

# Karen Forbes School of Dance

07506 946 882

karenforbesschoolofdance@gmail.com

Autumn 2016

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## Dear Parents

It's been a very wonderfully busy term with lots of fun and hard work.

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## STUDENT NEWS

### Surrey Youth Ballet

We are delighted to announce the following pupils will be performing in "A Midsummers Night's Dream" with the SYB in September –

Aiofe McDonnell, Alice Wheeler, Celina Rovini, Chloe Ellam, Ciara Donovan-Hill, Coral Duckworth-Crowe, Daisy Smith, Emma Nasskau, Gabrielle Gallen, Lizzie Partridge, Maya Topolski, Scarlet Romero, Toby Brett, Rio Barker and Victoria Nink.

### Royal Ballet School

We are also very pleased to tell you that Maya Topolski has secured a place as a Junior Associate with the RBS and Emma Nasskau is on the waiting list. Well done to Maya and Emma!

### The English Youth Ballet

Emma Nasskau secured a place and danced with the company in May 2016. Well done to Emma!

### The London Children's Ballet Company.

Amazing success for Ciara Donovan-Hill who got the opportunity to perform in front of Darcy Bussell and Carlos Acosta before going on to win the Senior prize. Well done to Ciara!

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## IMPORTANT SCHOOL NEWS (please read)

The new KFSD website is up and running, please visit at – <http://karenforbesschoolofdance.co.uk>

Please note the new email address – [karenforbesschoolofdance@gmail.com](mailto:karenforbesschoolofdance@gmail.com)

Please note all other email addresses are redundant and all contact should be made through the new address.

If you have sent an email to one of the old email addresses and not received a reply, we apologise.

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## PARENT EMAIL CONTACT (please read)

Following the launch of the new website we will be updating our student database over the summer break. In particular we will be compiling an email contact list of all parents/carers, as from September all communications will be sent via the website. It is vitally important that we have your most up to date email address as communication will be not be sent out in any other form. Please may we request that you complete the Autumn Term application form in full, ensuring you have entered your email address clearly.

**Applications for classes received without a completed form will not be accepted.**

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## NEW! Facebook/twitter

Exciting news! Coming soon ...

Brand new KFSD Facebook and twitter accounts (details to follow by the end of term).

Make sure you sign up to follow and like us!

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## EXAMS

Ballet exams will be taking place on one weekend in November, please keep free.

Tap/Modern exams dates will be advised in the new term.

Please make sure your child attends regularly as this is a very important term.

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We hope you have a wonderful summer break and look forward to seeing you in September.

Best wishes, Karen

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## AUTUMN TERM APPLICATIONS

### PLEASE READ THIS IMPORTANT INFORMATION!!

As **places are limited** and **demand is increasing** to ensure you have a place for next term please follow these three simple steps.

1. Complete and sign the application form .
2. Include payment by either **attaching a cheque or confirmation of BACs** payment on the form (forms without either a cheque or printed confirmation will not be accepted).
3. To qualify for discount, applications must be received (including weekly payments) and BACs payments cleared by 16 July. Please note - BACs payments must be **cleared** by 16 July and proof of payment attached to the application form. We won't chase for payments - if they are not received by this date we will assume you no longer require the place.

Any applications received after that date will have the payment returned and will go automatically onto the waiting list. Applicants on the waiting list will be informed of availability of places during the week before term starts. **Fees will be higher and there will be no guarantee that there will be places available.**

**There will be a £10 surcharge for payments received after 16 July (including weekly payments).  
Classes booked after the 16 July will not be applicable for discount.**

Please make sure you have printed clearly your current email address so we may contact you with all future news and information.

