

Handbook - Adults

2026



MELBOURNE
INSTITUTE OF
≡ DANCE ≡



Melbourne Institute of Dance

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1.0 Mission Statement

We nurture each student's passion for dance—one step at a time!

Melbourne Institute of Dance offers classical ballet and contemporary dance training for students from the age of three. Whether pursuing a career in dance or exploring movement for personal expression, our dedicated team provides the knowledge and support to help every dancer achieve their full potential.

Our training is grounded in the Russian (Vaganova) method, enriched with current industry practice, and tailored to meet the needs of Australian dancers today. This strong foundation equips students to excel nationally and internationally.

Contemporary Dance training is also a core element of our program. We recognise the evolving artistic landscape and ensure students benefit from the depth of our professional experience.

MloD strives to set the standard for dance education in Australia through excellence in teaching and a commitment to student growth.

1.1 Values

At MloD, we value:

- **Excellence:** Upholding the highest standards in dance education and inspiring every student to achieve their best.
- **Inclusivity:** Creating an environment where adults of all backgrounds, abilities, and experiences feel supported and valued.
- **Respect:** Treating everyone with kindness and professionalism.
- **Creativity:** Encouraging individuality and artistic expression.
- **Commitment:** Promoting discipline, consistency, and perseverance.
- **Community:** Building strong, supportive connections within and beyond the studio.

1.2 Statement of Commitment to Child Safety

Melbourne Institute of Dance is committed to providing a safe, inclusive, and nurturing environment for all children and young people, including Aboriginal and Torres Strait Islanders. We prioritise their wellbeing, protection, and right to participate in dance free from harm or abuse.



Every person (including but not limited to staff members, teachers, and volunteers) is responsible for upholding this commitment and ensuring that child safety—including cultural safety—is ingrained in our culture, decision-making, and daily practice.

Melbourne Institute of Dance is committed to providing a safe, inclusive, and nurturing environment for all children and young people. We prioritize their wellbeing, protection, and right to participate in dance free from harm or abuse.

Every person (including but not limited to), staff member, teacher, and volunteer is responsible for upholding this commitment and ensuring child safety is ingrained in our culture, decision-making, and daily practice.

1.3 Commitment to Wellbeing and Safety

MloD is committed to providing a safe, respectful, and inclusive environment for all adult students, including Aboriginal and Torres Strait Islanders. We prioritise physical and emotional wellbeing, ensuring that all classes are conducted professionally and with care. Our teachers uphold high standards of respect, appropriate boundaries, and professionalism at all times.

1.4 Shared Spaces

MloD is a shared learning environment. Adult classes may run concurrently with Children's classes, and students may share foyers, corridors, waiting areas, and changing rooms.

Students must:

- Behave respectfully and appropriately in these shared areas
- Be mindful of MloD's child safety expectations and professional boundaries
- Avoid unnecessary interaction with children unless directed or supervised by MloD staff
- Respect the privacy and personal space of all students, regardless of age
- Follow staff instructions to ensure safety and comfort for everyone
- All students must be mindful of MloD's child safety expectations in shared or mixed-age learning environments

1.5 Terminology Used

In this handbook, Melbourne Institute of Dance may also be referred to as "MloD."



The term “you” refers to the adult student.

1.6 About this Handbook

This handbook provides a summary of key expectations for adult students enrolled at Melbourne Institute of Dance. It is designed to offer practical guidance on conduct, presentation, participation, and safety within the studio environment.

The full Terms and Conditions, Policies and Procedures, and Code of Conduct are available on our website at www.melbourneinstituteofdance.com/policies. These documents are the legally binding versions that govern enrolment and ongoing participation.

This handbook applies to all adult-level students enrolled in classes or programs at MIoD.

Students under the age of 18 are legally minors and must have a parent or guardian co-sign their enrolment form. While students aged 16 and over participate in adult classes, they continue to be protected under MIoD’s Child Safety Policies and are expected to follow both the Adult Code of Conduct and the Children’s Policies and Procedures where applicable.

2.0 Method and Curriculum

We are committed to providing adult students with the highest standard of dance education. Our curriculum blends classical ballet training, contemporary dance techniques, and complementary styles to develop well-rounded dancers with technical precision, musicality, and artistry. Each element is carefully introduced at the appropriate stage of training to ensure safe, progressive development.

2.1 Classical Ballet

Our Classical Ballet classes are based on the Russian method (Vaganova). Developed over 100 years ago by Agrippina Vaganova, this methodical training system continues to evolve and is recognised as one of the most respected methodologies in the world.

Training in the Vaganova method develops strength, flexibility, control, and musicality through a holistic, full-body approach. It emphasizes the expressive use of the arms and upper body. This system is the preferred training method of many leading ballet companies and schools worldwide, producing technically skilled and artistically expressive dancers.



