

## Dear Parents

I do not know where the year has gone as we have had such a lovely time working together and having fun!

### CHANGE OF VENUE – 9 & 10 JANUARY 2024

Please note that on **Tuesday 9 January** and **Wednesday 10 January 2024** classes will be held at **Cranleigh Tennis Club**, 1 Cranleigh Road, London, SW19 3LX – Please note that free parking is available at the venue and on surrounding roads apart from Grasmere Avenue. All classes will run at their usual times.

### BALLET EXAMINATIONS

*(Does not apply to all pupils)*

Please note that there will be ballet exams for those children who are eligible with regular attendance at classes. Please keep the following weekends free for the exams:

2 and 3 March 2024

9 and 10 March 2024

16 and 17 March 2024.

Please note that whilst attendance does not guarantee entry into the examinations, without regular attendance they will not be able to be entered. All pupils will be looked after and will generally move up with their friends to the next grade after the examination. There may be additional classes prior to the examinations – details will be shared nearer the time.

### UNIFORM

Due to suppliers raising their prices extortionately we have had to change the Modern, Tap and Contemporary leotard. The new leotard is now available from The Ballet Boutique in Wimbledon – please order the leotard directly from them – contact details below:

**The Ballet Boutique, 146 Merton Road, SW19 1EH, 020 4530 8899**

[info@ballet-boutique.co.uk](mailto:info@ballet-boutique.co.uk) <https://ballet-boutique.co.uk/>



### SPRING TERM 2024 PAYMENTS

Please note the deadline for payments is **SATURDAY 25 NOVEMBER 2023**, please book via Class4Kids. Please note that places are limited and therefore places cannot be guaranteed if not booked by this date and a **£10** late fee will be charged.

Wishing you all a very relaxing and happy and healthy Christmas and New Year.

Best wishes

Karen



# EXCITING NEWS

## WHITE LODGE (ROYAL BALLET SCHOOL)

Jack is having a lovely time at White Lodge and we are very proud of him. We wish him lots of luck for the future.

## ROYAL BALLET SCHOOL

Congratulations to Jessie who is a Mid Associate for the Royal Ballet School and we wish the best of luck to all our pupils who will be auditioning for the Royal Ballet School over the next few months.

## LONDON CHILDREN'S BALLET

All of our fingers are crossed for our five pupils who have made it through to the final recalls. Two further pupils will be auditioning this weekend.

We are also very proud of Olive who has been asked to perform at the LCB's charity event as they were so impressed with her performance at her audition.

## NATIONAL YOUTH BALLET

A huge well done to Isabella who danced with the Seniors and to Amelia and Emily who danced with the Juniors.

## SURREY YOUTH BALLET

Well done to Ella, Anna, Phoebe, Evie, Emily, Amelia and Silvia who will be performing in December at the Leatherhead Theatre – we cannot wait to see them perform!

**We are so proud of all of our pupils and their achievements – Well Done!!**

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## VENUE DETAILS

Venue details for the Autumn Term remain the same:

- **Mondays, 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.

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## ClassForKids Class Booking System

We are pleased to let you know that we will continue to use the ClassForKids online booking and payment system for all class bookings. If you do not already have a ClassForKids account you will be asked to register for an account. Please register using the contact details that you would like us to use to get in touch with you as we will also be using the system to send emails and text messages to parents. Once you have set up your account you will be able to update your contact details as necessary and book and pay for classes online. Please use the discount codes included in the Terms and Conditions below if you are booking more than one **standard class per week** to ensure the appropriate discount is applied to your basket prior to payment. Please note that no refunds will be made under any circumstances.



## 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.

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## HEALTH AND SAFETY – COVID 19 PRECAUTIONARY MEASURES

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 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.

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## APPLICATION DEADLINE & DISCOUNT

Please note that refunds are not available once classes have been booked. To qualify for discount, applications must be received, and payments **cleared by 25 NOVEMBER 2023**.

**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 NOVEMBER 2023. Classes booked after 25 NOVEMBER 2023 will not be eligible for discount nor will they be guaranteed a place. Please note that places need to be booked prior to the deadline to allow for appropriate planning.**

**Please note - the deadline for the Spring Term 2024 applications and clearance of payments is:  
25 NOVEMBER 2023**

Please note that should there be any disruption to Spring 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.

