

Dear all,

This is the November Newsletter. Please take your time to read through the following information that you will need to be aware of. Some of it is just for reference and to make; **new students** in particular, aware of the way we do things at KLS! I have tried to cover most things so that txt messages are kept to a minimum. Firstly; we have had to make a few edits to our upcoming calendar dates for obvious reasons so please make note of the following dates;

### Show dates 2021:

☆ KLS Awards Night & Cabaret **January 29th 2022** ☆

@ Swindon Supermarine 7.30pm Start Doors open @ 7.00pm

***EVERYONE IS INCLUDED UNLESS YOU LET YOUR CLASS TEACHER KNOW OTHERWISE MORE INFO TO FOLLOW***

☆ KLS Wyvern Production **Sunday June 12th 2022** ☆

@ Wyvern Theatre, Swindon 4.00pm – 7.00pm (Tech Run 10.00am-1.30pm)

***EVERYONE IS INCLUDED UNLESS YOU LET YOUR CLASS TEACHER KNOW OTHERWISE!***

☆ Competition **Sunday 6th March 2021**☆

@ Kent

***CHILDREN WHO ARE CURRENTLY TAKING PRIVATE LESSONS WILL BE INCLUDED – PLEASE LET ME KNOW IF YOUR CHILD IS INTERESTED***

### Studio Closures:



**Xmas closure 2021/22  
22<sup>nd</sup> December – 2<sup>nd</sup> January inc.**



**Easter closure 2022  
15<sup>th</sup> April – 18<sup>th</sup> April inc.**



**Summer closure 2022  
21<sup>st</sup> August – 31<sup>st</sup> August inc.**



**Closed for ALL Bank Holidays for ALL Classes & Lessons**

### KLS Payment Policy:

Payment for 1 month of lessons will be due on the **1st of every month**. You will receive a message to remind you when fees are due and you will be given 7 days to ensure they are paid in cash or transferred online. Fees that are not paid within 7 days of the due date will incur a £2 admin fee per day that they are overdue and this will be added in to next months invoice. Payments will NOT be carried over to the following month under any circumstances.

You must notify Katie ONLY; even if she is not your class teacher, of any absences in that month when paying fees at the beginning of the month.

If you require bank details please make a note of them - they are displayed on the notice board at the studio. You can also send cash with a note of fees paid in an envelope to your child's class. Please note we no longer accept cheques as a method of payment.

## Terms & Conditions:

You may have already noticed but we have updated our terms and conditions recently. If you have already read through them, that's great. If not, here are a few of the changes that you need to be aware of:

- We have a zero tolerance for bullying & racism at Kitty Langan Studio. Students may be asked to leave if we have reason to believe such act has been performed
- All classes require a 4 week notice period to leave the studio. This doesn't include children who are transferring classes
- KLS will not carry over fees from any lesson in any month that may have been missed for illness or isolation purposes
- A Maximum of 1 class per month can be cancelled in advance before the 7th of each month. This rule does not apply in the months of April, August & December as the studio is already closed for easter, summer & Christmas. Any other classes will still need to be paid for. This does not include 1:1 lessons providing they are cancelled within the notice period stated.

**Studio Fees & Class Times:** **SEE NEW**

**SEE CHANGES**

Class	Day	Time	Price	Quantity	Date Changes
Acro	Tuesday	6.30pm – 7.30pm	£5.00	5	
Intermediate Jazz	Wednesday	4.30pm – 5.10pm	£5.00	4	
Intermediate Street	Wednesday	5.10pm – 5.50pm	£5.00	4	
Advanced Jazz	Wednesday	6.30pm – 7.20pm	£5.00	4	
Advanced Contemporary/Lyrical	Wednesday	7.20pm – 8.00pm	£5.00	4	
Beginners Ballet	Thursday	4.00pm – 4.30pm	£4.00 or £6.00 for both	4	
Mini Steps	Thursday	4.30pm – 5.00pm	£4.00 or £6.00 for both	4	
Advanced Mini Steps	Thursday	5.00pm – 5.30pm	£4.00	4	
Intermediate Ballet	Thursday	5.35pm – 6.10pm	£5.00	4	
Advanced Ballet	Thursday	6.10pm – 7.00pm	£5.00	4	
<b>Inter Tap</b>	<b>Thursday</b>	<b>7.00pm – 7.30pm</b>	<b>£5.00</b>	<b>4</b>	
<b>Advanced Tap</b>	<b>Thursday</b>	<b>7.30pm – 8.00pm</b>	<b>£5.00</b>	<b>4</b>	
Franks Crew	Friday	5.30pm – 6.30pm	£5.00	3	<b>NO CLASSES 19/11</b>
Franks Squad	Friday	6.30pm – 7.00pm	£2.50	3	<b>NO CLASSES 19/11</b>
Beginners Performing Arts	Saturday	9.30am – 11.00am	£8.00	4	
Inter Performing Arts	Saturday	11.00am – 12.30pm	£8.00	4	

**Please see the updated class blurbs attached for each session along with song choices for our next performance**

## KLS Contact:

Should you need to contact the studio for any reason be it an absence or advising us of important info regarding your child, please ONLY contact Katie and she will notify the staff concerned or if it is not sensitive pop it in the messenger group and staff will respond in due course.

Please also note that we will endeavour to respond at the earliest convenience but please also try to observe general working hours of 9am-7pm. Should you message outside of these hours for whatever reason, we will be in touch as soon as possible.

