



# Junior Ballet Programme

September - December 2019



# Ballet Programme

The Bank of England Sports Centre aims to offer a range of courses for a variety of ages and abilities. We hope that these activities will be both fun and stimulating and they will develop and progress with their chosen activity in a positive environment.

We hope that you will enjoy taking part in the ballet programme and that we may see you on the next series of courses. Please complete the Ballet Course application form and return it to Reception with payment as soon as possible.

## **Important information regarding the re-booking of termly courses for September to December.**

We will continue to offer a priority booking period for existing pupils.

This priority booking window will open on Wednesday 3<sup>rd</sup> July and existing applicants wishing to rebook like for like courses should arrange payment via reception between Wednesday 3<sup>rd</sup> July and Wednesday 10<sup>th</sup> July. All payments should be received during this window and by Wednesday 10<sup>th</sup> July. No exceptions will be accepted.

Existing applicants wishing to apply for a course on a different day/time should submit an application form during the priority booking window.

We have introduced an administration period to allow existing applicants requiring a different day/time to be processed before new applications are considered.

New applicants will then be considered for any remaining spaces from Friday 12<sup>th</sup> July.

For more information on any of the following courses please contact [sportsreception@bankofengland.co.uk](mailto:sportsreception@bankofengland.co.uk) clearly stating in the subject field which course you are enquiring about.



# Ballet Courses

There will be five sessions on Thursday afternoons. Each age group will be taken by Miss Becci, a Royal Academy of Dance registered teacher.

The first 3 sessions will take place in Studio 1 in the Sports Complex and the final 2 sessions (Grade 1 and Grade 3) will take place in Studio 2.

Courses will run for 12 weeks. Courses will commence on Thursday 12<sup>th</sup> September and end on Thursday 5<sup>th</sup> December. There will be no lessons during half term on Thursday 31<sup>st</sup> October.

## CLASS DETAILS

### THURSDAYS

#### **4.00 - 4.30pm - STUDIO 1 (beside gym)**

##### **Pre-school Ballet (3 - 4yrs)**

This class is suitable for those still in nursery/pre-school, providing a fantastic introduction to ballet through magical adventures and stories.

#### **4.30 - 5.00pm - STUDIO 1 (beside gym)**

##### **Reception Ballet (4 - 5yrs)**

This class is suitable for those in reception class/first year of school. We continue to develop our physical ballet and social skills through the medium of adventure and story.

#### **5.00 - 5.45pm - STUDIO 1 (beside gym)**

##### **Primary Ballet (6 - 7yrs)**

This class allows children to really progress their ballet technique with imaginative exercises and dances. It allows the students to start choreographing and coming up with their own exercise ideas, with the help of the teacher.

#### **5.50 - 6.35pm - STUDIO 2 (opposite the squash courts)**

##### **Grade 1 Ballet (7 - 9yrs)**

Grade 1 ballet sees the continued development of technique as well as additional dance options. There is also the introduction of character dance which draws on different national styles as seen in major ballet productions such as Swan Lake.

#### **6.35 - 7.20pm - STUDIO 2 (opposite the squash courts)**

##### **Grade 3 Ballet Class (9 - 11yrs)**

In grade 3 ballet, the students really begin to develop their ballet vocabulary with many steps that feature professional stage performances. We also continue to develop our choreographic skills and character work. This group will be working towards exams at various points through the year.



<i>Course code</i>	<i>Day</i>	<i>Location</i>	<i>Time</i>	<i>Dates</i>	<i>Cost</i>
3 - 4 years Pre-school Ballet PREBALT 1	Thursday	Studio 1	4.00 - 4.30pm	12/09/19 - 05/12/19	£58.20
4 - 5 years Reception ballet RECBALT 1	Thursday	Studio 1	4.30 - 5.00pm	12/09/19 - 05/12/19	£58.20
6 - 7 years Primary ballet PRIMBALT 1	Thursday	Studio 1	5.00 - 5.45pm	12/09/19 - 05/12/19	£87.00
7 - 9 years Grade 1 Ballet GRD1BALTH 1	Thursday	Studio 2	5.50 - 6.35pm	12/09/19 - 05/12/19	£105.00
9 - 11 years Grade 3 Ballet GRD3BALT 1	Thursday	Studio 2	6.35 - 7.20pm	12/09/19 - 05/12/19	£105.00