2.2 Contemporary Dance

Our Contemporary Dance classes draw on techniques developed by Martha Graham, Merce Cunningham, Lester Horton, and the Alexander Technique. These foundations are then blended with current dance trends. Students learn movement rules before exploring, adapting, blending, and extending them. This builds a broader vocabulary of movement, quality, and artistry.

Because of its complexity, Contemporary Dance should be taken in conjunction with Classical Ballet. We recommend at least one year of prior ballet training to ensure a strong technical foundation.

2.3 Character Dance

Designed to explore different cultures, Character Dance is a specific subdivision of Classical Ballet. It is the stylised representation of traditional folk or national dances, mostly from European countries, and incorporates movements and music adapted for the theatre.

Character Dance is integral to most Classical Ballet repertoire and can be seen in all of the great full-length ballets. Usually danced in heeled shoes, these classes begin at the barre, similar to a Ballet class, and conclude in the centre where traditional dances are learned.

We recommend at least one year of prior ballet experience or completing our Beginner Ballet Program before enrolling.

3.0 Adult Ballet Class Levels and Programs

Our Adult's Program offers four categories of classes for dancers aged over 16 years. All classes are based on ability. If you have not danced before, we recommend starting with Beginner Ballet. If you have previous experience, you are welcome to join our higher-level Classical Ballet or Contemporary Dance classes.

You may drop in to any class; however, we ask that you book each class via our website: <https://www.melbourneinstituteofdance.com/book>.

You are free to create your own schedule, as we understand adults lead busy lives. To get the most from your training, we encourage attending classes regularly to build consistency and confidence.



3.1 Beginner Ballet Level 1 - In the Studio

Designed for dancers starting out or returning to dance, these *Back to Basic* classes provide the opportunity to take those first steps while gradually building confidence and coordination. Students work on the fundamental aspects of a ballet class, with each element broken down in a supportive and enjoyable environment.

Most adult students who have not learnt ballet before should begin here. Each term revisits the basics of posture and alignment, progressing slowly through new foundational elements each week. Every class introduces fresh exercises, with the teacher demonstrating each one in detail to ensure understanding and proper technique.

3.2 Ballet Levels 1 & 1.5 - In the Studio

Designed to build solid foundations for adults, this class gradually introduces the basic elements of a full ballet class. To gain the most from this program, we recommend starting at the beginning of the term when classes return to the fundamentals. Each week builds on the previous one, so by the end of the term students will have completed a basic yet complete ballet class.

Students may join at any time during the term, as new exercises are introduced each class and demonstrated in full by the teacher. The Level 1.5 class continues where Level 1 concludes, introducing turning, jumping, and connecting steps, with one or two concepts explored per exercise.

3.3 Ballet Level 2 - In the Studio or Online

Designed for dancers who feel confident with our Beginner and Level 1 classes, this program introduces new steps and more intricate combinations. Classes are taught methodically, allowing students to refine both technique and artistry. Each class incorporates all aspects of a modern full ballet class. We recommend a solid understanding of Beginner and Level 1 before booking.

3.4 Open Ballet Level 3 - In the Studio

Designed to further develop technique and artistry, these classes offer new and varied combinations each week and require a strong knowledge of ballet. We recommend at least one year of prior experience or completing our Beginner Ballet Program before booking.



3.5 Beginner Contemporary Dance Level 1 - In the Studio

Designed to expand the way you move, Contemporary Dance draws on a range of styles to get you moving in ways you may never have imagined. These one-hour classes build gradually in pace, starting on the floor, developing to standing work, and finishing with dynamic movements through space. We recommend at least one year of prior experience or completing our Beginner Ballet Program before booking.

3.6 Advanced Contemporary Dance Levels 2 & 3 - In the Studio

Designed to expand the way you move, Contemporary Dance draws on a range of styles, challenging dancers to move in ways they may never have imagined. We recommend at least two years of prior experience or completing our Ballet Program Level 2 before booking.

These one-hour classes challenge both movement and expression. They begin on the floor with rolling, melding, and twisting sequences, then develop into expansive travelling phrases and airborne combinations.

3.7 Character Dance Workshops Levels 1 & 2 - In the Studio

Designed to explore different cultures, Character Dance is a distinctive subdivision of Classical Ballet. It represents traditional folk and national dances, primarily from European countries, using movements and music adapted for the theatre. Character Dance is integral to most classical ballet repertoire and can be seen in many of the great full-length ballets.

Usually danced in heeled shoes, these classes begin at the barre, similar to a ballet class, and progress to centre work where traditional dances are learned. We recommend at least one year of prior ballet experience or completing our Beginner Ballet Program before booking.

