

McAlpine Dance Studio

Longfield Hall, 50 Knatchbull Road, London SE5 9QY

www.mcalpinedance.com



Summer Term 2019 enrolment form.

PART A (booking)

Please complete a separate PART A form for EACH student.

Name of Student	Date of Birth (If under 18)
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Please tick a box by the class(es) you would like to register for:

- Classes at Clyde Hall and Tamberlin Room and some Adult classes at Longfield are now on a carnet payment system and are not part of the multiple class deal. Please contact Louisa for more information.

Full Term	1/2 a Term
Multi class	Multi class
single	single

Full Term	1/2 a Term
Multi class	Multi class
single	single

Younger Age Classes

Class	Full Term	1/2 a Term
"Start to Dance" (Mon)	£70	£40
Pre Primary (Mon)	"	"
Pre Primary (Sat)	"	"
Primary Ballet (Wed)	"	"
Primary Ballet (Sat)	"	"
"Boys Dance" (Mon)	"	"

RAD Grade Classes

Class	Full Term	1/2 a Term
Grade 1 Ballet (Thu)	£75	£45
Grade 1 Ballet (Sat)	"	"
Grade 2 Ballet (Wed)	"	"
Grade 2 Ballet (Sat)	"	"
Grade 3 Ballet (Wed)	"	"
Grade 4 Ballet (Wed)	"	"
Grade 4 Ballet (Sat)	"	"
Grade 5 Ballet (Sat)	"	"
Grade 7 Ballet (Tue)	"	"
Grade 7 Ballet (Thu)	"	"

RAD Vocational Classes

Class	Full Term	1/2 a Term
Intermediate (Tue)	£75	£45
Adv F/Adv 1 (Tue)	"	"
Inter F Ballet (Mon)	"	"
Inter F Ballet (Sat)	"	"

"Violet" and "Space in the City"

"Violet" Rehearsals	£20	
"Space in the City"	Funded (free) classes	

Adult Classes at Longfield Hall - Camberwell

Adult Ballet (Thu)	Carnet	
Adult Ballet (Fri)	£75	£45
Adult Tap (Fri)	"	"

Adult Classes at Clyde Hall - Croydon

Adult Ballet (Wed)	Carnet	
Adult Tap (Wed)	Carnet	

Adult Classes at Tamberlin Room - Shirley

Adult Tap (Mon)	Carnet	
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Spanish Dance Classes

Spanish (Mon)	£75	£45
Spanish Adv (Tues)	"	"

Contemporary / Lyric Jazz Classes

Contemp/Jazz (Sat)	£75	£45
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Drama Classes

Drama (Sat)	£75	£45
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Stage Club Classes

Stage Club L2 (Wed)	£75	£45
Stage Club L1 (Thu)	"	"
S Club L1 (Sat)	"	"
S Club L3 (Sat)	"	"

Notes

Please summarise your selections and those of any siblings on a single Part B (payment) form.

For Adult classes you may pay by the term or purchase a Carnet from Louisa as required. If you are paying for a Carnet please ensure we have your contact details.

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Summer Term 2019 enrolment form.

PART B (payment)

Please complete a single PART B form.

How many students is this form for?	<input type="text"/>
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Name(s)
First Student
Second Student
Third Student
Fourth Student
Fifth Student

Contact Name
Contact Phone
Contact Email
Contact Address

Please include a completed PART A for each student with this payment form.

I am paying for the class(es) detailed below. I/we have read and accept the policies of the school, including those policies relating to use of my/our personal data. (You accept on your own behalf and that of any student named above. Our school policies can be found on page four of this document).

Add together the totals from all accompanying PART A forms.

