

Dear Parents

We hope that you and your families are all well. We are so pleased at how well the online classes have been going and how hard all the pupils have been working and that we are still able to have some fun. As part of the classes, we have even been watching some inspiring videos such as the Royal Ballet's Beatrix Potter and Nutcracker and other performances as well as shows such as 42nd Street in the tap and modern classes.



Please note that as soon as the government guidance allows, we plan to return to face to face classes, as long as it is safe to do so.

Choreography Class - We have been so excited with the launch of our brand-new Choreography class where pupils have been learning how to work with props and lighting as well as make-up techniques and sound effects. We have also been researching Tamara Rojo the English National Ballet Artistic Director who has never performed in a number choreographed by a female, so clearly more female choreographers are needed and hopefully our wonderfully creative budding choreographers could be the choreographers of the future! We currently have some spaces in this class so please sign up quickly if you are interested. Classes are just £5 each at present.

Good News - We are delighted to hear that Lily Loughran, who has just started at Tring, has successfully auditioned for the film **Matilda** and that Jack Conn is really enjoying his opportunity with the **Royal Ballet School** – a massive well done to both Lily and Jack.

Exam News - We were so pleased to be able to send out the Ballet Exam Certificates and Reports from the March 2020 exams. We were so proud of all our pupils who took the exams as they all achieved either a distinction or merit, and with such a tough examiner too! We are still waiting for the results from the exams taken in December.



Online Classes – Please could all pupils please ensure that they are logged into their online class and warmed up 5 minutes early to start the lesson on time.

Please book your classes early to avoid disappointment as numbers for online classes are limited.

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

Please clearly stipulate which classes you would like to book and note that refunds are not available once booked. Applications must be received (including weekly payments) and BACs payments **cleared by 10 FEBRUARY 2021**. 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 10 FEBRUARY 2021 (including weekly payments). Classes booked after 10 FEBRUARY 2021 will not be guaranteed a place.

Stay Safe, with best wishes.

Karen

Karen Forbes School of Dance

07506 946 882

karenforbesschoolofdance@gmail.com

SPRING 2 2021

SPRING 2 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 6 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 (**10 FEBRUARY 2021**) 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!

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.

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.

Karen Forbes School of Dance

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ONLINE SPRING 2 2021

SPRING 2021 - TERM DATES			
Monday 22 February 2021 – Wednesday 31 March 2021			
Second Half of Spring Term – 6 Weeks			
<i>Monday 22 February 2021 – Monday 29 March 2021 - (6 weeks)</i>			
3.15 – 3.45	Coaching		
3.45 – 4.15	Coaching		
4.20 – 5.05	Grade Six Ballet		
5.05 – 5.50	Grade Six Ballet		
5.50 – 6.35	Grade Six ballet		
6.40 – 7.10	Coaching		
<i>Tuesday 23 February 2021 – Tuesday 30 March 2021 - (6 weeks)</i>			
4.00 – 4.45	Grade Two Ballet		
4.45 – 5.30	Grade Two Ballet		
5.35 – 6.05	Coaching		
6.15 – 6.45	Choreography		
<i>Wednesday 24 February 2021 – Wednesday 31 March 2021 - (6 weeks)</i>			
3.40 – 4.00	Coaching		
4.00 – 5.30	Intermediate Ballet – (£120 for 6 weeks)		
5.30 – 6.00	Pointe Work - (£42 for 6 weeks)		
6.05 – 7.05	Grade Four Ballet (£60 for 6 Weeks)		
7.15 – 8.15	Adult Ballet (£48 for 6 weeks)		
<i>Saturday 27 February 2021 – Saturday 24 April 2021 - (6 weeks)</i>			
<i>(NB no lessons on 3, 10,17 April 2021)</i>			
8.15 – 9.00	Primary Ballet	9.05 – 9.35	Grade One Tap*
9.05 – 9.50	Grade Five Ballet	9.40 – 10.25	Grade One Modern
9.50 – 10.35	Grade Five Ballet	10.40 – 11.10	Contemporary & Stretch
10.40 – 11.25	Pre-Primary Ballet	11.10 – 11.55	Grade Three Modern
12.00 – 12.45	Grade Three Ballet	12.00 – 12.45	Grade Three Tap*
12.45 – 1.30	Grade Three Ballet	12.45 – 1.30	Musical Theatre
		1.35 – 2.05	Grade Five Modern – (£60 for 6 weeks)

**Tap classes - normal school shoes can be worn instead of tap shoes if preferred.*

**30 Minute classes - £5.00
(£30 for 6 weeks)**

**45 Minute classes - £7.50
(£45 for 6 weeks)**

Specialist classes will be priced differently due to numbers in class and level of teaching.

****Please note that all pupils will receive one complimentary class therefore please deduct the cost of your first class of the half term from your bill.****

3 February 2021

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SPRING 2 2021

APPLICATION FORM (ONE PER STUDENT)

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 6 weeks
1 st				
2 nd				
3 rd				
4 th				
5 th				
6 th				
(Please continue on reverse if required ...)				
			Total Due	£
			Less cost of ONE class**	£
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 10 FEBRUARY 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 THE DEADLINE FOR CLEARED PAYMENTS IS 10 FEBRUARY 2021

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

3 February 2021