

**LA SYLVAINÉ**  
**BOUSFIELD SCHOOL - DANCE CLASSES**

*Ballet School Office: 26 Hardinge Road. London NW10 3PJ*

*Email: [LaSylvaineSchool@aol.com](mailto:LaSylvaineSchool@aol.com)*

*Telephone: 0208 208 5007*

*Website: [www.lasylvaine.co.uk](http://www.lasylvaine.co.uk)*

**Thank you for your interest in the Dance School. In this information pack you will find:**

- A Registration form to fill out and return directly to the Ballet Teacher or to the Ballet School Office, The Registration fee of £30 must accompany the Registration Form in order to secure a place. An invoice will be given to all children or sent to you by the second week of term. Cheques should be made payable to: **La Sylvaine School**
- 2011/2012 leaflet with general information

**1. Newsletters and Invoices**

Once the term has started, newsletters and invoices will be handed out to your child. Please let us know at once if you have not received it within 3 weeks of your application being received. Newsletters and Invoices will be handed out before Christmas for the Spring Term, then in March for the Summer Term. In the event of a child being absent on that day, all letters are immediately posted. Fees are payable termly in advance within 14 days of the start of the term.

- 2. Calendar and timetable are published on the ballet school website.**  
 Open classes are held twice yearly, during the Autumn and the Summer term.

Autumn 2011	Tuesday Bousfield School
Reg sept	13
September	20
Sept/Oct	27
October	4
October	11
October	18
October	25
Oct/Nov	1
November	8
November	15
November	22
November	29
December	6
December	13
December	20

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Spring 2012	Tuesday Bousfield School
January	3
January	10
January	17
January	24
Jan/Feb	31
February	7
February	14
February	21
Feb/March	28
March	6
March	13
March	20
March	27

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Summer 2012	Tuesday Bousfield School
April	3
April	10
April	17
April	24
April/May	1
May	8
May	15
May	22
May	29
June	5
June	12
June	19
June	26
July	3

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- 3. Uniforms are kept in stock at Bousfield.**

- Introduction to Primary Class : Aqua leotard, skirt and pink Crossover, pink socks and ballet shoes to be bought from specialist shops.
- Grade 1 to Senior: Turquoise leotard, skirt and headband and pink Crossover , pink socks or tights and ballet shoes to be bought from specialist shops.

Shoes and socks can be bought at Peter Jones or from specialist dance shop: Freed's, 92 St Martins Lane. Please saw an elastic across the instep.

**All items must be labelled with your child's name.**

Hair should be tied back neatly, in a ponytail and a bun is preferred from Grade 2.

## **BOUSFIELD SCHOOL. DANCING CLASSES. REMINDER TO ALL PARENTS**

La Sylvaine offers ballet classes at Bousfield School both for pupils of the school and for pupils from other schools. The classes are given on the premises and certain conditions are imposed on as which have to be strictly adhered to. **All the pupils of La Sylvaine and their parents are required to follow the regulations set out in this letter.**

- **PARENTAL RESPONSIBILITY**

Between 3.30 and 4pm

All children are directly under the responsibility and the supervision of their parents.

At the end of each class, all children are **under the responsibility of their parents, not ours**. Children must be collected promptly and must leave the building as soon as possible.

- **LEAVING THE SCHOOL PREMISES**

Please make absolutely sure that your children do not run around in the school or on the playground. For security reasons, no one attending the classes or their parents is allowed to remain within the school precincts once the classes are finished. It should be made clear that we are only permitted to use **the two halls and changing rooms allocated to us and no other part of the school building except for the purpose of** access.

Noise must be kept to a minimum so as not to disrupt other classes or teachers working in the classrooms.

- **WALKING THROUGH THE HALL**

Please, **do not walk or sit in the hall when a class is being taught, unless specifically invited to do so**.

It disturbs children and teachers and interrupts the rhythm of a class.

- **NOTICE OF WITHDRAWAL**

Once registered, pupils are automatically assumed to be continuing their classes from term to term. Notice of withdrawal of a child must be given in writing at least 5 weeks before the end of the term or the **fees of the following term are payable IN FULL**.

- **CARS**

Kindly note that the school playground cannot be used as a car park even after school hours. It is strictly out of bounds.

**It is most important that you help us respect our arrangements with the school so as to avoid problems or tension with Bousfield School.** We are eager to keep a good relationship and we will exclude all those who are unable to comply with these requirements.