



# **KIMBERLEY PERFORMING ARTS CENTRE**

WELCOME PACK  
&  
INFORMATION

2017 - 2018

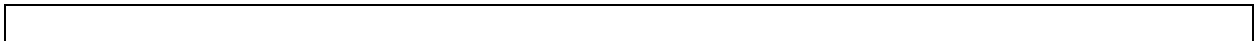
*Please ensure you and your child read this information as it is different to previous years*



## **WELCOME TO KIMBERLEY PERFORMING ARTS CENTRE...**

*“Kimberley Performing Arts Centre was opened over 30 years ago with just 6 pupils, since then it has grown to almost 300. Over the years it has been a privilege to teach so many wonderful and inspiring youngsters. Several of our pupils have followed successful careers in dance either teaching, performing on tour, in the west end, overseas or on cruises.*

*Whether or not Performing Arts becomes their chosen career, all students leave the school having made many friends and gained wonderful memories. Our facilities enable adults and children to take part in a wider range of dance, fitness, drama and music classes and workshops led by professionals at the top of their field.”*



**We welcome everyone to Kimberley Performing Arts Centre and encourage all our students to work together and to develop respect for others. We will make every effort to help every student work towards their full potential throughout their time at the school, and encourage students to work independently and to develop their own individual skills. We take time to get to know the pupils as individuals and aim to meet the needs of each individual, working in partnership with them and their families.**

## **CONTACT US...**

**telephone:** 01724 862405 • **mobile:** 07436 813659

**website:** [www.kimberleyperformingarts.co.uk](http://www.kimberleyperformingarts.co.uk)

**email:** [info@kimberleyperformingarts.co.uk](mailto:info@kimberleyperformingarts.co.uk)

**facebook:** [www.facebook.com/kpaclincs](http://www.facebook.com/kpaclincs)

## **2017- 2018 FORTHCOMING DATES FOR YOUR DIARY...**

### **SEPTEMBER**

Friday 1<sup>st</sup> September 2017 – Enrolment Day 4pm – 7pm

Saturday 2<sup>nd</sup> September 2017 – Enrolment Day 10am – 2pm

Monday 4<sup>th</sup> September 2017 – Centre opens

Tuesday 26<sup>th</sup> September 2017 – High School Musical Dress Rehearsal

Wednesday 27<sup>th</sup> September 2017 – Saturday 30<sup>th</sup> September 2017 - High School Musical

Friday 29<sup>th</sup> September 2017 – Macmillan Coffee Morning

Saturday 30<sup>th</sup> September 2017 – Deposit due for Annual KPAC Show

## **OCTOBER**

Monday 2<sup>nd</sup> October 2017 – Fees due

Saturday 7<sup>th</sup> October 2017 – Character Auditions for Annual KPAC Show

Saturday 21<sup>st</sup> October 2017 – Centre closes for half term

Monday 23<sup>rd</sup> October 2017 – Saturday 28<sup>th</sup> October – Gainsborough Stage Dance Festival

Monday 30<sup>th</sup> October 2017 – Centre reopens after half term

## **NOVEMBER**

Ballet exams - Dates to be confirmed

Monday 6<sup>th</sup> November 2017 – Fees due

Saturday 18<sup>th</sup> November 2017 – Children in Need

Friday 24<sup>th</sup> November 2017 – Christmas Concert

Saturday 25<sup>th</sup> November 2017 – Christmas Concert

Sunday 26<sup>th</sup> November 2017 – Christmas Fayre

Thursday 30<sup>th</sup> November 2017 – Final payments due for Annual Show

## **DECEMBER**

Trinity Music Exams – 7<sup>th</sup> and 8<sup>th</sup> December 2017

Monday 4<sup>th</sup> December 2017 – Fees due

Friday 8<sup>th</sup> December 2017 – KPAC Panto

Saturday 9<sup>th</sup> December 2017 – KPAC Panto

Sunday 10<sup>th</sup> December 2017 – KPAC Panto

Wednesday 13<sup>th</sup> December 2017 – Sunday 31<sup>st</sup> December 2017 – Professional Panto

