

Dear all,

This is the September 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 Wyvern Production 'Lights, Camera, Showtime' & 10<sup>th</sup> Birthday **Sunday September 12<sup>th</sup> 2021** ☆  
@ Wyvern Theatre, Swindon 4.00pm – 7.00pm (Tech Run 10.30am-1.30pm)  
**EVERYONE IS INCLUDED UNLESS YOU LET YOUR CLASS TEACHER KNOW OTHERWISE! MORE INFO BELOW**

☆ KLS Production Into The Woods **TBC – Christmas Time Hopefully** ☆  
@ The Deanery, Wichelstowe 7.30pm (Tech Run **TBC** 6.00pm-9.00pm)

☆ KLS Awards Night & Cabaret **January 29<sup>th</sup> 2022** ☆  
@ Swindon Supermarine 7.30pm Start Doors open @ 7.00pm  
**EVERYONE IS INCLUDED UNLESS YOU LET YOUR CLASS TEACHER KNOW OTHERWISE**

## 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**  
**1<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 **1<sup>st</sup> 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.

## Studio Fees & Class Times:

Class	Day	Time	Price	Quantity	Date Changes
Acro	EO Tuesday	6.30pm – 7.30pm	£5.00	2	
Intermediate Jazz	Wednesday	4.30pm – 5.10pm	£5.00	2	
Intermediate Street	Wednesday	5.10pm – 5.50pm	£5.00	2	
Advanced Jazz	Wednesday	6.30pm – 7.20pm	£5.00	2	
Advanced Contemporary/Lyrical	Wednesday	7.20pm – 8.00pm	£5.00	2	
Beginners Ballet	Thursday	4.00pm – 4.30pm	£4.00 or £6.00 for both	2	
Mini Steps	Thursday	4.30pm – 5.00pm	£4.00 or £6.00 for both	2	
Advanced Mini Steps	Thursday	5.00pm – 5.30pm	£4.00	2	
Intermediate Ballet	Thursday	5.35pm – 6.10pm	£5.00	2	
Advanced Ballet	Thursday	6.10pm – 7.00pm	£5.00	2	
Tap	Thursday	7.00pm – 7.45pm	£8.50	1 Int 1 Adv	
Franks Crew	Friday	5.30pm – 6.30pm	£5.00	3	EVERY WEEK FROM 10 <sup>TH</sup> SEPTEMBER ONWARDS
Franks Squad	EO Friday	6.30pm – 7.00pm	£2.50	3	EVERY WEEK FROM 10 <sup>TH</sup> SEPTEMBER ONWARDS
Commercial	EO Friday	5.30pm – 7.00pm	£7.50	1	LAST SESSION FRIDAY 3 <sup>RD</sup> SEPTEMBER
Beginners Performing Arts	Saturday	9.30am – 11.00am	£8.00	2	
Intermediate Performing Arts	Saturday	11.00am – 12.30pm	£8.00	2	

## Wyvern Show Info:

Please spread the word to all your friends and family. Social media is great for this! I will send an image to get sharing as we have 600 seats to fill up! I have also created an event on Facebook so please feel free to invite people from your friends list to join us.

Performing at the Wyvern is such a great experience and would be amazing if the children could have the audience they deserve. Ideally, with approximately 100 students in the show we need every child to sell 6 tickets - I know this is a fairly big ask but if we can aim for that, that'll be great! They're now on sale so order yours today.

Finally, if you're new to KLS your child won't be included this time around but we are always preparing for shows and performances so the next one will be just around the corner and they're more than welcome to join us on the next one!

## Wyvern Show Expectations:

ATTENDANCE to class is crucial – teachers have invested a lot of effort into making this show our best yet! We need students to turn up to class each week between now and the show. Failure to attend more than 1 class may mean missing sections within the routine or not taking part at all. Please understand it is unfair on those who attend every lesson and those who are not rehearsed to the standard we'd like, will bring the piece down for those who have attended every lesson.

Please make sure you collect a 'Show Booklet' from reception at the studio if you are new to showtime. This is full of info that will help you to understand everything that is required to make show time as smooth and successful as possible. Some tiny changes – to what is stated in the book:

- Hair is now 2 half French plaits + hairstyle listed (attached)
- Nude or black underwear is required under leotard & tights

There is a *FULL* dress run on **Sunday 5<sup>th</sup> September 3.00pm-6.30pm** at **RODBOURNE METHODIST CHURCH IN RODBOURNE. Everyone must attend** this rehearsal in full costume including solo singers along with hair & make up complete. This rehearsal will be £5pp. All children under 7 years of age will only be required from **3.00pm-4.30pm**. Parents are not required to stay as I have handful of volunteers along with staff to help chaperone children. Any items that are missing for the show will be emailed out on Monday 6<sup>th</sup> to give you time to re-organise them for the show on the 12<sup>th</sup>.

## Show Costumes:

Please see the entire costume list attached as a PDF. All costumes should have been handed out in class if you are still waiting for any items please txt Katie as soon as possible. If you are unsure on anything you need to provide yourself, please ask your class teacher.

## REMINDER!

All children must have:

- a black leotard, jazz shoes – unless otherwise stated
- ballet shoes or foot thongs for ballet/contemporary routines – please check with your class teacher
- ballet tights and/or shimmer tights
- KLS finale t-shirt & KLS leggings
- All items named clearly – we cannot be responsible for missing items. Children without the correct costume will not be allowed on stage.

## 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!

## **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.

## **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!**

## **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 😊

## **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.

## **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.

## **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.

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

## **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.

## **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.

We are running "Bring a Parent to Dance week" the week commencing 20<sup>th</sup> September. We're asking for a small donation of £1 per parent who watches that will contribute to class equipment and studio events.

We will also be running pyjama week in October half term - children can attend class in their pyjamas instead their class uniform. We're asking for a small donation of £1 per child per class that will also contribute to class equipment and studio events.

We are also on the hunt for **RAFFLE PRIZES**! If you have anything to donate please bring it in to the studio at your earliest convenience

Thank you for your support!

**Thank you for your time.**