



KEYWORTH SCHOOL OF THEATRE DANCE

August 2020

We hope you are all having a good summer. The good weather has certainly helped the current situation! We have been busy at KSTD HQ getting ready for a Covid-19 secure and safe return to our classes.

If you have not yet received an email with the details of your child's dance class/es we do apologise. We have been working hard... please bear with us as there has been so much to do! The times, day and venue of the class will be on your invoices, where you will see the following abbreviations:

WH = Webster Hall

VH = Village Hall

TT = Table Tennis Pavilion

Please be aware of the following:

- A parent/carer will have to complete the health declaration and acknowledge the new Covid-19 policy before the start of term. Please complete the online form by following the link below:

[Health Questionnaire-Covid 19 policy declaration](#)

Alternatively if you prefer you can download, complete and return the form which can be found in the Policies/Newsletters section of the website:

<https://keyworthschooloftheatredance.co.uk/newsletters/>

- Pupils new to KSTD will need to complete and sign a registration document before their first session. This requires acknowledgment of reading all the policies together with a signature. This has been forwarded to all pupils starting in September. Please let us know if your child is new to KSTD and you've not received one.
- Please be aware that the following policies have been updated and are available to view on our website:
 - GDPR Policy
 - Safeguarding Children and Child Protection Guidelines
 - Payment Terms and Conditions
 - Covid-19 Policy
 - Covid-19 Risk assessment
- We plan to send invoices for Block 1 via email starting week commencing Monday 24 August, but please be aware it is a particularly complex procedure at the moment so there may be a delay. The invoice will include the venue and day/time of the class. Payment is due by Saturday 5 September. Please note the payment due date is before the block starts due to waiting lists we now have in place. Refunds for the sessions missed before Easter will be applied to the invoices. For more information on payments, please refer to the Payment Terms and Conditions on our website. For any queries about payments and/or the refunds once you receive the invoice, please get in touch.

- Fees have not changed for at least two academic years so there has been a small increase to fees for 2020-2021. However, the adaptations we have had to make to be Covid-compliant are costly and not sustainable long term. We hope the changes can be rectified in the new year, so some classes may revert to the previous timetabling when possible to do so. Please therefore be aware that some of the new timetable is not a permanent arrangement.
- Block 1 starts Monday 7 September and ends **after** lessons on Saturday 17 October. There are two weeks off for half term.
- Please talk to your child about the 'new normal' for our classes. All pupils will remain 2m apart from each other and the teacher. It is different to a school setting where the children are in bubbles and will not necessarily be socially distanced. We are confident all pupils will get accustomed to the new way of working very quickly. However, for a while, the classes will be adapted to fit in with the current guidelines. We are just pleased we can return to the studio.
- The 'Timeless' show seems like an eternity ago. However, for anyone who still would like DVDs or photos (they would make nice Christmas gifts for family) then please get in touch as we need to put this to bed before the end of the year.
- Uniform: we appreciate the start of term is chaotic and many pupils will need new uniform. All pupils **must** wear something on their feet as no bare feet or just socks is permitted. We will sort new uniform items as and when required. As no parents are permitted in the building/s, all uniform purchases are to be done remotely. Please in the first instance contact Ann on 0115 937 5150 or 07578 896269 to place your order. We hope to have a uniform order form on the website at a later date.

We are very much looking forward to getting back into the studio albeit with a different way of working and we have missed all our pupils and families. Thank you for your patience while we have been working on everything.

Enjoy the rest of the summer - we look forward to seeing you week commencing Monday 7 September!

Best wishes

Ann, Kirsty and all the KSTD team
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