Saturday 16<sup>th</sup> December 2017 – Carol Singing in Morrisons

Tuesday 19<sup>th</sup> December 2017 – Centre closes for Christmas

## **JANUARY 2018**

Wednesday 3<sup>rd</sup> January 2018 – Centre reopens

Monday 15<sup>th</sup> January 2018 – Fees due

## **FEBRUARY**

Saturday 10<sup>th</sup> February 2018 – Centre closes for half term

Sunday 11<sup>th</sup> February 2018 – Annual Show Dress Rehearsal

Monday 12 February 2018 – Saturday 17<sup>th</sup> February 2018 – Annual KPAC Show

Monday 19<sup>th</sup> February 2018 – Centre reopens and fees due

## **MARCH**

Monday 5<sup>th</sup> March 2018 – Saturday 10<sup>th</sup> March 2018 – Scunthorpe Drama Festival

Friday 16<sup>th</sup> March 2018 – Festival Concert

Saturday 17<sup>th</sup> March 2018 – Festival Concert

Monday 19<sup>th</sup> March 2018 – Fees due

Saturday 24<sup>th</sup> March 2018 – Easter Tea and Disco

Saturday 31<sup>st</sup> March 2018 – Centre closes for Easter

## **APRIL**

Monday 2<sup>nd</sup> April 2018 – Saturday 7<sup>th</sup> April 2018 – Scunthorpe Dance Festival

Monday 16<sup>th</sup> April 2018 – Centre reopens

Sunday 22<sup>nd</sup> April 2018 – Audition for September show (seniors only)

Monday 30<sup>th</sup> April 2018 – Fees due

## **MAY**

Monday 21<sup>st</sup> May 2018 – 26<sup>th</sup> May 2018 – Scunthorpe Music Festival

Saturday 26<sup>th</sup> May 2018 – Centre closes for half term

## **JUNE**

Modern and Tap exams – dates to be confirmed

Sunday 3<sup>rd</sup> June 2018 – Messingham Show (festival groups will be performed at 12 noon)

Monday 4<sup>th</sup> June 2018 – Centre reopens and fees due

Sunday 10<sup>th</sup> June 2018 – Tutu Walk

## **JULY**

Ballet and Acting exams – Dates to be confirmed

Monday 2<sup>nd</sup> July – Fees due

Saturday 7<sup>th</sup> July 2018 – Presentation Night

Friday 13<sup>th</sup> July 2018 – Summer Concerts

Saturday 14<sup>th</sup> July 2018 – Summer Concerts

Sunday 15<sup>th</sup> July 2018 – Strawberry Tea

Friday 20<sup>th</sup> July 2018 – Parents Evening

Saturday 21<sup>st</sup> July 2018 – Parents Evening

Saturday 28<sup>th</sup> July 2018 – Classes stop for Summer

## **AUGUST**

Summer Workshops – Dates and Times to be confirmed

## **IN OUR BUILDING**

We ask that everyone respects the building and that all rubbish is to be put in the bin. Students and their parents are liable for any damage caused to studio property and we ask that corridors are kept clear and are not used for seating areas. Please use the seating area at Reception for somewhere to sit.

Please adhere to the signs posted around the school (parking, changing rooms, respect of the building, etc.)

Avoid coming into the staff area unless invited and do not enter studios to talk to teachers. When contacting teachers regarding queries, etc. please use the communication book at reception and the member of staff will contact you regarding the matter at their earliest convenience. Please avoid private messaging teachers on Facebook.

If you need to get to the gym we ask that people use the route going around the back of the stage and to not go through Studio 1.

