

## GLOSSARY

*Service user/client* – the person that is accompanied to our sessions by a carer or support worker.

*Workshop Leader, Class Assistant and Indepen-dance volunteer* – The friendly smiley people wearing Indepen-dance T-shirts in various colours and styles. All the people mentioned above will have a large logo on the back of their T-shirt.

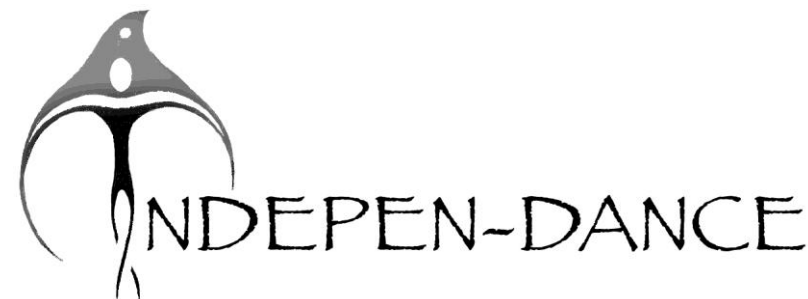
### Our Office

The Briggait, Unit 226, 141 Bridgegate, Glasgow, G1 5HZ  
Tel: 0141 559 4930



The register for each class is regularly checked and updated. If any member wishes to change class or if a membership is being transferred to another person, then you must contact our Susan Muir on 0141 559 4930 as it is important that we have an up-to-date register for each class.

Website: [www.indepen-dance.org.uk](http://www.indepen-dance.org.uk)



## Handbook

We've created this handbook to help you and your service user/client get the most out of the sessions you will be attending. It contains useful pointers about what to expect from us and what we expect from you. If you have any queries which are not answered in this handbook please do not hesitate to ask one of the Indepen-dance staff.

### 1. BEFORE YOU LEAVE FOR A SESSION

#### Parking Spaces

We have no control over the availability of parking spaces as all of the venues we use for class have off-street parking. Unfortunately, this is usually on a first-come-first-served basis. There are several disabled parking spaces available at most of the venues.

#### Unable to Attend

Please let us know as early as possible if you and your client will be unable to attend a session – even if this notice is on the day of the session. This means that we will know not to wait for you and can start the session on time.

#### Be on Time

Although we completely understand that problems can arise at any moment, please try your best to be on time for the session. If you are unsure of the start time ring us to make sure. If you require the use of changing room facilities prior to class we suggest arriving 10 minutes before the start of the session. You may need to allow plenty of time for traffic jams, parking or any other diversions on your way to us.



## 2. AT THE START OF A SESSION

### Evacuation

In the event of an evacuation, session leaders will advise a safe route out of the building, but they will not be responsible for you or your client directly. Please become familiar with the escape routes displayed at the entry to each building.

### Registers

**When you arrive at class, the class assistant will take a register and your payment (if due) you must always ensure you register before the start of class as any delay can result in classes either starting or finishing late.**

### What to wear

We would advise support workers and clients to remove jackets to feel more comfortable, although the client's needs and wishes are paramount. It is also important that wheelchairs being used by clients do not have any bags or jackets hanging from them as it can be a hazard for the wheelchair user and restricts movement.

### Mobile Phones

Please make sure your mobile phone, pager or any handheld transceiver (walkie talkie) that is not immediately needed is **turned off** so not to interrupt the session.

## 3. HOW WE WOULD LIKE YOU TO TAKE PART IN THE SESSION

- Indepen-dance sessions generally last for a period of 1 hour.
- The sessions are designed to provide a creative outlet and exercise regime for people with little or no access to similar activities.
- The sessions offer individuals the opportunity to learn from each other and share in a creative experience.
- All carers/support workers will be invited to take part in the session, if you choose not to take part we ask that you sit outside the room or if you choose or have to be present within the workshop space we ask that you take an interested spectators role as opposed to reading a paper or not paying attention to what is happening in the session, this attitude can be very unhelpful and off putting to all the participants clients and carers alike.
- A typical session will start with a warm-up, continue with exploring/moving through the space, include a theme for creative movement and finish with relaxation/cool-down. We believe that the sessions offer a place for you to communicate and develop your relationship with your client in a creative environment.

## 4. USEFUL INFORMATION ABOUT OUR CLASSES

Our individual classes are attended by no more than 25 people. It is important that we adhere to the fire safety regulations of each venue and therefore only 5 wheelchair users per class are permitted. Keeping our classes to a minimum size enhances the experience for everyone and makes for a better quality of class.

Please find below our core classes for Indepen-dance:

### Monday class - CCA

Centre for Contemporary Arts, 345 Sauchiehall Street, Glasgow. The class times are 11am – 12noon and 1pm – 2pm. There is a capacity of 25 people per class including 5 wheelchair users.

### Wednesday class - Woodside halls

Woodside Halls, 36, Glenfarg Street, Glasgow. The class times are 11am – 12pm and 1pm - 2pm. 12noon -1pm is the allocated lunch time and teas and coffees are available to purchase from the large hall. There is a capacity of 25 people per class with 7 wheelchair users permitted in the large hall and 2 wheelchair users permitted in the Mid-hall.

### Wednesday Performance Company Class -Tramway

This class is held in Scottish Ballet's Education suite and is by invitation only. The class times are 11am-12noon and 1pm-2pm

### Wednesday "Young 1'z" - CCA

Centre for Contemporary Arts, 345 Sauchiehall Street, Glasgow This class is suitable for teenagers/young people. The Class time is 6.30pm – 8pm

### Thursday class – Tramway

Tramway, 24 Albert Drive, Glasgow. The class times are 11am – 12noon and 1pm – 2pm There is a capacity of 25 people per class with 5 wheelchairs.

### Class costs:

Yearly membership renewal is due every January. The cost of a membership is £20 per person. Group membership for 3 people is £50. This is applicable to everyone who attends.

Along with the yearly membership we have a cost per week for members who live out with the Glasgow City Council area. There is a small charge of £3 per person per class. Classes are free for members who live within the Glasgow City Council area as we are supported by Glasgow life.