3.8 Private Lessons or Small Group Lessons

These classes can be scheduled throughout the year, subject to availability, and tailored to meet each student's individual needs. Focus areas may include:

- Technique and artistry coaching.
- Injury rehabilitation and prevention.
- Additional assessment preparation.
- Learning a solo



4.0 Classroom Expectations

Classroom expectations are designed to create a respectful, focused, and productive learning environment for all students.

4.1 Protocol and Etiquette

Ballet and dance have long-standing traditions of respect and good manners. Following studio etiquette helps create a calm, safe, and positive experience for all students.

4.2 Punctuality and Late Arrivals

Students must arrive on time to ensure proper preparation. Please do not enter the studio early if another class is still in session, and wait quietly until the previous group has exited. Late arrivals disrupt the class, break focus, and prevent a safe warm-up.

If you arrive after class has begun, please enter between exercises (not while music is playing), apologise to the teacher, and join only once you have completed your warm-up. If you are significantly late, the teacher may require you to observe rather than participate.

4.3 Attendance and Absences

As ballet and dance are taught in groups, consistent weekly class attendance is recommended, but not mandatory, as adult group classes are offered on a drop-in basis, to allow for busy lifestyles.

Bookings are required via the website for all adult classes.

Group booked classes require 24 hours' cancellation notice. If you cannot attend, please email melbourneinstituteofdance@gmail.com.

4.4 Illness or Injury

Students with any infectious illness must remain at home and not attend class.

If a student has an injury or non-contagious illness but can still participate, please inform the teacher before class or email melbourneinstituteofdance@gmail.com.



5.0 Presentation and Grooming

Students are expected to arrive for class well-groomed and appropriately dressed. Proper grooming supports confidence, promotes a healthy body image, and ensures safety in movement. Students must also maintain good personal hygiene for the comfort of all.

5.1 Ballet Attire

We recommend comfortable activewear.

If you prefer a more traditional option:

- **Ladies:** Leotard in any solid colour. Tights in ballet pink, black, or other neutral tones.
- **Men:** Fitted T-shirt or singlet and dance tights.
- **Warm-up wear:** An activewear-style tracksuit.
- Official MloD merchandise (optional) is available for purchase at:
<https://melbourneinstituteofdance.deco-apparel.com/>

Recommended Footwear:

Ballet or dance shoes should **not** be worn outdoors, as this can damage the footwear, transfer dirt onto the studio floor, and increase the risk of injury.

Ladies / Men:

Canvas flat split-sole ballet flats

Colour for women: Pink or tan

Colour for men: Black, white, or tan

Contemporary Dance: Bare feet, socks, or dance foot thongs

5.2 Hair

We recommend long hair be worn in a bun, so it stays out of the face and eyes. This will make pirouettes easier. Instruction sheets are available upon request.

5.3 Water Bottles and Food Policy

Only water bottles are permitted in the studio. Each should be labelled with the student's full name. Food is not permitted in the studio.



6.0 Personal Belongings and Lost Property

Please bring all personal belongings into the studio and place them neatly at the sides of the room. Do not leave any items in the change room area.

All lost property will be kept in a designated area for one term. If you believe you have misplaced an item, please email melbourneinstituteofdance@gmail.com with a description, and staff will check the lost property collection. At the end of each term, any unclaimed items will be donated to charity or disposed of appropriately.

MloD is not responsible for lost, stolen, or unclaimed property.



7.0 Terms and Conditions

Last Updated: November 2025

Next Review: November 2027

These Terms and Conditions apply to all students enrolled in adult programs at Melbourne Institute of Dance (MloD). By enrolling in any MloD class, workshop, rehearsal, performance, online session or related activity, the student confirms that they have read and agreed to be bound by the Terms and Conditions outlined below, as well as MloD's Policies and Procedures and Code of Conduct.

These Terms, in conjunction with MloD's Policies and Procedures and Code of Conduct, form a legally binding agreement between MloD and the student, parent or guardian.

It must be read in conjunction with MloD's full legal versions of the Policies and Procedures and Code of Conduct (available on the MloD website).

MloD may accept, decline, or discontinue a student's enrolment at its discretion where necessary for safety, wellbeing, or operational reasons. All decisions will be made in the best interests of the student and the broader MloD community.

Eligibility and Age Requirements

The Adult Program is open to students aged 16 and above. Students aged 16 or 17 are legally classified as minors in the State of Victoria and require their parent or legal guardian to enrol them.

Shared Spaces

MloD conducts both adult and children's programs concurrently. As part of normal studio operations, students may share common spaces (e.g., reception areas, changing rooms, and studio corridors) with children. All students are expected to act in accordance with MloD's Child Safety Policies and to display respectful and appropriate conduct at all times in mixed-age environments.