## **BEHAVIOUR**

We strive for consistent good behaviour from all our pupils, both for the safety of students and to ensure all students achieve their full potential. We believe in providing a friendly and happy environment but to do so requires a certain amount of discipline both in and out of lessons. All pupils are expected to be polite and respectful to those around them. Bullying will not be accepted or condoned. All forms of bullying will be addressed. Any parent who feels their child may be being bullied is

encouraged to notify the Principal. Upon being made aware of a bullying incident, the Principal will liaise with the parent of the affected child and the parents of the child who is bullying. The Principal will consider the option of removing any child seen to be bullying another from classes. Please note when your child is in the KPAC uniform, in and off site, they are representing their dance school, so must ensure that their behaviour is respectful and polite.

## **CLASSES**

Regular attendance is important for the progression of your child in all classes. We appreciate parental support of this. Missed lessons must still be paid for. Should your child no longer wish to attend classes, please give at least one month's notices to avoid being billed for classes.

## **SUPERVISION OF CHILDREN**

We understand that siblings, etc. may have to come to the studio whilst another child is in class. We request that all children who are brought into the building are supervised by a parent/guardian if they are not in a class. Please do not allow children to wander around the building.

## **CONTACT**

Staff can be contacted via our communication book at Reception. All queries will be noted by Reception and passed on to the correct teacher. The teacher will then get back to you at their earliest convenience. We can also be contacted via the KPAC Facebook page, email & telephone. The contact details for these are found in your welcome pack. Please avoid messaging teachers too late in the evening. Any messages received after 9pm will not be responded to until the following day. The KPAC Parents' Page is a group on Facebook which is run and monitored by KPAC, in order to be a member you need to be invited on, if you are not a member then please ask at Reception.

## **FEES**

All fees must be paid 4 weeks in advance and we charge an annual membership of £10. Please check your membership card/the diary dates in your welcome back for dates that fees are due. **There will be a surcharge of £5 added to fees that are more than 1 week late.**

## **UNIFORM**



Parents are responsible for purchasing the correct footwear, dancewear and necessary equipment for safety and success in class. Please see the uniform list and make sure your child is suitably dressed for their class with hair in a **tidy** bun for all classes except for commercial.

All uniform for class wear can be purchased through our on-site shop 'En Pointe'. The opening times and contact details for the shop are displayed on site and through their Facebook page [www.facebook.com/dancewearok](http://www.facebook.com/dancewearok)

KPAC sell hoodies, t-shirts, crop tops, leggings and tracksuit bottoms with the logo on, these are optional and are available to purchase from Reception.

## **FOOD AND DRINK**

Please do not use the corridors or changing rooms for eating areas. All food can be consumed in the reception seating area, **not changing rooms**.

We understand that some children may be at the studio for a number of hours and require a pack-up but please avoid bringing fast foods (chips, kebabs, etc.) into the building. As a Performing Arts Centre we try and encourage youngsters to eat healthily and sensibly... their bodies are like engines and need the correct fuel!

## **MOBILE PHONES**

Mobile phones, iPads, etc. are not to be used in studios. These should be left with parents/guardians or teachers will have a box for devices to be kept (on silent!) in classes for safekeeping until the class is over. Any electronic devices are brought in at the child's own risk and are not the responsibility of the centre.

## **PRIVATE LESSONS**

The teachers offer private lessons for £10 per half an hour. You can book private lessons with teachers in the folders at reception. If you can please avoid leaving large gaps in between another child's private lessons. If you need to cancel a private lesson you must let the school know more than 24 hours in advance or you will still be charged (you will still be charged if you fail to turn up to a private lesson)

## **PARKING**

Please ensure that you **DO NOT** park on the walkway, in the staff car park or abuse the disabled bays. Please **DO NOT** park by the side of the Children's Centre. Please adhere to the parking signs around the carparks. Please make sure that the person responsible for picking up and collecting your child is fully aware of these restrictions and that they abide by the rules. This is for the **SAFETY** of all users.

## **SMOKING**

We have a non-smoking policy due to health hazards of smoking and passive smoking. However, if you wish to smoke, our designated smoking area is in the carpark by the fire escape stairs.