Students under the age of 18 should be reminded that they are not permitted to message staff privately on social media platforms unless it is via the KLS Instagram or Facebook page and or in the messenger groups set up.

## **KLS Facebook:**

Another great way to keep up to date with news daily so that you don't miss anything is to 'Like' our Facebook Page. Copy the link to jump straight to it:

[www.facebook.com/kittylanganstudio](http://www.facebook.com/kittylanganstudio)

Please make sure you are a member of our [KLS Parent & Student](#) group too. Ask your class teacher for more information on becoming a member!

## **Birthdays:**

Are you or your child on Instagram? I am going to be announcing children's birthday's on our Instagram Profile but as there are lots of students I will struggle to remember all of them! If you ping me an email, what's app, txt, FB message with a photo & the date near the date of their birthday I'll make sure I get a photo posted for them! Also, pop their name in our 'birthday book' in reception.

## **Car park**

Just a reminder to everyone that when you're dropping/collecting your children to and from the studio please do not block the entrance to the pub as the landlady requires access at all times.

**Please also remember to drive slowly as there may be children around!**

Please also be aware there is a car boot on the last Saturday of every month in the car park so access to the car park after 11.30 will be prohibited

## **KLS Cancellation Policy:**

Full payment will still be charged if your child fails to attend any lesson or class without notice. I appreciate you cannot anticipate illness but the class will take place regardless so you are paying to keep their time slot and space secured not just the lesson itself. Please note there is a 4 weeks notice to leave KLS.

We will also be charging a 50% fee for private lessons cancelled within 48hrs of the booked lesson and a full lesson fee is charged if less than 24hrs notice is given.

Please make sure you let your class teacher know if your child won't be at class/lessons as soon as possible. This allows us to organise the class structure accordingly if we know of absence in advance. Authorised absence must be noted *before* fees are paid at the beginning of every month and before the 7<sup>th</sup>. Absences can only be submitted either before the 7<sup>th</sup> or before the class is scheduled – authorised absences cannot be submitted on the day of the class unless it falls on the 1<sup>st</sup> of the month. Each child is **only allowed 1 authorised absence per class per month** any known absences thereafter will need to be paid regardless. If you have any queries regarding this policy update, please let me know and I'll be happy to clarify anything for you.

## **Hair for Classes:**

Hair should be up in any of the following styles for EVERY class at KLS:

Pony tail  
2 French Plaits  
Bun

Children who attend class with their hair down and not pinned back off their face will be asked to take time out to ensure it is tied back. This is part of our risk assessment to comply with health & safety.

## Costumes To Rent:

I have attached the list of costumes to this email for you to look at, as they are all available to hire for £5 and under for 7 days. All hire proceeds will go towards new equipment for the studio or contribute towards props for the shows.

## Lost Property:

A little reminder to check lost property when you're next at the studio. Any lost property unclaimed will be donated to charity on the 28th of each month.

## Facebook Video Groups:

There are groups on Facebook Messenger that have been set up specifically for practise videos to circulate and encourage children to practise. **If you are not in these groups please let your class teacher know and we can make sure you're added in to the group!**

Can I also add that the group messages that have been set up for any reason are strictly for the use of KLS to send videos and school reminders. Please **do not respond** to any messages on the group chat for any reason as the initial message can sometimes get lost in the back log of responses and parents sometimes miss the messages. If you do need to respond for any reason, please send a private message and I will respond at the earliest convenience 😊

## Reception Area:

I am pleased to announce that the reception area is back in action however we do encourage you to wear a mask when entering and please only do so if you need to speak with your child's teacher or if you require any forms etc. Please also pop your head once in a while when dropping your children off to class to make sure you are all up to date with letters, dates and events that are taking place in the future and make sure you're not missing out on anything.

Please also feel free to leave us a little message in our guest book.

You may also not be aware that we provide a tuck shop to the children where drinks and snacks are provided at break times or after class has finished. All snacks and drinks are less than £1.

## Uniform for Classes:

The standard uniform for ALL classes is KLS t-shirt and tracksuit bottoms or leggings along with appropriate footwear for different classes.

*Jazz shoes should be worn for: **Performing Arts, Jazz & Street***

*Ballet shoes should be worn for: **Ballet***

*Tap shoes should be worn for: **Tap***

Further to that - a leotard and tights should be worn for Beginners, Inter & Advanced ballet.

Any other garments such as hoodies (unless KLS), trainers or jeans are not permitted in class and your child may be asked to sit out if they are not in full uniform. If they do not have the correct footwear they will be asked to wear bare feet. Children who attend classes in incorrect uniform will be asked to sit and watch as we are not insured to teach students in the wrong uniform

**Uniform should be purchased within 4 weeks of joining** for health & safety.

## Audition Process For Class Progress:

After a recent meeting with the KLS team we have worked out a new system regarding students progressing through classes. We believe this process will work better than going by age – not everyone; just because they are of a certain age, will progress at the same rate. Therefore, we will now operate an **invite only** system to attend the progressing class above. This will happen on the **1<sup>st</sup> week after a show** and you will be notified in advance to check this is convenient. After the class has been completed **teachers will send feedback via email** to parents individually to let them know the next steps.

## **Upcoming Fundraising:**

Did you know we have some *handmade cards* made one of our spectacular dance mums. They are available to buy in reception and are all different designs for all events with custom age stickers ready to add; or not – it's entirely up to you. Have a little look and make a donation to the pot.

Thank you for your support!

**Thank you for your time.**