



Karen Forbes School of Dance

07506 946 882

karenforbesschoolofdance@gmail.com

Autumn 2 2020

Dear Parents

We hope that you are well. We are delighted that we have managed to keep the school going albeit with some changes and new routines. It is wonderful to be back and enjoying some form of normality with our classes and we are really enjoying it. As some of you may know we have had a lot of problems with the venues due to COVID-19 restrictions and halls changing their minds; it has been a difficult time, so thank you so much for bearing with us.

Please note that we are asking for payment on a half termly basis, therefore payment for 5 WEEKS only will be required by **1pm 20 October 2020** in order to secure your place in the class, classes will be filled on a first come first served basis.

We continue to request that pupils do not arrive too early for classes to ensure that the corridors and waiting spaces are not overcrowded. Hands should be washed prior to attending classes. Also, should any pupils or their families have any of the following symptoms then please do not attend classes:

- High temperature
- New, continuous cough
- Loss or change to your sense of smell or taste

Please note below the additional health and safety measures, in line with current government guidance, will continue to be implemented.

We would like to wish you all a safe half term.

With best wishes
Karen

HEALTH AND SAFETY – COVID 19 PRECAUTIONARY MEASURES

Please note that we will be taking all necessary precautions, following government guidance to keep the pupils and teachers safe. This will include ensuring social distancing measures are in place in the classrooms and corridors, requesting handwashing before entering class, as well as hand sanitiser being available. All surfaces, door handles etc will be wiped down between classes. Where possible the dance spaces will be well ventilated. We ask that only essential items are brought into the teaching area (water bottles etc) and that items are not shared between pupils. Should any pupils or families of pupils display any coronavirus symptoms please let the school know immediately.

GOOD NEWS!

ROYAL BALLET SCHOOL

We are extremely proud of Jack Conn who is on the short waiting list to be a Junior Associate for the Royal Ballet School - we wish him the best of luck.

TRING

We are so pleased for Lily Loughran who has started her first term at Tring. It is so lovely to see Lily as she continues to help with the school on Saturdays.

SURREY YOUTH BALLET

We are so pleased to be able to celebrate the fantastic news that Grace O'Keefe, Jemima Brown, Emily Schwendtner, Constance Belland and Emily Keatinge have all been awarded places for the 2020 season of the Surrey Youth Ballet - congratulations to all of them!

AUDITIONS

Please note that children that apply for dance or musical theatre auditions are requested to ask consent of the Karen Forbes School of Dance prior to audition otherwise they will be dismissed from the school.

APPLICATION DEADLINE & DISCOUNT

Please clearly stipulate which classes you would like to book and note that refunds are not available once booked. To qualify for discount, applications must be received (including weekly payments) and BACs payments **cleared by 20 OCTOBER 2020**. If paying by BACs, proof of payment **must** be attached to the application form. **We will not chase for payments** - if not received by this date we will assume you no longer require the place.

There will be a £10 surcharge for payments received after 20 OCTOBER 2020 (including weekly payments). Classes booked after 20 OCTOBER 2020 will not be eligible for discount nor will they be guaranteed a place.

Please note - the deadline for the first half of the Autumn Term applications and clearance of payments is 20 OCTOBER 2020.

Please note that should there be any disruption to autumn classes due to coronavirus, classes will be made up at the next possible opportunity either virtually or through physical classes when it is safe to do so. NO refunds will be given.

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AUTUMN TERM APPLICATIONS – Notes for Guidance

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 simple steps.

1. Complete **one form per child** you are applying for.
2. Complete in full your child's details including age and date of birth, full address, parent/guardian contact numbers (landline and mobile) and email address.
3. List each individual class that you wish the child to attend and enter the corresponding amount due using the calculation table for 5 weeks displayed within the Terms and Conditions.
(If paying weekly, please insert the weekly amount as set out in the weekly class table)
4. If applying for specialist (vocational) classes, please list separately on the reverse of the application form and then add sub-total to total due.
5. Calculate and complete the Total Due in the final box.
6. Indicate method of payment by **cash, cheque or BACs** on the form.
(Forms without BACS confirmation will not be accepted)
7. Sign and date the application form.
8. Return the application form to your child's teacher via email, payment by BACS receipt by the deadline date.

Any applications received after the deadline date (**20 OCTOBER 2020**) will have the payment returned and will automatically go on to 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.

APPLICATION FORMS SUBMISSION

May we please remind you that it is essential the application form for next term is completed for all pupils in order that we may ensure our computer records are up to date. As the school now has over 100 students taking classes it is a mammoth undertaking to collate all this information and we are very grateful to those parents who complied promptly this term. The information has enabled us to communicate more effectively with parents keeping them informed of extra classes and any changes to timetables.

