

INFORMATION ABOUT SLDS TIMETABLE FOR AUTUMN TERM 2017 & SPRING TERM 2018



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Dear Parent or Guardian of Lower School Student,

Please find attached the timetable for **September 2017**. Following a large examination session (such as we have this term) and therefore, many of our 750 students moving levels, it is usually necessary to adjust the timetable to avoid clashes between lessons and to accommodate all of our students in suitable classes. This time, *most* classes have stayed on the same DAY as current, but many have changed TIME.

After reading below and referring to both attachments, if you notice any issues with your child's timetable for next term, in particular any clash between dance genres, or need further advice, then please *email* me. Unfortunately, I am not able to deal with enquiries about the new timetable solely by telephone as it's important that we have a communication trail.

We sincerely hope that it will not be necessary to make changes to this timetable and therefore, that this is the final version. However, if we are notified that a number of students have clashes between lessons, it may be necessary to release a second amended version after half term. We are not, however, in a position to be able to adjust the timetable if you find you / your child are unable to attend lessons next term due to clashes with other commitments.

TIMETABLE CHANGES FOR LOWER SCHOOL STUDENTS

It is, of course, not possible to list everything, but a couple of the major changes to the timetable and some other useful information is below:

- * The current Monday PP1 ballet & tap (I) classes have moved to a Wednesday. This is the level after Preparatory dance & tap (when girls move into the lavender uniform).
- * We have a NEW boys street (I) class on a Wednesday at 6.00pm - this class is for the boys graduating from Thursday Junior Funky Moves. They will also need to start Grade 1 modern on a Wednesday (note - there will be a 15 min unsupervised break between these 2 classes).
- * The Saturday timetable is similar to current with minor changes to most morning lesson times. However, afternoon lesson times have changed more significantly to accommodate the levels of children we will have next term following this terms examination session.
- * Saturday timetable is designed so that when your child moves up from Preparatory dance & tap into Pre-Primary (I) classes (i.e. when girls start 'wearing the lavender uniform'), they will enter either the (a) group of classes, or the (b) group of classes. The (a) classes are highlighted on the timetable in yellow (first level i.e. (Ia) set) and then when ready, moving into the turquoise (second level i.e. (IIa) set). The (b) classes are highlighted on the timetable in green (first level i.e. (Ib) set) and then when ready, moving into the magenta (second level i.e. (IIb) set). Both (a) and (b) groups join together for level (III) which is highlighted in red. It is usual for children to spend two terms in each level of Pre-Primary, meaning it will be two years until they take their Primary modern examination (but this time frame is variable due to age and ability).

* If your child is already in Pre-Primary, or currently in Preparatory dance & tap, and you have a strong preference for either the (a) classes or the (b) classes then you must email me to make your request on or before half term. We cannot guarantee to accommodate your request but will do our best. If we do not hear from you then your child will be allocated to either the (a) or (b) classes depending on space available.

WHICH LEVEL OF CLASSES DO I NEED TO LOOK AT ON THE TIMETABLE?

As we intend to move up a lot of children to the next level next term, it is important that you understand what the *next level* for your child will be (refer to attached 'Progression Through Levels at SLDS') and you check the attached timetable to make sure that you are able to attend the classes at both the *current* and at the *next level*. This is because your first personal notification of your child's class for the next class will be on your invoice, and at that point it is usually too late to move classes or to give notice of leaving the school.

For example; if your child is currently in Nursery 2 then you need to check ALL of the Preparatory dance & tap classes that we offer on a Saturday to make sure you could attend each of them. If your child would not be able to attend each of the classes, then we need to be informed as soon as possible so that we can try to accommodate your request for a specific class at the *next level*.

Please note; even if your child was moved up to the next level at the start of the current term, if they have progressed well so far this term then they may be moved up again for next term. Children can remain in a lower school level from one to four terms.

If your child is NOT moving up next term, we will contact you soon after half term to discuss which class you would like to attend next term at the *current* level. This is necessary because many of the current class times will no longer exist so we will need to know your time preference which we will do our best to accommodate.

WHAT TO DO IF YOU FIND YOUR CHILD WILL NOT BE ABLE TO ATTEND CLASSES NEXT TERM

If your child will not be able to attend his / her classes next term at the *current* or at the *next level* for any reason (i.e. due to our timetable changes or any personal circumstance) then notice of leaving must be given to us by email or in writing on or before Friday 26th May, otherwise fees would be payable in accordance with our school Terms and Conditions *. Wherever possible we will make every effort to find a solution and accommodate your needs as we hope all of our students will want to continue learning dance with us next term and in future. **You should never assume that we have received your email; it is your responsibility to ensure you receive response from us.**

* Terms and Conditions relating to invoicing and giving notice of leaving / changing classes

11. If you intend to withdraw yourself or your child from SLDS or change any class(es) that you or your child undertakes, **a minimum of half a term's notice (with the notice being received in writing (letter or email to the relevant Administrator is acceptable) on or before the last day of the first half of the term)** and the withdrawal or change will take effect from the **beginning of the next term.**
12. Withdrawal from or changes to classes you are / your child is signed up for may only take effect at the **start of each term.** Please note that where a parent / student gives notice of their intention to withdraw from or change classes **at any time after the last day of the first half of the term in any given term**, that notice will only take effect from the start of the second term following that notice and you will be invoiced and liable to pay for the relevant classes for the full duration of the first term following the notice. For children in Melody Movement, Nursery and Preparatory dance and tap classes, you will be liable to pay a £30 fee to contribute towards the administration involved in filling your child's space at a later stage.
13. **For the avoidance of doubt: there is no right to withdraw or change classes midway through a term – if you give notice of your intention to withdraw or change class bookings during the half term break, during the second half of any term or at the end of term or during the holidays, this notice will not take effect until one full term later.**
14. If you wish to make a request in advance for preferred class(es) (at the existing or at the next level) for the next term, **a minimum of half a term's notice (with the request being received in writing (letter or email to the relevant Administrator is acceptable) on or before the last day of the first half of the term)** and we will accommodate the request as soon as possible.

REQUESTS ALREADY SENT TO US TO CHANGE CLASSES NEXT TERM

If you have already sent in a request regarding classes next term, please email me immediately if you no longer want us to try to accommodate your request, otherwise I will do my best to accommodate your request. Note that it is very likely that once I have accommodated your request, it would not be possible to move your child back to the original class(es). Also, if you notice that the changes to the timetable for September have affected a request you have already made, please contact me at the earliest opportunity possible, and **before half term**, so that we can try to find a solution.

ACTING AND GYM SKILLS CLASSES

We are pleased to let you know that there will be a few spaces in our Friday 6.45-7.45pm Gym skills (I) class. This class is for children aged 6 up to and including those in Grade 2 ballet. The classes aim to develop flexibility and strength and master gymnastic skills which can be used in dance routines. Please contact me if you'd like further information about this class.

Also, as we are introducing an additional acting class on a Sunday fortnightly, we will have a few spaces available at each level, so for children from age 4 plus:

3.30-4.30 Acting (I)

4.30-5.45 Acting (II)

5.45-7.15 Acting (III)

Acting classes at South London Dance Studios focus on the requirements for children wanting to audition for and work in TV, film and theatre. Key skills are taught in a fun and confidence building environment including: listening and reacting to others (the main skill in acting!), improvisation, becoming a character, text work (monologues, duologues and group pieces), voice production and accent training. If your child is interested in acting and also in the possibility of being considered to audition for a performing arts agency in future, then please contact me for further information.

Best wishes for a happy remainder of the summer term!

Jennifer Watson

Lower School Administrator

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