



Karen Forbes School of Dance

07506 946 882

karenforbesschoolofdance@gmail.com

Autumn 2020

Dear Parents

It has been an unusual time for everyone and not something that could have been predicted. We are so proud of how the school and pupils adapted to the restriction and embraced the online classes, which we know have brought their own challenges for the teachers and pupils, and we appreciate your patience with this. We were so pleased to be able to see so many of you and to be able to continue teaching.

We are looking forward to getting back to being in the classroom in the autumn term and will be taking all the necessary health and safety precautions to ensure the safety of our pupils and teachers. Please note that we are asking for payment on a half termly basis, therefore payment for 7 WEEKS only will be required by **1pm 20 July 2020** in order to secure your place in the class, classes will be filled on a first come first served basis.

From September we would like to ask 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 government guidance, that we will be implementing from September.

We would like to wish you all a safe and lovely summer break.

With best wishes
Karen

HEALTH AND SAFETY – COVID 19 PRECAUTIONARY MEASURES

Please note that we will be taking all necessary precautions, following government guidance, when we return to classes in September 2020 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.

BALLET EXAMINATIONS

As many of you will be aware many of our ballet pupils took their ballet examinations just before the end of the spring term and we are so pleased and proud to say that they received mostly distinctions!!

CONTEMPORARY DANCE

Contemporary allows expression through dance and incorporates elements of ballet, jazz and modern. This fusion style helps to develop dance skills such as balance, strength and graceful movement whilst providing exciting and powerful routines. Our Contemporary dance class is held on Saturday mornings at 10.30am for 30 minutes and complements all of our dance classes – contact us for more information or book your place via the booking form (places are allocated on a first come first served basis).

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 JULY 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 JULY 2020 (including weekly payments). Classes booked after 20 JULY 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 JULY 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.

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AUTUMN 2020

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 7 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 JULY 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 7 September 2020 – Saturday 24 October 2020
(Half Term Monday 26 – Saturday 31 October 2020)

Monday 7 September 2020 – Monday 19 October 2020
(Half Term Monday 26 October 2020) (7 weeks)

4.15 – 5.00	Grade Six Ballet
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5.00 – 5.45	Grade Six Ballet
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5.45 – 6.30	Grade Six Ballet
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Tuesday 8 September 2020 – Tuesday 20 October 2020
(Half Term Tuesday 27 October 2020) (7 weeks)

4.00 – 4.45	Grade Two Ballet
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4.45 – 5.30	Grade Two Ballet and Grade Two Advanced Ballet
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5.30 – 6.15	Grade Two Advanced Ballet
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Wednesday 9 September 2020 – Wednesday 21 October 2020
(Half Term Wednesday 28 October 2020) (7 weeks)

3.40 – 4.10	Coaching
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4.15 – 4.45	Coaching
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4.45 – 6.15	Intermediate Ballet (£154 for 7 weeks)**
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6.15 – 6.45	Pointe Work (£56 for 7 weeks) **
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7.00 – 8.00	Grade Four Ballet (Rutlish School) (£91.00 for 7 weeks)
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8.00 – 9.00	Adult Ballet (Rutlish School)
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**** Please note these classes are highly specialist and therefore incredibly small group which is reflected in the price****

Saturday 12 September 2020 – Saturday 24 October 2020
(Half Term Saturday 31 October 2020) (7 weeks)

8.00 – 8.45	Primary Ballet	8.45 – 9.15	Grade One Tap (£49 for 7 weeks)
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9.00 – 9.45	Grade Five Ballet	9.30 – 10.15	Grade One Modern
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9.45 – 10.30	Grade Five Ballet	10.30 – 11.00	Contemporary & Stretch (£49 for 7 weeks)
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10.45 – 11.30	Pre-Primary Ballet	11.00 – 11.45	Grade Three Modern
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11.45 – 12.30	Grade Three Ballet	11.45 – 12.30	Grade Three Tap
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12.30 – 1.15	Grade Three Ballet	12.30 – 1.15	Musical Theatre
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****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.

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 7.
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= £68.25 for 7 weeks
2nd class per week if paid in advance £9.25 per class= £133.00 for 7 weeks
3rd class per week if paid in advance £9.25 per class= £197.75 for 7 weeks
4th class per week if paid in advance £9.00 per class= £260.75 for 7 weeks
5th class per week if paid in advance £9.00 per class= £323.75 for 7 weeks
6th class per week if paid in advance £8.75 per class= £385.00 for 7 weeks
7th class per week if paid in advance £8.75 per class= £463.75 for 7 weeks
8th class per week if paid in advance £8.50 per class= £523.25 for 7 weeks
9th class per week if paid in advance £8.50 per class= £582.75 for 7 weeks
10th class per week if paid in advance £8.25 per class= £640.50 for 7 weeks
11th class per week if paid in advance £8.00 per class= £696.50 for 7 weeks
12th class per week if paid in advance £5.25 per class= £733.25 for 7 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 12 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 July 2020)				

To pay by BACSs

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