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

UNIFORM UPDATE

Please note – The new uniform for Tap, Modern and Contemporary classes is now available.

The red and black leotard has been custom designed for the school and can only be purchased from The Ballet Boutique in Wimbledon (146 Merton Road, Wimbledon SW19 1EH, Tel: 020 8540 9000).

Black convertible or footless tights should be worn for Modern/Contemporary. Black convertible tights should be worn full-footed or regulation black dance socks worn with footless tights for Tap.

GDPR COMPLIANCE

Following new regulations introduced May 2018 regarding the use of data we have now included a tick box on the application form to ensure permissions are kept up to date. If you do not wish to receive communications from us, please email the school direct.

MEDIA REMINDER

All information can be found on the KFSD website <http://karenforbesschoolofdance.co.uk> To contact us please karenforbesschoolofdance@gmail.com. Don't forget that our Facebook page is up and running. Please visit us at <http://www.facebook.com/KarenForbesSchoolofDanceLondon> sign up and like us!

AUTUMN 2020 - TERM DATES
Monday 2 November 2020 – Saturday 5 December 2020

Monday 2 November 2020 – Monday 30 November 2020
(5 weeks)

4.15 – 5.00	Grade Six Ballet
5.00 – 5.45	Grade Six Ballet
5.45 – 6.30	Grade Six Ballet

Tuesday 3 November 2020 – Tuesday 1 December 2020
(5 weeks)
St Marys

4.00 – 4.45	Grade Two Ballet
4.45 – 5.30	Grade Two Ballet
5.30 – 6.15	Grade Two Advanced Ballet
6.15 – 6.45	Grade Two Advanced Ballet TBC

Wednesday 4 November 2020 – Wednesday 2 December 2020
(5 weeks)
St Marys

3.40 – 4.00	Coaching
4.00 – 5.30	Intermediate Ballet (£110 for 5 weeks)**
5.30 – 6.00	Pointe Work (£40 for 5 weeks) **
6.00 – 7.00	Grade Four Ballet (£65.00 for 5 weeks)
7.30 – 8.30	Adult Ballet (£52.50 for 5 weeks) VENUE TBC

**** Please note these classes are highly specialist and therefore incredibly small group which is reflected in the price****

Saturday 7 November 2020 – Saturday 5 December 2020
(5 weeks)
Lantern Arts Centre

8.00 – 8.45	Primary Ballet	8.45 – 9.15	Grade One Tap (£35 for 5 weeks)
9.00 – 9.45	Grade Five Ballet	9.30 – 10.15	Grade One Modern
9.45 – 10.30	Grade Five Ballet	10.30 – 11.00	Contemporary & Stretch (£35 for 5 weeks)
10.45 – 11.30	Pre-Primary Ballet	11.00 – 11.45	Grade Three Modern
11.45 – 12.30	Grade Three Ballet	11.45 – 12.30	Grade Three Tap
12.30 – 1.15	Grade Three Ballet	12.30 – 1.15	Musical Theatre
		1.30 – 2.00	Grade Five Modern (£75 for 5 weeks)

****These specialist classes are priced individually and do not count towards the multi-session discounts.**
Vocational class costings are subject to the teacher, venue and 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 specialist 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.

The difference in pricing reflects the number of pupils in the class, venue fee and teacher taking the class.

We reserve the right to adjust pricing if numbers in a class reduce at any point. We reserve the right to cancel or change class times at any point.

Please note that should there be any disruption to autumn classes due to coronavirus, classes will be made up at the next possible opportunity either virtually or through physical classes when it is safe to do so. NO refunds will be given.

1. Fees per individual student - PLEASE NOTE THAT IF ANY CLASS IS SPECIALIST (VOCATIONAL) THEN ANY OTHER SUBSEQUENT CLASS(ES) BOOKED WILL BE CHARGED USING THE NEXT PRICE DOWN THE LIST AND MULTIPLIED BY 5.
INTRODUCTORY/SPECIALIST (VOCATIONAL) CLASSES ARE PRICED SEPARATELY AND MUST NOT BE ADDED TO THE PRICES.
ALL SPECIALIST (VOCATIONAL) CLASS COSTINGS ARE SUBJECT TO THE TEACHER, VENUE AND NUMBER OF STUDENTS IN CLASS.