**Please note there will be no classes on Thursday 31<sup>st</sup> October for half term.**

If you require additional information on the above course, please contact [sportsreception@bankofengland.co.uk](mailto:sportsreception@bankofengland.co.uk) clearly stating "CHILDREN'S BALLET"



# Course Enrolment Procedures & Conditions

1. In the interests of safety and quality of instruction there will be a maximum number of pupils in any course as stated in the course information.
2. Applicants for all courses must be current family members of the Sports Centre at the time of application and when the course takes place.
3. Indemnity Clause  
The indemnity clause on the application form must be signed by the parent/guardian. We are unable to accept applications where this clause has been altered or ruled out. This is in case a participant requires:
  - a. Emergency medical aid
  - b. Attention for whatever reason in the absence of the parent/guardian
4. Explicit Consent - Medical Information  
Any medical information that you choose to provide us with will be used by the Bank of England Sports Centre in the event of an accident or first aid having to be provided.
5. We will automatically allocate like for like places to members who are currently attending the April - July junior ballet courses. No application form is required if you are retaining a space in the same group at the same time/day. If we do not receive your payment by close of business on Wednesday 10<sup>th</sup> July, your space will be allocated to someone on the waiting list or a new applicant. No exceptions will be made to this request. Please note that payment for like-for-like courses can be made over the phone on 020 8392 4360.
6. Any available spaces will be offered to new applicants on a first-come-first-served basis from Friday 12<sup>th</sup> July.
7. If your first choice is unavailable and we cannot re-arrange a mutually convenient time/day with you, you will be placed on a waiting list, if desired.
8. Once a booking has been confirmed, credits will only be issued for medical reasons on sight of a doctor's certificate. If this is prior to commencement of the course a full credit will be possible, if the course has already started a proportion of the fees paid may be credited.
9. The Bank of England Sports Centre reserves the right to cancel a course if the number of applications is lower than is needed to make the course viable.
10. The Bank of England Sports Centre reserves the right to alter the course date/time if necessary. A credit will be given if you are unable to attend the new date/time.
11. Parents and other spectators are politely requested to use the viewing areas. Spectators will not be permitted in the studios apart from where parent/carer participation is required or during performances.
12. Payment for all courses can be made by cheque or by credit/debit card at reception. Acceptance onto any course will be subject to handing in a duly completed application form together with the relevant course fees.
13. When handing in your completed application form with payment, please provide us with your email address to enable us to confirm receipt of your request.
14. All courses are offered for the full duration of the course and not available on an ad hoc basis.



# Privacy Notice & Processing Health Information

## Information we collect

The Bank of England Sports Centre collects personal data about you and your child/children via this form. This data includes full name, date of birth, contact details and, where appropriate, medical information.

## Providing Health Data

We will use any information that you choose to provide us with to ensure that we can properly care for your child/children whilst in our care, for example in the event of first aid being required.

## Use of Health Data

By providing this information, you are consenting to us using your data and you have read and understood our privacy notice.

## Why we need your personal data

We collect your personal data to provide ongoing administration of your membership account, to offer a range of activities and courses for you and your children and to properly care for your child/children whilst participating in courses and camps.

## What we do with your personal data

We use the information to contact you in relation to your activity/course booking at the Bank of England Sports Centre. We will use your personal data to contact you in an emergency should the need arise, whilst junior members are in our care for the duration of an activity.

## How long will we retain your personal data

We will hold your data for the duration of the activity that you are signing your child/children up for and for up to 6 months after the course has ended. Thereafter it will be securely disposed of.

## Your rights

You have a number of rights under data protection laws. You have the right to ask us for a copy of the personal data that the Bank of England Sports Centre holds about you. You can ask us to change how we process or deal with your personal data and you may also have the right in some circumstances to have your personal data amended or deleted.