## **EXAMS**

Students are entered for RAD & ISTD examinations in ballet, tap & modern. Trinity Music Exams and LAMDA Acting Exams are also offered. All teachers are fully qualified to enter children for their exams. All graded examinations are accredited on the national qualifications framework (NQF). Students who successfully pass Grade 6, Intermediate Foundation, Intermediate, Advanced 1 or Advanced 2 can gain UCAS points from these examinations for university entrance. Students are entered for exams when teachers feel that they are ready, however, exams are not compulsory. If for any reason you or your child does not want to do the exam, please inform the teacher concerned via the Receptionist.

Examination fees must be paid by the closing date or your child will not be entered. You will be given a receipt once you have paid. If your child is chosen to do their exam it is normal practice that they will have an extra exam class each week, usually for a term prior to the exam being taken. You will be invoiced for the extra classes.

## **FESTIVALS**

A festival is a competition and as a school we usually enter two festivals per year. However, as an individual you may wish to enter more but must receive permission from the Principal before entering. Festivals are a good opportunity for children to showcase their skills, gain confidence and develop a sense of performance. Should your child be interested in dancing a solo, duet or trio or even performing in the groups please do not wait for a teacher to ask but fill in a festival request form and leave it with the Receptionist, it will be returned to you with the teacher's decision and an invoice attached.

If your child is put in a group then they must attend all rehearsals. If they miss two rehearsals they will be replaced. You will be invoiced for rehearsals. Dress code still applies. You will also be expected to read and sign a festival contract.

If your child is doing a solo or duet then they must have at least 5 private lessons with a teacher before the festival. These can be shared with other children to reduce the cost. At least one of these lessons must be with the teacher who has choreographed the piece.

**PLEASE DO NOT BOOK PRIVATE LESSONS WHEN YOU SHOULD BE IN A CLASS OR A GROUP REHEARSAL. PLEASE DO NOT MISS A GROUP REHEARSAL TO ATTEND ANOTHER FESTIVAL.**

Folders for private lessons are on the reception desk with teachers contact details and a list of their available times. If you need to cancel a lesson for any reason you must contact the teacher directly, not just cross it out in the folder. Any less than 24 hours' notice, you will still be invoiced for the lesson. Private lesson **MUST** be paid for on the day directly to the teacher.

Group costumes are £25. They remain the property of the school but the cost covers hire and cleaning.

## **CONCERTS**

We do two concerts each year, Christmas and Summer. These are over two days and there are three performances. Each performance is different. The concerts are a display of the children's work. This is for all classes except gymnastics and every child is welcome to take part. If your child is unable to take part in the concert then please let the appropriate teacher know as soon as possible otherwise teachers will presume your child is participating.

## **SHOWS**

We do two shows each year. One in September and one in February. The show in September this year is High School Musical and is for senior school children only. This show is being performed at the Plowright Theatre. Please come along and support our children, tickets are priced at £8 and £7 for concessions and are available directly from the theatre.

Our annual show takes place in February half term. This is for **ALL** children of our centre. The cost to be in the show is £45 and £30 for under 8's and siblings. The costs covers the hire and/or making of costumes, theatre hire, scenery etc. Children aged 8 years and under will be split into two teams and will take part in every other performance, there performance days will be as follows:

Team 1 (name to be given nearer the time) – Monday night, Wednesday night, Friday night and Saturday matinee

Team 2 (name to be given nearer the time) – Tuesday night, Thursday night, Friday matinee and Saturday night

All other children will take part in every performance.

Rehearsals for children aged 8 and under will normally take place on a Sunday morning.

A deposit of £10 is required to secure your child's place, this is required by 30<sup>th</sup> September 2017 with the full amount due by 30<sup>th</sup> November 2017.

### **FRIENDS OF KPAC**

The Friends of KPAC are a group of parents who help out with fundraising for the school. The meetings are held at various intervals throughout the year. Notice will be given on the notice board and on the Facebook page. They are always wanting more people to join in, so please feel free to attend the next meeting. Even if you can only help out for an hour or provide a few ideas, you will be more than welcome.

