

Thank you for your interest in our Ballet School.

If you are registering online, please follow the steps that will pop up.

If you are registering in person, you will be handed out the current leaflet of the Ballet School with our timetable, fees and general information.

Please refer to the School website **to download the Calendar for the academic year** (dates when the classes are held).

to check updates of the current **Timetable**

to find out details of **fees and uniforms**, as well as the **Ballet Schools Policy** documents

Timetable Bousfield Reminder

- Miss Megan's classes Junior Hall
 - 3.45 to 4.25pm Introduction to Dance (new pupils Sept in 17, combined 3 & 4 year olds)
 - 4.30 to 5.10pm Primary (5+ and 6 year olds)
 - 5.10 to 5.55pm Grade 1 (6+ and 7 year olds)

- Miss Chloe's classes Infant Hall
 - 3.50 to 4.35pm Pre-Primary (4+ and 5 year olds)
 - 4.40 to 5.40pm Grade 2 level 1(first year) and level 2 (second year)

Uniforms

Uniforms are available to purchase from our staff on Tuesdays at Bousfield. **All items must be labelled with your child's name.**

Introduction to Primary Class	Aqua leotard & skirt, pink crossover, pink socks or tights
Grade 1 and Grade 2	Same as above but in colour Turquoise
Boys	White T-shirt, gym shorts and black leather ballet shoes
Hair	Should be tied back neatly, in a ponytail and a bun is preferred from Grade 2.
Shoes and Tights : these are not kept in stock and can be bought "Six Pieds trois Pouces" (28 Bute Street SW7 3EY), Peter Jones or from specialist shops such as Freed's (St Martins Lane)	

Newsletters and Invoices

- Once the term has started, newsletters and invoices will be sent by email. Please let us know if you have not received it within 3 weeks of your application being received. Newsletters and Invoices will be sent out before Christmas for the Spring Term, then in March for the Summer Term.
- Fees are payable termly in advance within 14 days of the start of the term. 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 will be payable IN FULL.
- Open classes are held twice yearly, during the autumn and the summer terms.
- Please note that we cannot refund fees in case of cancellation beyond our control (Force Majeure)



SECURITY AND HEALTH & SAFETY RULES whilst on Bousfield premises



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 strict conditions are imposed for security, health and safety reasons. They have to be strictly adhered to. It is most important that parents and nannies help us respect our arrangements with the school. La Sylvaine has run classes for 30 years at Bousfield and we are eager to keep a good relationship.

Kindly note that Miss Swain, Head Teacher, has no choice but to make sure that these guidelines and rules are adhered to.

- **As part of the "drop off" system now in place, the main door will open 15 minutes before the start of each class.** Nannies and siblings are not allowed to wait on the premises, except in very special circumstances. Changing rooms cannot be used as waiting rooms as teachers work in adjacent rooms to the hall. We recommend waiting at the local library, opposite Bousfield, on Old Brompton Road.
- Before the start and at the end of each class, all children are under the responsibility of their parents or nannies, not ours. Children must be collected promptly and must leave the building as soon as possible.
- Again, for H & S reasons, food is not allowed to be consumed in the changing rooms. This includes sweets.