7.1 Payment and Enrolment

Payment must be made in full before attending class. Payment may be made by credit card, cash, or direct bank transfer. Students may be refused entry to class if payment has not been finalised.

Enrolment is accepted at the discretion of MloD. The School Director may decline or cancel an enrolment, cancel or reschedule classes, refuse entry to any class, or change a teacher at any time. Reasonable notice will be provided where practicable.



7.2 Cancellations, Refunds, and Credits

MloD does not offer refunds for missed classes, change of mind, or withdrawal after enrolment. Where MloD cancels a class or course and cannot offer a reasonable alternative, a credit or refund will be provided in accordance with the Australian Consumer Law (ACL). Nothing in these Terms limits your rights under the ACL.

7.3 Risk, Health, and Responsibility

Dance is a physical activity and involves inherent risks. Students must be medically fit to participate and are responsible for following the teacher's instructions and exercising due care and caution at all times. MloD takes reasonable steps to provide a safe environment but accepts no responsibility for injuries resulting from non-compliance with instructions or unsafe conduct.

Students :

- Acknowledge that they are participating in dance classes at MloD at their own risk.
- Will not hold MloD or its teacher liable for any injury or any consequence of any injury sustained while at MloD
- Take full responsibility for their injury.

For online or remote classes, students must ensure a clear, safe space and wear suitable footwear. Devices must be placed securely to allow the teacher to view movements for safety guidance. MloD is not responsible for injuries resulting from unsafe home environments.

Students must disclose any relevant injuries or medical conditions before participating and seek medical advice as necessary. In an emergency, MloD may arrange first aid or contact emergency services; related costs remain the participant's responsibility.

Shared Spaces with Children

MloD conducts both children's and adult-level programs concurrently. Students may share common areas such as foyers, corridors, changing rooms and studios. Adults must not approach or engage with children unless under teacher supervision and in accordance with MloD's Child Safety Policies.

All students are expected to behave respectfully and appropriately in shared spaces at all times.



7.4 Illness and Attendance

Students must not attend class if unwell or displaying symptoms of a potentially infectious illness. MloD may require a student to leave class or stay home if illness is suspected for the safety and wellbeing of others.

7.5 Educational Aids (Video/Photo for Teaching)

MloD may use limited video or photography during class for teaching purposes. These materials are used exclusively for student feedback and will not be published unless permitted under 7.7 Image Use and Publication (Consent-Based).

7.6 Photography and Recording (In Class)

Filming or photography by students, parents, or visitors during class is not permitted.

After class, and with the teacher's permission, limited photos or short clips may be taken, provided no other students are captured without consent.

7.7 Image Use and Publication (Consent-Based)

With consent, MloD may use authorised photographs or videos for promotional, educational, or community purposes. This may include, but is not limited to, publication on the MloD website, social media channels, print materials, or internal studio displays.

Consent applies to both individual and group images. To protect privacy, images will generally be used without names unless additional permission is provided.

All use of images, video, or audio featuring consenting participants is royalty-free and non-compensable.

Consent may be withdrawn at any time by emailing melbourneinstituteofdance@gmail.com. Withdrawal applies to future use only. MloD will take reasonable steps to remove images within its control; however, it cannot guarantee the removal of printed or third-party-shared content.



Students who do not consent will be supported in avoiding capture during authorised photography or filming. Image-use limitations may impact participation in public performances, as well as related media classes and events.

7.8 Communication and Details Update

Students, parents and guardians consent to receive notices and communications electronically (email). For urgent changes (e.g. less than 24 hours' notice), MloD may contact families by email, phone, or SMS. Notices delivered electronically will be deemed to be in writing.

Parents and guardians must ensure MloD has current and accurate contact, medical, and emergency information at all times. Any updates must be provided in writing via email.

Updating Contact and Medical Information

Students, parents, and guardians must ensure MloD has current and accurate contact and medical information at all times. Any changes to personal details, emergency contacts, or medical information must be notified via email to melbourneinstituteofdance@gmail.com.

7.9 Personal Property

Personal belongings are brought at your own risk. MloD is not responsible for loss of, or damage to, personal property.

7.10 Behaviour and Conduct

All students must comply with MloD's Adult Code of Conduct and behave respectfully and safely at all times. MloD may suspend or cancel participation without refund where behaviour compromises safety, wellbeing, or studio integrity, or breaches these Terms and Conditions or MloD Policies and Procedures.

7.11 Amendments, Governing Law, and Acceptance

MloD may update these Terms and Conditions to reflect changes in safety, operational or legal requirements. The most current version will be available on the MloD website.



The laws of the State of Victoria, Australia, govern these Terms and Conditions.