# Karen Forbes School of Dance

07506 946 882

karenforbesschoolofdance@gmail.com

SPRING 2024

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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. Create a ClassForKids account (if you do not already have one) by following the booking link provided.
2. Complete all registration question via Class4Kids (this will only need to be done on first registration).
3. Select each individual class that you wish your child to attend, including specialist classes where applicable. Please do this for each pupil.
4. Once all classes have been selected, proceed to your basket to make payment. If you have booked **more than one standard class per pupil per week**, please do not forget to enter the relevant discount code as listed below.
5. Payment should be made online via ClassForKids. Class places cannot be confirmed until payment has been made.
6. All payments should be received by **25 NOVEMBER 2023**.

Any applications received after the deadline date (**25 NOVEMBER 2023**) may have the payment returned and applicants automatically placed 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.**

**Applications for classes can only be made online via ClassForKids.**

## UNIFORM

**Please note** – Tap, Modern and Contemporary – please contact The Ballet Boutique, Wimbledon to order the new leotard. *The Ballet Boutique, 146 Merton Road, SW19 1EH - 020 4530 8899 - [info@ballet-boutique.co.uk](mailto:info@ballet-boutique.co.uk)*  
<https://ballet-boutique.co.uk/>

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.

**Nail varnish is not allowed for any ballet classes.**

## GDPR COMPLIANCE

The Class4Kids system is fully GDPR compliant. You will be asked to provide photo/video permissions when you register on the system as well as your up-to-date contact details. We ask that should your contact details change at any time to please update your Class4Kids account so that we can stay in touch with you, or should we need to contact you in case of an emergency.

## MEDIA REMINDER

All information can be found on the KFSD website <http://karenforbesschoolofdance.co.uk>

To contact us please email [karenforbesschoolofdance@gmail.com](mailto:karenforbesschoolofdance@gmail.com)

Don't forget that our Facebook page and Instagram is up and running.

Please visit us at <http://www.facebook.com/KarenForbesSchoolofDanceLondon> and like us

or follow us on Instagram @KarenForbesDance

**SPRING 2024 - TERM DATES**  
**SATURDAY 6 JANUARY 2024 – WEDNESDAY 27 MARCH 2024**  
**(11 Weeks)**

**Half Term: Monday 12 February – Saturday 17 February 2024**

***Saturday 6 January 2024 – Saturday 23 March 2024 (11 weeks)***

***Half Term – Saturday 17 February 2024***

***St Mary's School – Russell Road, Wimbledon***

0715 - 0800	Grade Two Ballet	0800 - 0845	Grade Five Tap (£124 for 11 weeks) **
0800 - 0845	Grade Two Ballet		
0845 - 0930	Grade Six Ballet	0845 - 0930	Grade Three Modern
0930 - 1015	Grade Six Ballet	0930 - 1015	Grade Two Tap (£124 for 11 weeks) **
1015 - 1100	Pre-Primary and Primary Ballet	1015 - 1100	Contemporary & Stretch
1100 - 1215	Grade One Ballet ** (£185 for 11 weeks)	1100 - 1200	Grade Five Modern** (£147 for 11 weeks)
1215 - 1300	Grade Five Ballet	1215 - 1300	Grade One Modern
1300 - 1345	Grade Five Ballet	1300 - 1330	Primary Tap** (£83 for 11 weeks)
1345 - 1415	Choreography and Performance ** (£77 for 11 weeks)		

***Monday 8 January 2024 – Monday 25 March 2024 (11 Weeks)***

***Half Term – Monday 12 February 2024***

***St Mary's Church Hall***

4.00 – 7.00	Coaching by prior arrangement
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***Tuesday 9 January 2024 – Tuesday 26 March 2024 (11 Weeks)***

***Half Term – Tuesday 13 February 2024***

***St Mary's Church Hall***

4.00 – 4.45	Class by Invitation (£110.00 for 11 weeks)**
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4.45 – 5.30	Grade Three Ballet
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5.30 – 6.15	Grade Three Ballet
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6.15 – 7.00	Coaching
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7.00 – 7.45	Coaching
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***Wednesday 10 January 2024 – Wednesday 27 March 2024 (11 Weeks)***