	Whole Term	Half a Term	Sub-total
Start to Dance, Boys Dance, Primary or Pre Primary Ballet	£70	£40	
Single Class	£75	£45	
2 Class multi-class discount	£135	£85	
3 Class multi-class discount	£190	£115	
4 Class multi-class discount	£225	£135	
5 Class multi-class discount	£250	£155	
6 Class multi-class discount	£270	£170	
7 Class multi-class discount	£315	£190	
8 Class multi-class discount	£360	£215	
"Violet" rehearsals	£20		

I am paying by: Cash Cheque BACS Card (tick one)	Total £	<input type="text"/>
Please make cheques payable to "Mrs P McAlpine" for Longfield Hall classes - Other classes payable to "Louisa McAlpine"		
Signed	Date	<input type="text"/>

For Office Use. Do not complete.

McAlpine Dance Studio	Summer Term 2019 Fees
Received with thanks	Total £ <input type="text"/>
Signed	Date

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Summer Term 2019 enrolment form.

Use this form to book and pay for classes, in advance, for one or more students.

Paying in advance offers significant savings over paying for classes individually on the day (which is £9 per class).

There are further great savings available (up to 50% discount) if you group several classes into a “multiple class deal”. Siblings (under 20 years old) are welcome to group their classes in this way.

Please note that discounted rates are normally only available when paid for in the first week of term (or half term if you have chosen this rate) and that they are only refundable by negotiation in exceptional circumstances.

There are two parts to the form:

PART A (booking): Please complete one of these for each student in the booking.

PART B (payment): Please complete only one of these per booking.

If the booking is for more than one student please add together the totals from the individual PART A forms.

It is usually better value to group classes into a “multi class deal” if you are paying for two or more classes.

By signing Part B you accept the policies of our school on your own behalf and all other students named on the form. The School Policies are set out on the following pages.

Please bring your completed PART A form(s) and your PART B form to school with your payment. Please DO NOT send cash or cheques in the post.

Thank you.

MCALPINE DANCE STUDIO

School Policies

Data Privacy Policy (GDPR)

In order to run our school efficiently it is necessary to hold certain personal data about students and their carers. The data we hold enables us to maintain our timetables and financial records and inform our students about school and related events.

McAlpine Dance Studio will never disclose any information it holds about you to any third party individual or organisation without your consent.

McAlpine Dance Studio (MDS) strives to be an open, happy and fair place for students to learn and enjoy Dance and Stagecraft. To this end we ask all our students and their carers to abide by the following policies.

Arrival and Attendance

- MDS aim to start every class promptly at the specified time. Students are expected to be ready to begin their class on time. Parents/Carers must also ensure students are picked up promptly after their class. If a problem arises please contact us as soon as possible. Our timetable is available online at www.mcalpinedance.com/classes.htm
- Please wear appropriate dance wear for all classes. The correct dress for specific classes can be found at the end of this document.
- Please let us know if you are unable to attend a class or expect to be late.
- If a student is more than 15 minutes late for a class the teacher may, at their discretion, ask the student to observe rather than participate in the class.
- If you intend to stop attending a class or leave the school, MDS require a minimum of half a term's notice. Students and/or their carers will remain liable for fees during the notice period and for any outstanding fees at the time notice is given.

Housekeeping

- Please do not walk on the dance floor in outdoor footwear.
- Please do not bring food, drink or chewing gum onto the dance floor at any time.
- Please leave any personal items in your dance bag which should be stored neatly at the side of the studio or in the stage area. Personal items should not be left unattended in the dressing rooms.
- Students are responsible for any personal items brought to school. MDS cannot accept responsibility for any loss or damage to such items that is beyond it's control.

Conduct

- MDS expect all students to show respect for each other, for their teachers and for the property and good reputation of the school.
- MDS reserve the right to suspend or exclude any student or carer whose behaviour threatens to disrupt a class or the normal running of the school.
- Please make an appointment if you wish to speak with us about any aspect of a student's training. We cannot discuss your concerns during class time but we are happy to speak via phone or in a personal meeting at some other convenient time.
- MDS undertakes to address all concerns in a fair and responsible manner.