To contact us about those rights, including making a request for the personal data we hold about you or to make a complaint about any data protection matter, please write to us at:

The Privacy Team  
Bank of England  
Threadneedle Street  
London EC2R 8AH

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law, you can complain to the Information Commissioner's Office.

## More information

The Bank's Data Protection Officer can be contacted via the details above and you can also find out more about how the Bank deals with your personal data via the 'Privacy' link at the bottom of our website ([www.bankofengland.co.uk](http://www.bankofengland.co.uk)).



# Safeguarding, Diversity & Inclusion Information

The Bank of England Sports Centre is committed to prioritising the well-being of all children and adults at risk, promoting safeguarding at all times, including all programmes and events we run.

## **FIRST AID**

In the event of an accident, first aid will be administered and the emergency services called if necessary. We will also call you on the emergency number you provided on the booking form.

## **EQUAL OPPORTUNITIES AND CHILD PROTECTION**

The Bank of England Sports Centre is committed to the following:

- The welfare of the child is paramount
- All children, whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity should be able to participate in a fun and safe environment
- Taking all reasonable steps to protect children from harm, discrimination and to respect their rights, wishes and feelings
- All suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately
- All staff who work with children will be recruited with regard to their suitability for that responsibility, and will be provided with guidance and/or training in good practice and child protection procedures
- Working in partnership with parents and children is essential for the protection of children

If you have any concerns or wish to discuss a safeguarding and/or diversity & inclusion issue, please contact the Sports Centre Management Team ([sportscentremangement@bankofengland.co.uk](mailto:sportscentremangement@bankofengland.co.uk))

## **ACCEPTABLE BEHAVIOUR**

We always reserve the right to exclude any person from the termly activity if his/her behaviour is incompatible with the general enjoyment and well-being of others or is outside of our acceptable behaviour policy.

## **MEMBER FEEDBACK**

We would love to hear your comments and feedback so that we know what we did well and what we need to change or improve on for next time. Comments forms are available from reception.

Alternatively, please email [sportscentremangement@bankofengland.co.uk](mailto:sportscentremangement@bankofengland.co.uk)



# Junior Ballet Application Form September - December page 1

## PARENT'S DETAILS

ADULT NAME: \_\_\_\_\_ MEMBERSHIP NO: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ (mobile) \_\_\_\_\_ (other)

E-MAIL ADDRESS: \_\_\_\_\_

ALTERNATIVE EMERGENCY CONTACT NAME: \_\_\_\_\_

ALTERNATIVE EMERGENCY CONTACT NUMBER: \_\_\_\_\_

COLLECTION DETAILS (please write below details of anyone else who may be collecting your child)

PERSON COLLECTING NAME: \_\_\_\_\_

PERSON COLLECTING CONTACT NUMBER: \_\_\_\_\_

### Indemnity Clause

I hereby appoint the instructor in charge at any one time as guardian for the purpose of giving consents which may be necessary for my son/daughter to obtain medical treatment arising from any injury sustained whilst participating in lessons at the Bank of England Sports Centre.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

IF YOU ARE APPLYING FOR MORE THAN ONE COURSE, PLEASE LIST CLEARLY (BLOCK CAPITALS) ALL OF THE COURSES, WHICH YOU WISH TO APPLY FOR USING THE INFORMATION PROVIDED.

Name	Age	Course Code	Start Date	Cost

### EXISTING PARTICIPANTS- CURRENTLY HAVING LESSONS

Class name	Age	Day/Time

Please turn over to complete the application form





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**Explicit Consent - Health Information**

I confirm that I have read the Privacy Notice & Processing Health Information statement and understand why I am being asked to provide health information (if appropriate) relating to my child/children.

I give permission for the Bank of England Sports Centre to use the data that I have provided below to properly care for my child/children for the duration of the activity I am signing them up for.

Please advise us of any relevant medical information for any of the above listed participants: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Name of parent (IN CAPITALS)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**For Office use only**

**Date Received:**