

Karen Forbes School of Dance

07506 946 882

karenforbesschoolofdance@gmail.com

Spring 2020

Dear Parents

It has been a very busy term but lots of fun. Please note the dates for dairies, school news and achievements below. We are so proud of all our students who have worked so hard this term – open days will be week commencing Monday 18 November 2019.

MODERN AND TAP

The Modern and Tap examinations will be taking place at the end of November and we wish all our students taking part in the exams the best of luck. We are so impressed with all the hard work and determination that they have shown this term.

BALLET EXAMINATIONS

Please note that Ballet examinations could take place weekends of 14, 21 and 28 March 2020 please keep these dates available until dates are confirmed by the ISTD. (Please note that attendance is compulsory for all classes and there will be additional coaching for some classes).

YOUNG MUSICAL THEATRE



We are delighted that this class has proved so popular and being thoroughly enjoyed by all taking part. Please book early to secure your child's place, spaces are limited!



BALLET COMPANY NEWS

London Children's Ballet - Auditions have been taking place and we are delighted that several of our pupils have been recalled and are waiting for the next round of auditions.

Surrey Youth Ballet – We were so pleased and proud to be able to support 12 of our pupils in the Surrey Youth Ballet performance of Gisele on Saturday 9 November 2019. Well done to everyone it was an amazing performance!

English National Ballet – Nutcracker Christmas 2019

We are delighted to hear that former pupil Emma Nasskau, now at Tring, has secured a place with the English National Ballet for their Christmas 2019 performance of the Nutcracker, we are looking forward to seeing Emma perform at the London Coliseum.

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 **23 NOVEMBER 2019**. If paying by BACs, proof of payment **must** be attached to the application form. **We won't 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 23 NOVEMBER 2019 (including weekly payments)**. **Classes booked after 23 NOVEMBER 2019 will not be eligible for discount nor will they be guaranteed a place.** Please note - the deadline for Spring Term applications and clearance of payments is SATURDAY 23 NOVEMBER 2019.

We wish you all a relaxing and peaceful Christmas and New Year.

Merry Christmas


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SPRING 2020

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. 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 cash/cheque or BACS receipt by the deadline date.

Any applications received after the deadline date (**23 NOVEMBER 2019**) 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 last May 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.

With Many Thanks, Karen

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!

SPRING 2020 - TERM DATES
Monday 6 January 2020 – Saturday 4 April 2020
(Half Term Monday 17 – Saturday 22 February 2020)

Monday 6 January 2020 – Monday 30 March 2020
(Half Term Monday 17 February 2020) (12 weeks)

4.15 – 5.00 Grade Five Ballet

5.00 – 5.45 Grade Five & Six Ballet

5.45 – 6.30 Grade Six Ballet

Tuesday 7 January 2020 – Tuesday 31 March 2020
(Half Term Tuesday 18 February 2020) (12 weeks)

4.00 – 4.45 Grade One Ballet

4.45 – 5.30 Grade One Ballet

5.30 – 6.15 Intermediate Ballet - Price on application (dependent on numbers – must be applied for by 18 November 2019)*

6.15 – 7.00 Intermediate - Price on Application (dependent on numbers – must be applied for by 18 November 2019)*

7.00 – 7.30 Demi Pointe & Pointe Work - Price on Application (dependent on numbers – must be applied for by 18 November 2019)*

Wednesday 8 January 2020 – Wednesday 1 April 2020
(Half Term Wednesday 19 February 2020) (12 weeks)

4.45 – 6.15 Intermediate Ballet – Price on application (dependent on numbers – must be applied for by 18 November 2019)*

6.15 – 6.45 Pointe Work - Price on application (dependent on numbers – must be applied for by 18 November 2019)*

7.00 – 8.00 Adult Ballet¹ £10.00 per class (£120 for 12 weeks)* (Rutlish School)