By enrolling or participating in any MloD class, the parent or guardian accepts these Terms and Conditions as legally binding.



8.0 Policies and Procedures

Summary of the Full Legal Document

Last Updated: November 2025

Next Review: November 2027

The Policy and Procedures form part of the legally binding agreement between each student, parent or guardian, and Melbourne Institute of Dance (MloD). This is a summary of that document. The full document can be found on the MloD website.

<https://www.melbourneinstituteofdance.com/policies>

The Policies and Procedures (available on the MloD website), Code of Conduct and Terms and Conditions contained in this Handbook form a key part of the legally binding agreement between MloD and each student, parent, or guardian.

The purpose of this Policy and Procedure is to ensure that all students at Melbourne Institute of Dance (MloD) are safe, respected, and supported.

As a child-safe and inclusive school, MloD provides adult-level classes that may include students aged 16 and over. Students under 18 remain legally classified as minors and are protected by MloD's Child Safety Policies and the Victorian Child Safe Standards.

These Policies and Procedures apply to all students enrolled in adult programs at MloD. They outline the operational standards, expectations, and safeguards that ensure MloD provides a safe, respectful, and inclusive environment for all participants.

Together with MloD's Terms and Conditions and Code of Conduct, they form a key part of the legally binding agreement between MloD and each student, parent, or guardian.

8.1 Statement of Commitment to Child Safety

MloD is committed to the safety and wellbeing of all children and young people, including minors aged 16–17 who may attend adult classes.

Key expectations:

- Zero tolerance for child abuse
- Compliance with the Victorian Child Safe Standards
- Shared responsibility for maintaining a child-safe culture



8.2 Code of Conduct (Reference Only)

All adult students must comply with MloD's Code of Conduct.

- The full Code is available on the MloD website
- A summary appears in Section 9.0 of this Handbook

8.3 Professional Conduct and Physical Contact

Instructional physical contact may be used to teach alignment and prevent injury.

- Must be respectful, and explained beforehand
- Students may decline touch at any time
- Concerns may be raised with the teacher or the Director

8.4 Bullying and Harassment

MloD maintains a respectful, inclusive learning environment.

- Bullying or harassment is not tolerated
- Concerns should be reported to the teacher or Director
- All reports are handled sensitively and confidentially

8.5 Privacy and Data Protection

Personal information is collected and stored securely.

- Used only for legitimate educational or administrative purposes
- Photos or videos are used only with media consent

8.6 Complaints and Concerns

Concerns may be raised informally with a teacher or formally via email.



- MloD responds promptly and prioritises student safety
- All matters are handled respectfully and confidentially

8.7 Health, Safety, and Wellbeing

Students must be medically fit to participate and report any injuries.

- Safe dance practice is expected from all students
- Emergency procedures must be followed at each venue

8.8 Emergency Evacuation and Lockdown

Students must:

- Know the location of exits and assembly points
- Follow staff instructions during evacuations and drills
- If needed, stay inside and lock the doors

8.9 COVID-19 Safety Guidelines

Students must not attend if unwell.

- Positive COVID-19 cases must follow Victorian Government advice
- MloD maintains hygiene and ventilation practices



8.10 Social Media and Digital Communication

Students must uphold a respectful and professional online presence.

- Sharing choreography or images of others without consent is prohibited
- Media consent is required for any photography or filming

8.11 Online Safety and Communication Boundaries

Digital contact must be professional.

- Email is the primary communication method
- Staff must not privately message or follow students under 18
- All contact with minors must occur through a parent/guardian or approved supervised channel

8.12 Programming and Content (Music and Choreography)

Class and performance material must be age-appropriate and respectful.

- No explicit or suggestive content
- Material must align with MloD's values and student wellbeing

8.13 Artificial Intelligence (AI), Digital Image Generation, and Intellectual Property

Students must use Artificial Intelligence (AI) tools responsibly.

Reproducing, altering, or generating images or videos of yourself or others using AI, whether realistic, stylised, humorous, or exaggerated, is not permitted without explicit consent from all individuals depicted.

Students must not:

- Create AI-altered or AI-generated images or videos of other students or staff
- Use AI tools to reproduce choreography, class content, or studio materials



- Upload MloD images, videos, or branding into AI systems
- Use AI to copy, mimic, or simulate another person's likeness, voice, or movements
- AI use must always respect privacy, consent, intellectual property rights, and MloD's commitment to safety and professionalism.

Any misuse of AI may result in disciplinary action.

8.14 Recruitment and Screening (Child Safety)

All staff and volunteers must complete mandatory screening.