### **FUNDRAISING**

We have lots of fundraising events taking place throughout the year to help raise money for the centre. These include Strawberry Tea, Easter Tea and Disco, Christmas Fayre, Tutu Walk, to name but a few. These are for all users of the centre and we welcome your support and help.

### **PRESENTATION NIGHT & PARENTS EVENING**

The Presentation night is for all children and is at the end of the year. There are winners for each class and a runner up. There are also overall winners and special awards. Tickets will be available nearer the event.

Parents evening is for all parents who would like to speak to the teachers. They are held at the end of the year. If you have any concerns regarding your child throughout the year though please do not wait until the parents evening and contact a teacher beforehand through the appropriate channels.

### **ADULT CLASSES**

We have lots of different adult classes taking place, Tap, Ballet, Street and Legs Bums and Tums.

## **BINGO**

We hold bingo sessions every Tuesday at 1pm – 3pm. Everyone is welcome to attend, please feel free to tell your family, friends and neighbours.

## **BALLET UNIFORM**

All uniform should be clean and well-fitting, and underwear should not be visible. Jewellery should not be worn, unless required for religious or cultural reasons. Where used, makeup should be kept light and to a minimum. Hair must be in a neat bun with a hair net with no hair accessories

If hair is too short to be tied in a bun, it should be neatly groomed and styled off the face and neck so that the line of the head and neck is not obscured.

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**GIRLS**

Lilac leotard  
Lilac wrap over skirt  
Pink leather or satin ballet shoes  
with elastic (**no split soles**)  
Pink ballet socks  
Scarf (Primary)

**BOYS**

White t shirt  
Black or navy lycra or cotton shorts  
White socks  
White or black ballet shoes  
Sunhat (Primary)

**PRE-PRIMARY AND PRIMARY BALLETT**

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**GRADE 1 & 2 BALLETT**

**GIRLS**

Lavender leotard with a lavender belt  
Pink satin or leather ballet shoes  
with elastic (**no split soles**)  
Pink ballet socks  
Character skirt  
Low heel character shoes  
Watering Can (Grade 1)  
Flower garland (Grade 2)

**BOYS**

White short sleeved leotard  
or well-fitted t-shirt  
Navy shorts or navy stirrup tights  
White ballet shoes with white elastic  
White socks

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**GRADE 3, 4 & 5 BALLETT**

### **GIRLS**

Mulberry leotard with a mulberry belt  
Pink ballet socks (grade 3)  
Pink ballet tights (grade 4)  
Pink satin or leather ballet shoes  
with elastic (**no split soles**)  
Character skirt  
Cuban Heel Character shoes  
Headband with Ribbons (Grade 3)

### **BOYS**

White short sleeved leotard  
or white well-fitted t-shirt  
Navy shorts or navy stirrup tights  
White ballet shoes with white elastic  
White socks  
Drum (Grade 3)

## **INTER FOUNDATION & INTER BALLET**

### **GIRLS**

Sleeveless black leotard  
Soft pink pointe shoes with  
ribbons (pink soft ballet shoes  
with ribbons may be worn for  
the Intermediate Foundation exam only)  
Pink tights

### **BOYS**

White leotard or short sleeved  
white t-shirt (worn inside the tights)  
Black or navy blue tights  
White socks (worn over the tights)  
Black or white ballet  
shoes with white elastic

## **CONTEMPORARY & GREEK**

Plain coloured leotard  
Black footless tights or jazz pants for boys  
Hair in a neat bun

## **MODERN**

Plain coloured leotard (same as graded ballet)  
Black footless tight or jazz pants for boys  
Bare feet  
Hair in a neat bun

## **TAP**

Leotard

Black tights or jazz pants for boys

Hair in a neat bun

Tap shoes

**COMMERCIAL**

Comfortable clothing (no denim)

Trainers or jazz shoes

Hair in a neat style