**Applications for classes received without a completed form will not be accepted.**

With many thanks  
Karen

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<b>AUTUMN 2016 TERM DATES</b>			
<b>Monday 12 September – 5 December (Half Term 24 October)</b>			
4.00 – 4.45	Grade 2 Ballet		
4.45 – 5.30	Grade 2 & 3 Ballet		
5.30 – 6.15	Grade 3 Ballet		
<b>Tuesday 13 September – 6 December (Half Term 25 October)</b>			
4.00 – 4.45	T.B.C.		
4.45 – 5.30	Grade 4 & 5 Ballet		
5.30 – 6.15	Grade 4 & 5 Ballet		
6.30 – 7.30	Intermediate Ballet <sup>1</sup> £11.25 per class (£135 for 12 weeks)	<b>(Held at Rutlish School)</b>	
7.30 – 8.00	Pointe Work <sup>2</sup> £7.00 per class (£84 for 12 weeks)	<b>(Held at Rutlish School)</b>	
<b>Wednesday 14 September – 7 December (Half Term 26 October)</b>			
4.00 – 4.45	T.B.C.		
4.45 – 5.30	Grade 6 & Intermediate Ballet		
5.30 – 6.15	Grade 6 & Intermediate Ballet		
<b>Thursday 15 September – 8 December (Half Term 27 October)</b>			
4.00 – 4.45	Primary Ballet	Primary Tap & Modern	
4.45 – 5.45	Intermediate Ballet <sup>1</sup> £11.25 per class (£135 for 12 weeks)	Grade 1 Tap	
5.45 – 6.15	Pointe Work <sup>2</sup> £7.00 per class (£84 for 12 weeks)	Grade 2 Modern	
6.15 – 7.00		Grade 2 Tap	
7.00 – 7.45		Grade 3 Modern	
7.45 – 8.45	Adult Tap <sup>1</sup>	£11.25 per class (£135 for 12 weeks)	
<b>Saturday 17 September – 10 December (Half Term 29 October)</b>			
8.30 – 9.30	Grade 6 Tap <sup>1</sup> £11.25 per class (£135 for 12 weeks)	8.45 – 9.30	Grade 1 Ballet
9.30 – 10.15	Grade 6 Modern	9.30 – 10.15	Grade 1 Ballet
10.15 – 11.00	Primary Tap & Grade 1 Modern	10.15 – 11.00	Pre-Primary Ballet 1
11.00 – 11.45	Musical Theatre	11.00 – 11.45	Pre-Primary Ballet 2
11.15 – 11.45	Young Funky Jazz & Tap <sup>2</sup> Introductory Price £7.00 per class (£84 for 12 weeks)		
11.45 – 12.45	Contemporary & Stretch <sup>1</sup>	£11.25 per class (£135 for 12 weeks)	
12.45 – 1.30	Hip-Hop/Street Dance		
1.30 – 2.15	Jazz Award ( <i>by invitation</i> )		

<sup>1&2</sup> These select classes are priced individually and do not count towards the multi-session discounts.  
They are introductory/vocational/adult level and costings are subject to the number of students in the class.

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## TERMS & CONDITIONS

N.B. PLEASE ENSURE THAT THE CORRECT AMOUNT IS PAID ON TIME OR PLACES CANNOT BE GUARANTEED.

All classes that are missed must be paid for or places will be lost.

Please note that vocational grades will now be charged at a fixed price no matter how many classes, like most institutions, as they are small classes and vocational. Please therefore adjust prices accordingly.

1. Fees per individual student - PLEASE NOTE THAT IF ANY CLASS IS VOCATIONAL THEN ANY OTHER SUBSEQUENT CLASS(ES) BOOKED WILL BE CHARGED USING THE NEXT PRICE DOWN THE LIST AND MULTIPLIED BY 12.  
INTRODUCTORY/VOCATIONAL CLASSES ARE PRICED SEPARATELY AND MUST NOT BE ADDED TO THE PRICES.

1st class per week if paid in advance £8.75 per class= £105.00 for 12 weeks  
2nd class per week if paid in advance £8.25 per class= £204.00 for 12 weeks  
3rd class per week if paid in advance £8.25 per class= £303.00 for 12 weeks  
4th class per week if paid in advance £8.00 per class= £399.00 for 12 weeks  
5th class per week if paid in advance £8.00 per class= £495.00 for 12 weeks  
6th class per week if paid in advance £7.75 per class= £588.00 for 12 weeks  
7th class per week if paid in advance £7.75 per class = £681.00 for 12 weeks  
8th class per week if paid in advance £7.50 per class = £771.00 for 12 weeks  
9th class per week if paid in advance £7.50 per class = £861.00 for 12 weeks

10th class per week if paid in advance £7.25 per class= £948.00 for 12 weeks  
11th class per week if paid in advance £7.00 per class= £1,032.00 for 12 weeks  
12th class per week if paid in advance £4.25 per class= £1,080.00 for 12 weeks  
YOUNG FUNKY JAZZ & TAP (1/2 hour) £7.00 per class = £84 for 12 weeks  
INTERMEDIATE BALLET (1 hour) £11.25 per class = £135 for 12 weeks  
POINTE WORK (1/2 hour) £7.00 per class = £84 for 12 weeks  
CONTEMPORARY & STRETCH £11.25 per class = £135 for 12 weeks  
ADULT TAP £11.25 per class = £135.00 for 12 weeks  
(please note – costings are subject to the number of students in the class)

## PRIVATE LESSONS

£40.00 PER CLASS (PAID IN ADVANCE) - 45 MINUTES PER CHILD

£50.00 (PAID IN ADVANCE) - 45 MINUTES PER ADULT/MAJORS

## WEEKLY CLASSES

These costings are for students who pay weekly.