- WWCC, identity checks, qualification checks
- Engagement may not begin until screening is complete

8.15 Shared Studio Use

MloD runs children's and adult programs at the same time, meaning adults may share spaces such as studios, foyers, and changing areas with children.

All adult students must follow MloD's Child Safety Policies and help maintain a safe, respectful environment.

Key Guidelines:

- Always use appropriate language, attire, and behaviour.
- Do not engage in personal or physical interactions with anyone under 16.
- Only communicate with minors about class matters and in supervised settings.
- Never photograph or film children without staff approval and parental consent.
- Follow staff directions regarding child safety at all times.

Any breach of these expectations may result in disciplinary action or suspension of enrolment.

8.16 Teacher Training, Supervision, and Ongoing Compliance

Staff undertake ongoing training in professional conduct and child safety.



- Suitability and compliance are monitored continuously
- Non-compliance may result in removal from duties

8.17 Changes to Policies

MloD may revise policies as laws or safety requirements change.

- Updated versions are published online
- Continued enrolment indicates acceptance of changes



9.0 Code of Conduct

Last Updated: November 2025

Next Review: November 2027

The Code of Conduct forms part of the legally binding agreement between each student, parent or guardian, and Melbourne Institute of Dance (MloD).

It must be read in conjunction with MloD's full legal versions of the Policies and Procedures (available on the MloD website), and with the Terms and Conditions contained in this Handbook. These documents form MloD's complete legal and operational framework.

The purpose of this Code of Conduct is to ensure that all adult-level classes at MloD are conducted in a safe, respectful, and inclusive environment.

It sets out the behaviour expectations for adult students and clarifies the responsibilities of all participants in maintaining professional standards and protecting the wellbeing of others.

This Code applies to:

- All students enrolled in adult-level programs
- MloD teachers, assistants, guest instructors, and staff who supervise or interact with adult students
- All MloD-endorsed activities, including classes, rehearsals, performances, digital sessions, and events held onsite or at external venues

Students under the age of 18 remain legally classified as minors and continue to be protected under MloD's Child Safety Policies and relevant Victorian legislation. This Code of Conduct outlines the behaviour and responsibilities expected of adult students to ensure a respectful, safe, and inclusive learning environment.

9.1 Our Commitment to Children

MloD is a child-safe organisation. We believe every child has the right to:

- Feel safe and be safe
- Be treated with kindness and respect
- Participate in a welcoming and inclusive environment
- Speak up if something feels wrong or uncomfortable
- Have their concerns listened to and taken seriously



9.2 Behaviour Expectations for Students

Students are expected to:

- Treat others with kindness and respect
- Listen to their teacher and follow instructions that keep everyone safe
- Use safe dance practice
- Include others and help make sure no one feels left out
- Respect studio equipment and shared spaces

If a student sees behaviour that is unsafe or unkind, they should tell a teacher or trusted adult. MloD will respond respectfully and confidentially to keep everyone safe.

MloD will always respond to any concern about a child's safety, wellbeing, or behaviour, and take appropriate action in line with our Child Safety Policies.

9.3 Respectful Community Conduct

Students must:

- Bullying, harassment, or exclusion in any form will not be tolerated
- Students must respect the privacy, comfort, and boundaries of others
- Online behaviour that harms or disrupts the studio environment is not acceptable

9.4 Shared Space and Child Safety

Adult classes may run concurrently with children's classes, and students may share foyers, corridors, waiting areas, and changing rooms.

All adult participants must:

- Behave respectfully and appropriately in these shared areas
- Be mindful of MloD's child safety expectations and professional boundaries
- Avoid unnecessary interaction with children unless directed or supervised by MloD staff
- Respect the privacy and personal space of all students, regardless of age
- Follow staff instructions to ensure safety and comfort for everyone
- All adult participants must be mindful of MloD's child safety expectations in shared or mixed-age learning environments



9.5 Safe Physical Contact in Dance

As part of learning dance, teachers may occasionally provide physical guidance to help students develop safe technique, proper posture, and effective movement.

- Teachers will explain the purpose before touching
- Physical contact will only happen in an open and respectful way
- All touch must be professional, appropriate, and limited to what is necessary for instruction
- Students can say “no” at any time
- Touching private areas is strictly not allowed
- Students should tell a trusted adult if any physical touch makes them feel uncomfortable or uneasy.

9.6 Reporting Safety Concerns

If a student or parent has concerns about behaviour that breaches this Code or compromises safety, they should speak to a teacher or contact the School Director at melbourneinstituteofdance@gmail.com.

All concerns will be handled respectfully, seriously, and confidentially.

9.7 Digital Behaviour and Online Conduct

Students must behave respectfully online whenever they are representing or interacting with MloD.