Information

- Please ensure that the contact information we have on file is up to date and accurate. A registration form is available from school.
- Please notify your teacher of any illness, injury or special needs so that these can be monitored during class.
- Fees are due in the first week of term. Discounts are not normally available after this time and arrears will be charged at the full individual class rate.
- If you are experiencing difficulty in paying fees please let us know in good time.
- Students' family and friends are usually invited to observe classes in the last week of term. At any other time permission to do so is at the discretion of the teacher.
- Unauthorised photography or video-taping of classes or shows is strictly prohibited.

Lower school and Stage Club uniform

“Start To Dance” Primary and Pre Primary class uniform:

- Royal Academy Of Dance Pink capped sleeved leotard.
- Wrap over chiffon skirt. Pink socks and ballet shoes.
- Pink ballet socks and pink leather ballet shoes (elastic must be sewn on)

Grade 1 Class Uniform:

- Royal Academy Of Dance Lavender leotard
- Character skirt and character shoes.

Grade 2 Class Uniform:

- Royal Academy Of Dance Lavender or Pale Blue leotard
- Character skirt and character shoes.

Grade 3 Class Uniform:

- Royal Academy Of Dance Navy leotard
- Character skirt and character shoes

Boys Ballet exam and class wear:

- Boys polycotton white T shirt with RAD logo or Aaron leotard
- Boys Freeds shorts
- Freeds white socks
- Boys white (for exams) or black ballet shoes
- Boys Oxford “Character” shoes

- Pink ballet socks and pink leather ballet shoes (elastic must be sewn on)
- **T shirts with McAlpine Dance logo are on sale (£8) from the dance school.
- Shoe bags available from the school (£5)

Stage Clubs:

- **T shirt with McAlpine Dance logo.
- Girls: Blue, Purple or black polo neck leotard and black leggings.
- Boys: White “Aaron” leotard for exams. Black Jazz trousers.
- Black Tap shoes with heel and toe taps. Black socks.
- Black lace up Tap shoes with toe and heel taps.
- Children are encouraged to have bare feet or foot thongs for Modern but black jazz shoes with suede soles may be worn.

Most items can be bought from Duo Dance, 11, Half Moon lane, Herne Hill or from radenterprises.co.uk, dancedirect.com or dancewear.com. However, shoes should be fitted by a ballet shop.

We recommend all clothing and shoes are named.

Upper school uniform

Grade 4 Class Uniform:

- Royal Academy Of Dance Mulberry leotard
- Character skirt and character shoes.

Grade 5 Class Uniform:

- Royal Academy Of Dance Cherry leotard
- Character skirt and character shoes.

Grade 6, 7 and 8 Class Uniform:

- Royal Academy Of Dance Black camisole or strap leotard
- Chiffon skirt
- Pink satin or canvas ballet shoes
- Character skirt and character shoes.

Intermediate and Intermediate Foundation classes:

- Royal Academy Of Dance Black camisole or strap leotard
- Black wrap over short skirts may be worn for class (not exam)
- Soft back pointe shoes for Inter. and pink satin ballet shoes with ribbons for Inter. F.
- Pointe shoes.
- Hair for all classes must be in a neat bun or similar for girls.

Boys Ballet exam and class wear:

- Boys polycotton white T shirt with RAD logo or Aaron leotard
- Boys navy blue dance footless tights
- Freeds white socks
- Boys white (for exams) or black ballet shoes
- Boys Oxford “Character” shoes

Stage Clubs and Tap classes:

- T shirt with McAlpine Dance logo (£8)
- Girls: Red or black lycra unitard or black leotard and black leggings.
- Boys: White “Aaron” leotard for exams. Black Jazz trousers.
- Black Tap shoes with heel and toe taps.(Capezio or Bloch) for Grade 2 and above. Black socks.
- Students are encouraged to have bare feet for Modern as no shoes are worn in the ISTD exams but black jazz shoes may be worn in some class and performances.

Jazz and Contemporary:

- Black leotard and leggings or footless tights,T shirt with McAlpine Dance logo Foot thongs.