1st class per week if paid in advance £9.25 per class  
2nd class per week if paid in advance £8.75 per class  
3rd class per week if paid in advance £8.75 per class  
4th class per week if paid in advance £8.50 per class  
5th class per week if paid in advance £8.50 per class  
6th class per week if paid in advance £8.25 per class

7th class per week if paid weekly £8.25 per class  
8th class per week if paid weekly £8.00 per class  
9th class per week if paid weekly £8.00 per class  
10th class per week if paid weekly £7.75 per class  
11th class per week if paid weekly £7.50 per class  
12th class per week if paid weekly £4.75 per class

## EXAM CLASSES

PLEASE NOTE THAT PRICES WILL BE DIFFERENT AND CONFIRMED FOR EACH EXAM SESSION DUE TO SMALL CLASSES. OCCASIONALLY, IF ANOTHER TEACHER IS TAKING A PRIVATE LESSON, COSTS MAY BE MORE IN ORDER TO COVER THE ADDITIONAL TEACHING AND HALL FEES.

2. If one class is paid for in advance and the others are paid weekly see below for the prices. Please note that payment needs to be presented at the beginning of the week otherwise places could be lost.

### Children

**Graded Pupils** Extra exam tuition (depending on time, venue and number of children), additional cost to be advised.

3. Please note: extra classes, like examination or weekly classes must be paid for on the day.
4. Please note: Exams are not applicable to all pupils and I reserve the right to withdraw and/or enter pupils at my discretion at any stage. Kindly ensure that envelopes are clearly marked with your child's name and amount.
5. Weekly payers wishing to reserve places please return the booking slip with one week's payment. This covers the first week's class only. Should children not arrive on the first class of term their places will automatically be lost unless you contact me.
6. Please note there will be no refunds under any circumstances.
7. Children who miss class will not be able to make them up, unless by prior arrangement and at weekly class fee.
8. Existing pupils please note that should their remittance along with their application form not be presented by the closing date i.e. the last day of term, their places will be lost.
9. Neither the school (i.e. Karen Forbes) nor the hall will be liable for the loss or damage of any property belonging to the pupils.
10. Parents and Guardians of children under the age of five are requested to remain on the premises i.e. in the corridor or in the room, in case they are needed during class.
11. As is the case in any dance class, physical contact from teachers with pupils is an essential part of the lesson in order to rectify posture.
12. If any unforeseen circumstances arise causing a class to be cancelled or the venue to be changed, a suitable alternative class will be arranged at my discretion and no refunds will be offered.
13. Discounted prices are only available if classes are booked in advance by the appropriate date.
14. Any student wishing to attend external auditions must obtain prior consent from Karen Forbes or they may lose their place in the school.
15. I reserve the right to refuse application to pupils or remove pupils from the school at my discretion.
16. Whilst all due care is taken neither the school (i.e. Karen Forbes and staff) nor the hall will be liable for injuries sustained during classes.
17. If a pupil has an injury even if sustained elsewhere the school must be informed so that we can take appropriate precautions.

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Name	
Address	
Telephone	Mobile
Age	Date of Birth
Email (please provide your current address and print clearly – this <b>must</b> be completed as all future correspondence will be sent to the address you provide)	
Classes (please specify)	
Paid by <input type="checkbox"/> cash <input type="checkbox"/> cheque <input type="checkbox"/> BACs	Date
Cheque card number/expiry date	
BACS reference ( <b>proof of payment must be attached and cleared by 16 July</b> )	

To pay by BACs  
Karen Forbes School of Dance  
Sort code 30-94-77  
Account number 02451506

I accept the Terms and Conditions of the Karen Forbes School of Dance which I have read and understood.

Signed:

Date:

Name:

(Please use capitals)

**DON'T FORGET - TO RECEIVE YOUR DISCOUNT THE DEADLINE  
FOR CLEARED PAYMENTS IS THE 16 JULY**