Students must not:

- Post images or videos of other students without permission
- Share class choreography or studio material without approval
- Use digital platforms to exclude, tease, or harm others
- Use communication platforms that are not age-appropriate or approved by MloD

This ensures online safety, privacy, and respect within all MloD programs.



9.8 Attendance, Punctuality, and Class Conduct

Purpose:

To maintain respect for the learning environment and ensure classes run efficiently.

Students are expected to:

- Arrive on time and prepared for class
- Notify the studio in advance if unable to attend
- Refrain from disruptive behaviour or excessive conversation during instruction
- Respect the teacher's authority and maintain focus throughout the class
- Refrain from attending class under the influence of alcohol, drugs, or any substance that may impair performance or safety

9.9 Health, Safety, and Injury Disclosure

Purpose:

To ensure the safety and wellbeing of all students during physical activity.

- Students must be medically fit to participate in dance activities
- Any injuries, health conditions, or mobility limitations must be disclosed to MloD before participation
- Students must immediately inform the teacher if they experience pain, dizziness, or discomfort during class
- MloD may seek emergency medical assistance if necessary; related costs remain the responsibility of the participant
- Students participate in all activities at their own risk and are responsible for exercising due care and following instructions
- All students must follow MloD's Emergency and Evacuation Procedures as outlined in the Policies and Procedures Manual and displayed at each venue.

9.10 Use of Studio Facilities

Purpose:

To ensure a respectful, safe, and professional environment for all.



- Studio property, mirrors, sound systems, and equipment must be treated with care
- Eating is not permitted inside studios; water only is allowed
- Mobile phones must be silenced during class
- Personal belongings should be stored neatly in designated areas
- Changing rooms and common areas must be used respectfully, keeping noise and clutter to a minimum
- Adult classes may include students aged 16 or 17 (minors)
- All adult participants must be mindful of MloD's child safety expectations in shared or mixed-age learning environments
- Respectful behaviour is required both in person and online toward all participants, regardless of age

9.11 Privacy and Confidentiality

Purpose:

To protect the personal information and dignity of all MloD community members.

- Students must not disclose personal information about other students or staff without consent.
- Class or rehearsal content, choreography, or creative ideas shared by teachers are considered intellectual property of MloD and must not be distributed or copied.
- Any personal or sensitive matters discussed with staff or management must remain confidential, unless disclosure is required by law or to address safety concerns.

9.12 Photography, Filming, and Social Media

Purpose:

To protect the rights and privacy of all participants in MloD programs.

- Students may not photograph or film others in class or backstage without explicit permission from MloD and those involved
- Photography or filming for MloD marketing or educational purposes will only occur with prior consent
- Students who have not given consent will be supported in avoiding capture during media recording



- Consent may be withdrawn at any time by emailing melbourneinstituteofdance@gmail.com, but withdrawal applies to future use only
- Images or videos of MloD classes must not be posted online without written approval.

9.13 Substance Use and Professional Conduct

To uphold safety and professionalism within all MloD environments.

- The use of drugs, alcohol, or performance-enhancing substances before or during classes, rehearsals, or performances is strictly prohibited
- Students must not attend class under the influence of any substance that may impair coordination, judgment, or safety.
- Smoking and vaping are not permitted inside or near MloD premises.

9.14 Equal Opportunity and Anti-Discrimination

To uphold MloD's commitment to fairness, equality, and inclusion in all programs.

MloD provides a learning environment free from discrimination, harassment, or victimisation. All participants are entitled to equal treatment regardless of age, gender, sexual orientation, race, cultural background, religion, disability, or personal circumstance.

Students must treat all members of the MloD community with dignity and respect, consistent with the Equal Opportunity Act 2010 (Vic) and MloD's Diversity and Inclusion values.

9.15 Agreement, Enforcement, and Review

This Code of Conduct forms part of the legally binding agreement between each adult student (and, where applicable, their parent or guardian) and Melbourne Institute of Dance (MloD).

By enrolling in MloD programs, each student agrees to uphold the standards of conduct, professionalism, and safety outlined in this Code, together with all related Policies and Procedures and the Terms and Conditions of enrolment.

Failure to comply may result in disciplinary action, suspension, or cancellation of enrolment, in accordance with MloD's Complaints and Concerns process.



All matters will be handled fairly, respectfully, and in line with the principles of natural justice. This Code is reviewed biennially to ensure compliance with Victorian legislation, including the Child Wellbeing and Safety Act 2005 (Vic), Equal Opportunity Act 2010 (Vic), and relevant Occupational Health and Safety obligations.



