



Karen Forbes School of Dance

07506 946 882

karenforbesschoolofdance@gmail.com

Summer 2 2021

Dear Parents

We hope that you are well. We are so pleased to be back in the dance studio – we are certainly making the most of the space as in Ballet we are working on our allegro (jumping) technique and spatial awareness which has been so much fun! Wonderful things are also happening in our other classes with Musical Theatre working on Shrek the Musical through character building and role playing and a number of fun routines. Drama games and exercises are also included to build confidence and creativity. Contemporary are working on balance and tilt themes and a choreographed warm-up that incorporates a variety of different contemporary styles and stretches to improve flexibility in order to reach individual goals. Our Modern classes are very excited about their jazz amalgamation and use of space in the studio – it will certainly be a busy, but fun term!

Venue details for the Summer Term remain the same:

- **Tuesdays and Wednesdays** – classes remain at **St Mary's Church Hall**.
- **Saturdays** – All classes will take place at **St Marys School, Russell Road, Wimbledon, SW19 1QL**. Parking is available at the school as long as it is pre-booked via the 'Just Park' app. The school car park is accessed via Pelham Road. There are also numerous pay and display car parks in the area including Centre Court Car Park.

We are continuing to ask for payment on a half termly basis, therefore payment for 6 WEEKS only will be required by **1pm 25 May 2021** in order to secure your place in the class. **Classes will be filled on a first come first served basis as there are a limited number of places available so as not to overcrowd the classes due to Covid social distancing requirements.**

We 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.

Wishing you a wonderful 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!

TRING SCHOOL OF PERFORMING ARTS

We are so pleased to announce that another Karen Forbes School of Dance Pupil has been accepted at the prestigious Tring School of Performing Arts – Many congratulations to Lizzie Partridge for this amazing achievement and we wish her the very best of luck!



SURREY YOUTH BALLET

Auditions for the Surrey Youth Ballet have recently taken place with several of our pupils attending. We are keeping our fingers crossed for them!



ROYAL BALLET SCHOOL

Some of our pupils have also been auditioning for the Royal Ballet School, we cannot wait to hear how they have done!



CHARITY SHOWCASE DONATIONS

We would like to thank everyone who attended the Online Spring Showcase and who made a donation to the Kingston Hospital Charity Covid 19 Appeal. We are so pleased to announce that an amazing £1113 was raised by families and friends of the school – thank you so much!

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 **25 May 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 25 May 2021 (including weekly payments). Classes booked after 25 May 2021 will not be eligible for discount nor will they be guaranteed a place.

Please note - the deadline for the first half of the Summer Term applications and clearance of payments is: 25 May 2021.

Please note that should there be any disruption to summer 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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SUMMER 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 (**25 MAY 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 available to purchase. 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!

SUMMER 2021 - TERM DATES
MONDAY 7 JUNE – SATURDAY 17 JULY 2021
(6 weeks for first half of the summer term)

Monday 7 June 2021 – Monday 12 July 2021
(6 Weeks)
Online Classes

3.30 – 8.00	Online Coaching Sessions
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Tuesday 8 June 2021 – Tuesday 13 July 2021
(6 Weeks)
St Mary's Church Hall

3.30 – 4.00	Coaching
4.00 – 4.45	Grade Two Ballet
4.45 – 5.30	Grade Two Ballet
5.35 – 6.20	Grade Six Ballet
6.20 – 7.05	Grade Six Ballet
7.05 – 7.50	Grade Six Ballet
7.50 – 8.20	Choreography (£42 for 6 Weeks)

Wednesday 9 June 2021 – Wednesday 14 July 2021
(6 Weeks)
St Mary's Church Hall

3.45 – 4.15	Coaching
4.15 – 4.45	Choreography (£42 for 6 Weeks)
4.45 – 5.30	Grade Four Ballet
5.30 – 6.15	Grade Four Ballet
6.20 – 7.50	Intermediate Ballet (£132.00 for 6 weeks)**
7.50 – 8.20	Pointe Work (£48.00 for 6 weeks) **

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

Saturday 12 June 2021 – Saturday 24 July 2021
(7 weeks) *
St Mary's School – Russell Road, Wimbledon

8.00 – 8.45	Primary Ballet	8.45 – 9.15	Grade One Tap (£42 for 6 weeks)
9.00 – 9.45	Grade Five Ballet	9.30 – 10.15	Grade Two Modern
9.45 – 10.30	Grade Five Ballet	10.30 – 11.00	Contemporary & Stretch (£42 for 6 weeks)
10.45 – 11.30	Pre-Primary Two 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 (£90 for 6 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.**

***Saturday classes from Spring term (Easter Saturday) will be made up in Summer 2.**

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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 6.
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= £58.50 for 6 weeks
2nd class per week if paid in advance £9.25 per class= £114.00 for 6 weeks
3rd class per week if paid in advance £9.25 per class= £169.50 for 6 weeks
4th class per week if paid in advance £9.00 per class= £223.50 for 6 weeks
5th class per week if paid in advance £9.00 per class= £277.50 for 6 weeks
6th class per week if paid in advance £8.75 per class= £330.00 for 6 weeks
7th class per week if paid in advance £8.75 per class = £382.50 for 6 weeks
8th class per week if paid in advance £8.50 per class = £433.50 for 6 weeks
9th class per week if paid in advance £8.50 per class = £484.50 for 6 weeks
10th class per week if paid in advance £8.25 per class= £534.00 for 6 weeks
11th class per week if paid in advance £8.00 per class= £582.00 for 6 weeks
12th class per week if paid in advance £5.25 per class= £613.50 for 6 weeks

(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 Summer 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 6 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 25 MAY 2021)				

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 25 MAY 2021
APPLICATIONS MUST BE RETURNED VIA EMAIL TO: karenforbesschoolofdance@gmail.com