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

Thursday 9 January 2020 – Thursday 2 April 2020
(Half Term Thursday 20 February 2020) (12 weeks)

3.45 – 4.30 Coaching

4.00 – 4.45 Grade Three Ballet

4.45 – 5.30 Grade Three Ballet

4.30 – 5.30 Grade Four Tap £12.00 per class (£144 for 12 weeks)

5.30 – 6.30 Grade Five Modern £12.00 per class (£144 for 12 weeks)

6.30 – 7.00 Limbering & Stretch – Compulsory for Modern Exams but all welcome - (£75.00 for 12 weeks)*

7.00 – 8.00 Grade Five Tap £12.00 per class (£144 for 12 weeks)

8.00 – 9.00 Adult Tap² – Price on Application * (St Marys School)

Saturday 11 January 2020 – Saturday 4 April 2020
(Half Term Saturday 22 February 2020) (12 weeks)

8.15 - 9.00 Pre-Primary 2/Primary Ballet

8.15 – 8.45 Contemporary & Stretch (£75.00)

9.00 – 9.45 Grade Four Ballet

9.45 - 10.30 Grade Four Ballet

8.45 – 9.15 Grade One Tap 12 weeks (£75.00)

9.15 – 10.00 Grade One Modern and Jazz

10.00 – 10.30 Young Musical Theatre (£75.00)

10.30 – 11.15 Grade Three Modern Pre-Primary 1 Ballet

11.15 – 12.00 Grade Three Tap Grade Two Tap Grade Two Ballet

12.00 – 12.45 Musical Theatre Grade Two Ballet

12.45 – 1.30 Grade Two Modern

**These specialist classes are priced individually and do not count towards the multi-session discounts.
 Vocational and Adult 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 12.
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 £9.50 per class= £114.00 for 12 weeks
2nd class per week if paid in advance £9.00 per class= £222.00 for 12 weeks
3rd class per week if paid in advance £9.00 per class= £330.00 for 12 weeks
4th class per week if paid in advance £8.75 per class= £435.00 for 12 weeks
5th class per week if paid in advance £8.75 per class= £540.00 for 12 weeks
6th class per week if paid in advance £8.50 per class= £642.00 for 12 weeks
7th class per week if paid in advance £8.50 per class = £744.00 for 12 weeks
8th class per week if paid in advance £8.25 per class = £843.00 for 12 weeks
9th class per week if paid in advance £8.25 per class = £942.00 for 12 weeks
10th class per week if paid in advance £8.00 per class= £1038.00 for 12 weeks
11th class per week if paid in advance £7.75 per class= £1,131.00 for 12 weeks
12th class per week if paid in advance £5.00 per class= £1,191.00 for 12 weeks

1. ADULT BALLET (1 hr) £10.00 per class = £120 for 12 weeks
2. ADULT TAP (1 hr) POA

(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**)

£40.00 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 £10.00 per class
2nd class per week if paid in advance £9.50 per class
3rd class per week if paid in advance £9.50 per class
4th class per week if paid in advance £9.25 per class
5th class per week if paid in advance £9.25 per class
6th class per week if paid in advance £9.00 per class

7th class per week if paid weekly £9.00 per class
8th class per week if paid weekly £8.75 per class
9th class per week if paid weekly £8.75 per class
10th class per week if paid weekly £8.50 per class
11th class per week if paid weekly £8.25 per class
12th class per week if paid weekly £5.50 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 classes are paid weekly, full payment needs to be presented at the beginning of the week otherwise places could be lost.
3. Please note: extra classes, like examination or coaching 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 the 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 (Karen Forbes School of Dance) 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. If a pupil has an injury, even if sustained elsewhere, the school must be informed so that we can take appropriate precautions.
17. 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.
18. 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 23 NOVEMBER 2019)				

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 THE 23 NOVEMBER 2019
APPLICATIONS MUST BE RETURNED VIA EMAIL TO: karenforbesschoolofdance@gmail.com**