***Half Term – Wednesday 14 February 2024***

***St Mary's Church Hall***

4.00 – 4.45	Coaching
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4.45 – 5.30	Grade Six Ballet
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5.30 – 6.15	Grade Six Ballet
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6.15 – 7.45	Intermediate Ballet (£244.75 for 11 weeks)**
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7.45 – 8.15	Pointe Work (£90.75 for 11 weeks) **
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**\*\* Please note these classes are either highly specialist or are an incredibly small group which is reflected in the price\*\***

**\*\*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.**

**Please note the following classes are NOT included in the standard class multi-class discount:**

- Grade One Ballet
- Primary Tap
- Invitation Class
- Grade Two Tap
- Grade Five Tap
- Choreography and Performance
- Intermediate Ballet
- Grade Five Modern
- Pointe Work

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SPRING 2024

## TERMS & CONDITIONS

N.B. PLEASE ENSURE THAT THE CORRECT AMOUNT IS PAID ON TIME OR PLACES CANNOT BE GUARANTEED. PLEASE NOTE THAT THIS TERM IS ONLY 11 WEEKS DUE TO EASTER BEING EARLY.

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 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.**

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 <b>per week</b> if paid in advance	£10.00 per class=	£110.00 for 11 weeks	<b>NO DISCOUNT</b>
2nd class <b>per week</b> if paid in advance	£9.50 per class=	£214.50 for 11 weeks	<b>Use discount code</b> GVZ422
3rd class <b>per week</b> if paid in advance	£9.50 per class=	£319.00 for 11 weeks	<b>Use discount code</b> JCA226
4th class <b>per week</b> if paid in advance	£9.25 per class=	£420.75 for 11 weeks	<b>Use discount code</b> OZD140
5th class <b>per week</b> if paid in advance	£9.25 per class=	£522.50 for 11 weeks	<b>Use discount code</b> VWP612
6th class <b>per week</b> if paid in advance	£9.00 per class=	£621.50 for 11 weeks	<b>Use discount code</b> PBF220
7th class <b>per week</b> if paid in advance	£9.00 per class =	£720.50 for 11 weeks	<b>Use discount code</b> ZDB810
8th class <b>per week</b> if paid in advance	£8.75 per class =	£816.75 for 11 weeks	<b>Use discount code</b> QZR888
9th class <b>per week</b> if paid in advance	£8.75 per class =	£913.00 for 11 weeks	<b>Use discount code</b> FRV639
10th class <b>per week</b> if paid in advance	£8.50 per class=	£1006.50 for 11 weeks	<b>Use discount code</b> HIA083
11th class <b>per week</b> if paid in advance	£8.25 per class=	£1097.25 for 11 weeks	<b>Use discount code</b> SVW509
12th class <b>per week</b> if paid in advance	£5.50 per class=	£1157.75 for 11 weeks	<b>Use discount code</b> KIG735

**Please note the following classes are NOT included in the standard class multi-class discount:**

**Grade One Ballet, Grade Two Tap, Intermediate Ballet, Pointe Work, Grade Five Modern, Primary Tap, Grade Five Tap, Choreography and Performance and Invitation Class.**

### PRIVATE LESSONS (**MUST BE PAID IN ADVANCE AND THERE ARE NO REFUNDS**)

£43.00 PER CLASS - 45 MINUTES PER CHILD

£51.00 PER CLASS - 45 MINUTES PER ADULT/MAJORS/VOCATIONAL

### 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. Please note: extra classes, like examination or coaching classes must be paid for prior to the class.
2. Please note: Exams are not applicable to all pupils and Karen Forbes School of Dance reserves the right to withdraw and/or enter pupils at their discretion at any stage.
3. Please note there will be no refunds under any circumstances – make up classes will be offered where necessary.
4. Children who miss class will not be able to make them up, unless by prior arrangement.
5. Existing pupils please note that should their booking and payment not be presented by the closing date, their places will be lost.
6. 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.
7. 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.
8. 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.
9. If any unforeseen circumstances arise causing a class to be cancelled, a suitable alternative class will be arranged at the schools discretion and no refunds will be offered.
10. Discounted prices are only available if classes are booked in advance by the appropriate date.
11. Any student wishing to attend external auditions must obtain prior consent from Karen Forbes or they may lose their place in the school.
12. Karen Forbes School of Dance reserves the right to refuse application to pupils or remove pupils at the schools discretion.
13. If a pupil has an injury, even if sustained elsewhere, the school must be informed so that we can take appropriate precautions.
14. Whilst every effort is made to keep children safe when dancing injuries can still be sustained, as with 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.
15. 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.