for 3 auditions and travel to 3 auditions.

Travel to open days and auditions can be reimbursed up to £100 per return journey. Travel to auditions is only made for the student. The cost for overnight accommodation cannot be reimbursed.

Car travel is paid at the equivalent of one return journey from the student's home address to the venue at 0.30pence per mile. Travel by public transport will be reimbursed on receipt of a ticket/receipt, and rail travel will be reimbursed at the price of the journey with a young person's rail card.

IMPORTANT INFO & REIMBURSEMENT DEADLINES

IMPORTANT NOTICES

Reimbursements are only made on receipt of proof of payment to the Assistant Manager (N.B. an invoice is not proof of payment).

The CAT will NOT be able to reimburse any claims for uniform after term 2, any travel or enhancement claims after the deadline or open days/Auditions received after the term it refers to.

All reimbursements are made via electronic transfer. Parents/guardians are required to forward bank details to the Swindon Dance CAT Finance Officer for this purpose. Returning students parents need only provide bank details if those previously provided have changed.



ACTION REQUIRED

Prior to submission of first reimbursement claim please email bank details to our finance officer claire.kent@swindondance.org.uk.

Please remember to include the following:

Students name:

Programme: SCP, SSDP, ECP, SBP

Account Holders Name:

Account Number:

Sort Code:

TRAVEL & ENHANCEMENT CLASSES REIMBURSEMENT DEADLINES

Term 1 – Sept-Oct 2023

DEADLINE 1: 30th October 2023

Term 2 – Oct Intensive + Nov-Dec 2023

DEADLINE 2: 31st December 2023

Term 3 – Jan-Feb 2024 + Feb Intensive

DEADLINE 3: 18th February 2024

Term 4 – Feb-March 2024 + April Intensive

DEADLINE 4: 14th April 2024

Term 5 – April-May 2024

DEADLINE 5: 2nd June 2024

Term 6 – June-July 2024 + CAT Showcase

DEADLINE 6: 14th July 2024