

Teacher Update (October 2025)

Hi everyone,

I hope you're all doing well and enjoying this busy season leading up to *Danceflix*! There's a lot happening behind the scenes at Dragonfly Dance, so I wanted to start sending a short monthly *Teacher News* to keep everyone in the loop and connected. Thank you, as always, for the care and energy you bring to your classes and our dancers.

This update is pretty factual, as I'm getting it out to you in a bit of hurry, as I have news that is well overdue, and I wanted to make sure I get it to you soon.

1. Business Services and marketing

As you know, we've made some adjustments to how our admin and customer service roles are structured. Previously, Camila managed new enquiries while Millie and Leanne handled reception and support emails. The setup wasn't sustainable — we were investing a lot of time and resources in reception, which left other important areas uncovered.

In July we created the **Business Services Team**, bringing together these roles under a more streamlined structure. Camila chose not to continue in that team but remains part of our teaching team. After the first month, Leanne finished up in the Business Services Team, and we've since welcomed Jaimi-Lee to the role.

Jaimi-Lee joined Anne (Business Services Manager, 25 hrs/week) and Millie (Business Services Team Member, 15 hrs/week). Jaimi works Monday, Thursday and Friday 9–5 pm and Wednesday mornings. Millie works Monday 1–5 pm, Tuesday 12–3 pm, and Wednesday 10 am–5 pm.

If you have any questions about the changes, please just ask me directly rather than speculating — as open, clear communication is important.

I'm also thrilled to share that **Amanda Stephens** has joined us as **Marketing Coordinator**, working Tuesday–Thursday (23 hrs/week). This role was planned as part of our annual and strategic goals to free me up to focus more on teacher development, syllabus, and studio strategy.

I'll be getting photos and bios from Jaimi-Lee and Amanda to send you soon, and add to the wall in the studio and the website, so you can learn a little more about them.

2. End-of-year dates

Last day of classes	Friday 19 December
First day back	Monday 6 January
Studio closed	20 December – 5 January

If you plan to take leave during this period, please complete a **Time-Off Form** available on the Team Hub web page (www.dragonflydance.com.au/team-hub)

3. Progress reports and class plans

A reminder that these are due **Monday 14 October** (two weeks after the start of the quarter). This timing was outlined in our August meeting and is also in the meeting minutes, WhatsApp, and the **Team Hub** webpage.

Please refer to the Communication Systems for Teachers document that was discussed at the August meeting (available at <https://dragonflydance.com.au/team-hub#teamcomms>)

Reports are to be sent to Jo via WhatsApp.

4. Showcase

It's nearly here! Just a few quick reminders for everyone:

Dress Rehearsal

The rehearsal is 1–5pm. The studio will be setup from 12pm, and everyone should be there by 12.45pm.

Refer to the Dress Rehearsal Call Sheet (in the Performer Guide available at www.dragonflydance.com.au/showcase2025-performers)

Tickets

The performance is completely sold out (amazing!). We'll now be selling tickets to the dress rehearsal, which is open to friends/family who missed out on the main show. Stay tuned for more details.

Volunteers

Volunteer registrations are open and we've had a great response. I'm finalising who will go where and will let you know soon.

Please note:

- Everyone volunteering must complete the volunteer form
- Only Dragonfly teachers/staff, approved volunteers, and dancers are allowed backstage — no extras or “friends helping out”
- If someone wants to volunteer, please send them to www.dragonflydance.com.au/showcase2025
- Once roles are filled, the form will close.
- Please do not ask anyone to help out at the dress rehearsal or showcase who has not completed a form. All volunteers need to be registered for insurance purposes.

Costume Call – this week!

All dancers should wear their full costume (including hair and accessories, but no makeup needed).

Please stick to this — when teachers make their own calls it undermines the system and causes confusion.

By this week, dancers should have:

- Practised entrances and exits
- Rehearsed facing away from the mirror before Sunday's dress rehearsal.

Extra rehearsals

If any class or individual wants to hire the studio for extra rehearsal, they must email info@dragonflydance.com.au to book and pay the hire fee.

If they want you there and you're available, please make your own payment arrangement with them.

5. Classes after showcase

We typically see a few dancers finish up after the showcase, so we'll be focusing on welcoming new dancers at that point.

We're **not taking new enrolments before showcase**, and there's a pop-up on the website to reflect that. Occasionally someone might slip through if they book outside business hours — Business Services will monitor this, but if it happens, please flag it in WhatsApp.

6. Employment update

Due to changes in legislation, we can no longer use contractor agreements for teaching or admin work — all roles must transition to employee status.

Employee pay rates will be set in line with the **Fitness Industry Award** and the **Dance Industry Code of Practice**. While your *per-class* take-home pay will look a little different, your overall compensation remains the same — you'll now receive:

- Superannuation paid directly by us
- Annual leave and sick leave
- PAYG tax handled automatically (no more setting aside your own tax).

Overall, this change brings more security, benefits, and fairness for everyone — it's a positive shift for you and for Dragonfly Dance as an employer.

7. Performance reviews and 2026 contracts

Annual performance reviews (which will include your quarterly check-in) will take place in **November**, after showcase. I'll send through pre-review questions and book times soon. They are normally due in October, but as Showcase is so close, I've decided to postpone.

New **2026 contracts** will be issued shortly after reviews, and I'd like these finalised before we break on 19 December.

Please stay tuned for more details about the annual reviews, coming soon.

Thanks again for everything you do to make Dragonfly Dance such a positive, professional, and welcoming space for our dancers. I know this time of year is full-on, so please look after yourselves too.

Warmly
Jo