10.0 Bookings and Term Fees

Adult classes must be booked online at <https://www.melbourneinstituteofdance.com/book>

10.1 Online Booking Instructions

1. Visit: <https://www.melbourneinstituteofdance.com/book>
(Tip: Save this link as a favourite on your phone or computer.)
2. Select your class type, then click “Book Now.”
3. Choose your desired date and time, and click “Next.”
4. Enter your details, agree to the Terms and Conditions, and click “Book Now.”
5. You will receive a confirmation email once your booking is complete.
6. Please note that each class must be booked separately.

Key Points

1. Classes can be booked up to 14 days in advance.
2. A confirmation email will be sent once your booking is complete.
3. Cancellations must be made at least 24 hours before the class to avoid being charged.
4. Payment options include:
 - Direct bank deposit
 - Credit card or cash in person at the studio

10.2 Payment Options

Whenever possible, payment should be made before class to the front of house staff or directly to the teacher. If you are using a Class Card or Pass, please present it to the teacher at the beginning of the class so it can be marked off.

For conditions relating to payment obligations and enrolment acceptance, refer to Terms and Conditions 7.1 Payment and Enrolment.

Payments may be made by cash, credit card (Visa, Mastercard or Amex), or direct bank deposit. When paying by bank transfer, please include your full name and invoice number (or class description) in the payment reference to ensure it is correctly recorded.

Direct Deposit Details:

Account Name: Kalman Warhaft

BSB: 083 166

Account Number: 73 276 2836



Please allow 1–2 business days for transfers to clear.

Class entry may be declined if payment has not been received or verified.

10.3 Fee Structure

Adult Program - Fee Structure - 2026	
Payment Options	Price
Drop in Class: Ballet, Contemporary or Character	\$36 per class
10 Class Pass (Valid for 6 months)	\$330 per card
15 Class Pass (Valid for 6 months)	\$480 per card
20 Class Pass (Valid for 6 months)	\$620 per card
Online – Zoom Group classes	\$15 per class

10.4 Additional Expenses and Requirements

Workshop (Adult Pointé and Adult Character) and Course Fees:

Workshops and courses are purchased for the duration of the program. This structure allows the same group of participants to progress together.

All workshops are offered through an application process. Participants must meet the required skill level to be accepted.

Annual Production Fee:

Our adult production group and performance season provide an opportunity to showcase your progress and growth in dance. Each year's performance offers valuable stage and production experience, bringing together dancers from both the children's and adult programs, ages four to eighty-four. It is a celebration of dance's power to unite, inspire, and create lasting memories.

End-of-Year Gala:

Typically held in December, we present our End-of-Year Gala. This all-inclusive fee covers:

- Costume costs



- Theatre hire
- Choreography
- Artistic consultation
- Studio hire
- Teacher and coach time

Eligibility and Rehearsals:

We recommend that adult participants have at least one year of consistent weekly training before joining a production group.

Rehearsals are conducted with professionalism, care, and respect, within a supportive and social atmosphere. Many dancers also enjoy informal gatherings and post-rehearsal catch-ups as part of the community experience.

The Director retains final authority over all enrolments and participation in rehearsals, productions, performances, shows, and events.

Casting:

The directors and choreographer have final authority over all casting decisions, with the aim of ensuring that every dancer looks and feels their best on stage.

Working with Children Check:

All adult dancers in the productions are required to hold a valid Volunteer Working with Children Check, as required by theatre policy.

<https://service.vic.gov.au/services/working-with-children>. The check is free as a volunteer and must be completed before participating in rehearsals or performances.



11.0 Term Dates 2026

MloD follows the Victorian school term calendar, with adjustments for public holidays and studio events.

Exact term dates, public holiday closures, and special events are published annually on our website and in the yearly update to this handbook.

Classes are not held on Victorian public holidays. Term dates and events vary each year, so please check the schedule for accurate information.

Term 1:

Monday 2 February - Sunday 29 March (8 weeks)

No class on Labour Day (Monday 9 March)

Term 2:

Monday 20 April - Sunday 28 June (10 weeks)

No class on King's Birthday (Monday 8 June)

Term 3:

Monday 13 July - Sunday 20 September (11 weeks)

Term 4:

Monday 5 October - Monday 7 December (9 weeks)

No class on Melbourne Cup Day (Tuesday 3 November)

Adults Production Group Events:

General Rehearsals: Saturday 28 November and Saturday 5 December

Dress Rehearsal: (The Round Theatre): Monday 30 November

Gala: (The Round Theatre): Monday 7 December



By enrolling at Melbourne Institute of Dance, students acknowledge that they have read and agree to the terms outlined in this handbook.

Melbourne Institute of Dance values the discipline of classical training, the joy of movement, and the personal growth that adult students bring to the studio. The school is proud to support each student's development as both a dancer and a contributing member of the MloD community, fostering ongoing engagement in the art of dance.

We look forward to nurturing your passion for dance - one step at a time!