1st class per week if paid in advance £9.75 per class= £48.75 for 5 weeks

2nd class per week if paid in advance £9.25 per class= £95.00 for 5 weeks

3rd class per week if paid in advance £9.25 per class= £141.25 for 5 weeks

4th class per week if paid in advance £9.00 per class= £186.25 for 5 weeks

5th class per week if paid in advance £9.00 per class= £231.25 for 5 weeks

6th class per week if paid in advance £8.75 per class= £275.00 for 5 weeks

7th class per week if paid in advance £8.75 per class = £318.75 for 5 weeks

8th class per week if paid in advance £8.50 per class = £361.25 for 5 weeks

9th class per week if paid in advance £8.50 per class = £403.75 for 5 weeks

10th class per week if paid in advance £8.25 per class= £445.00 for 5 weeks

11th class per week if paid in advance £8.00 per class= £485.00 for 5 weeks

12th class per week if paid in advance £5.25 per class= £511.25 for 5 weeks

ADULT BALLET - £10.50*

(Please note – all costings are subject to the number of students in the class and are subject to change)

PRIVATE LESSONS (MUST BE PAID IN ADVANCE)

£42.00 PER CLASS - 45 MINUTES PER CHILD

£50.00 PER CLASS - 45 MINUTES PER ADULT/MAJORS

WEEKLY CLASSES – PLEASE NOTE EVERY CLASS HAS TO BE PAID FOR WHETHER ATTENDED OR NOT

PLEASE NOTE – Specialist (vocational) classes must be paid in full by the deadline date and are not permitted to be paid weekly.

These costings are for graded/non-specialist (vocational) classes taken by students who pay weekly.

1st class per week if paid in advance £10.25 per class

2nd class per week if paid in advance £9.75 per class

3rd class per week if paid in advance £9.75 per class

4th class per week if paid in advance £9.50 per class

5th class per week if paid in advance £9.50 per class

6th class per week if paid in advance £9.25 per class

7th class per week if paid weekly £9.25 per class

8th class per week if paid weekly £9.00 per class

9th class per week if paid weekly £9.00 per class

10th class per week if paid weekly £8.75 per class

11th class per week if paid weekly £8.50 per class

12th class per week if paid weekly £5.75 per class

EXAM CLASSES & EXTRA LESSONS

PLEASE NOTE THAT PRICES WILL BE DIFFERENT AND DEPENDENT ON VENUE FEES, THE TEACHER TAKING THE LESSON AND THE NUMBER OF STUDENTS IN THE CLASS.

1. If classes are paid weekly, full payment needs to be presented at the beginning of the week otherwise places could be lost.
2. Please note: extra classes, like examination or coaching classes must be paid for on the day.
3. 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.
4. 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.
5. Please note there will be no refunds under any circumstances – make up classes will be offered where necessary.
6. Children who miss class will not be able to make them up, unless by prior arrangement and at the weekly class fee.
7. 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.
8. Neither the school (Karen Forbes School of Dance) nor the hall will be liable for the loss or damage of any property belonging to the pupils.
9. 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.
10. 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.
11. 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.
12. Discounted prices are only available if classes are booked in advance by the appropriate date.
13. Any student wishing to attend external auditions must obtain prior consent from Karen Forbes or they may lose their place in the school.
14. I reserve the right to refuse application to pupils or remove pupils from the school at my discretion.
15. If a pupil has an injury, even if sustained elsewhere, the school must be informed so that we can take appropriate precautions.
16. Whilst every effort is made to keep children safe when dancing injuries can still be sustained, like they can occur in any area of exercise, and neither the school (Karen Forbes School of Dance), individual teacher or the hall will be liable for injuries sustained during classes.
17. Pointe Work: for students undertaking Pointe Work we must stress this must only be undertaken with the supervision of the teacher and never outside the class.

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APPLICATION FORM (ONE PER STUDENT)

Please refer to the Spring Term Application Notes for Guidance when completing this form

Student Name		Parent Name		
Address				
Telephone (Landline)		Mobile		
Age		Date of Birth		
Email (please provide your current address and print clearly)				
Health (please state any medical condition we should be aware of)				
Class	Specify Ballet, Tap, Modern etc.	Grade	Day & Time	Amount payable For 5 weeks
1 st				
2 nd				
3 rd				
4 th				
5 th				
6 th				
(Please continue on reverse if required ...)				
			Total Due	£
Paid by <input type="checkbox"/> cash <input type="checkbox"/> cheque <input type="checkbox"/> BACs			Date	
BACS reference (proof of payment must be attached and cleared by 20 October 2020)				

To pay by BACs

Karen Forbes School of Dance, Sort code 30-94-77, Account number 02451506

GDPR Compliance (please tick to confirm)

I give consent for Karen Forbes School of Dance to hold the data submitted on this application form for the purpose of sending emails and communications regarding school events and related activities.

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 20 OCTOBER 2020
APPLICATIONS MUST BE RETURNED VIA EMAIL TO: karenforbesschoolofdance@gmail.com**