

Karen Forbes School of Dance

07506 946 882

karenforbesschoolofdance@gmail.com

Spring 2017

Dear Parent

What a busy term we have had with many pupils preparing for exams. I am very proud of all the Ballet pupils who have worked so hard and wish everybody good luck and success for the November exam weekend. Senior Tap students have been preparing for their Grade 6 Tap exam and one of our Adult tappers has shown great determination and effort working towards the Popular Tap Test Level 2. They will be taking these exams at ISTD Headquarters on 20 November and we wish them all the success they deserve.

STUDENT NEWS

Tap and Modern Examinations – March 2017

Please note these exams will take place on one of the first three weekends in March so, until notified, we request you keep these weekends free. Kindly note, full attendance is imperative if you wish you child to be entered, however any final decision will be at the teacher's discretion.

Surrey Youth Ballet

I am very proud of all the children who danced in September with the Surrey Youth Ballet in their production of "A Midsummers Night's Dream". Particular mention must be made to Emma Nasskau and Ciara Donovan-Hill who won the Junior and Senior Trophies respectively. Well done to them both!

The English Youth Ballet

I would also like to wish good luck to Rebeca Lanaway who will be dancing with the English Youth Ballet on 26 and 27 November.

The London Children's Ballet Company.

Good luck to Rio Barker, Celina Rovini, Emma Nasskau and Ciara Donovan-Hill who are attending a recall on 20 November. Gabrielle Gallen received a special letter from the LCB commending her beautiful presentation. Well done Gabrielle.

MEDIA NEWS

Following the launch of the KFSD website <http://karenforbesschoolofdance.co.uk> and new email address karenforbesschoolofdance@gmail.com we are happy to announce that our Facebook page is up and running. Please visit us at: <http://www.facebook.com/KarenForbesSchoolOfDanceLondon> sign up and like us! We are also on Twitter, maybe you'd prefer to follow us there: <https://twitter.com/KFDanceSchool>

IMPORTANT MESSAGE REGARDING PAYMENTS (please read)

We are now focusing on the creation of our database to assist communication and payments. It is vitally important that we have your most up-to-date address, phone number and email to ensure that all future correspondence is delivered efficiently.

In addition we have redesigned the application form to show each individual class booked and respective costing. We hope this will assist in the calculation of monies due and would request that you familiarise yourself with the accompanying Notes for Guidance and current Terms and Conditions. If you are applying for more than one student (i.e. siblings) a separate application form should be used for each student.

Places in classes are limited and will fill up quickly. If you do not submit your application form by the deadline we cannot guarantee that a place will be available in your child's class.

Please note the deadline for applications and clearance of payments is the 3 DECEMBER.

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

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SPRING 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 12 weeks displayed within the Terms and Conditions.
(If paying weekly, please insert the weekly amount as set out in the weekly class table)
4. Calculate and complete the Total Due in the final box.
5. Indicate method of payment by **cash, cheque or BACs** on the form
(forms without a cheque card number and expiry date or printed BACS confirmation will not be accepted).
6. Sign and date the application form.
7. Return the application form to your child's teacher enclosing payment by cash/cheque or printed BACS receipt by the deadline date.

Please note –

To qualify for discount, applications must be received (including weekly payments) and BACs payments cleared by **3 December**. Please note - BACs payments must be **cleared** by **3 December** 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 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.**

**There will be a £10 surcharge for payments received after 3 December (including weekly payments).
Classes booked after 3 December will not be applicable for discount.**

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

With many thanks
Karen

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SPRING 2017 TERM DATES			
Monday 9 January – 27 March (Half Term 13 February)			
Please note – there will be extra classes on Saturday 28 January. Times t.b.c.			
4.00 – 4.45	Grade 3 Ballet		
4.45 – 5.30	Grade 3 & 4 Ballet		
5.30 – 6.15	Grade 4 Ballet		
Tuesday 3 January – 28 March (Half Term 14 February)			
4.00 – 4.45	T.B.C.		
4.45 – 5.30	Grade 5 Ballet		
5.30 – 6.15	Grade 5 Ballet		
6.30 – 7.30	Intermediate Ballet ¹ £11.25 per class (£135 for 12 weeks)	(Held at Rutlish School)	
7.30 – 8.00	Pointe Work ² £7.00 per class (£84 for 12 weeks)	(Held at Rutlish School)	
Wednesday 4 January – 29 March (Half Term 15 February)			
4.00 – 4.45	T.B.C.		
4.45 – 5.30	Grade 6 & Intermediate Ballet		
5.30 – 6.15	Grade 6 & Intermediate Ballet		
Thursday 5 January – 30 March (Half Term 16 February)			
4.00 – 4.45	Grade 1 Ballet	4.00 – 4.45	Junior Funky Hip-Hop
4.45 – 5.30	Grade 1 Ballet	4.45 – 5.30	Grade 1 Tap
5.30 – 6.30	Intermediate Ballet ¹ £11.25 per class (£135 for 12 weeks)	5.30 – 6.15	Grade 2 Modern
6.30 – 7.00	Pointe Work ² £7.00 per class (£84 for 12 weeks)	6.15 – 7.00	Grade 2 Tap (Held at Rutlish School)
		7.00 – 7.45	Grade 3 Modern (Held at Rutlish School)
7.45 – 8.45	Adult Tap ¹ £11.25 per class (£135 for 12 weeks)		(Held at Rutlish School)
Saturday 7 January – 1 April (Half Term 18 February)			
8.30 – 9.30	Intermediate Tap ¹ £11.25 per class (£135 for 12 weeks)	8.45 – 9.30	Grade 2 Ballet
9.30 – 10.15	Grade 6 Modern	9.30 – 10.15	Grade 2 Ballet
9.45 – 10.15	Young Funky Jazz & Tap ² Introductory Price £7.00 per class (£84 for 12 weeks)		
10.15 – 11.00	Primary Tap/Grade 1 Modern	10.15 – 11.00	Pre-Primary Ballet
10.15 – 11.00	Jazz Awards		
11.00 – 11.45	Musical Theatre	11.00 – 11.45	Primary Ballet
11.45 – 12.45	Contemporary & Stretch ¹ £11.25 per class (£135 for 12 weeks)		
12.45 – 1.30	Senior Hip-Hop/Street Dance		

^{1&2} These select classes are priced individually and do not count towards the multi-session discounts.

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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 & 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.

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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APPLICATION FORM (ONE PER STUDENT)

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

Name				
Address				
Telephone			Mobile	
Age			Date of Birth	
Email (please provide your current address and print clearly)				
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	
Cheque card number/expiry date				
BACS reference (proof of payment must be attached and cleared by 3 December)				

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 3 DECEMBER