

# alexandra

DANCE ACADEMY

STUDIO: 11 Howard Road, Brighton BN2 2TP.

OFFICE: 10 Chester Terrace, Brighton BN1 6GB. Tel: 01273 273522

EMAIL: info@alexandradance.co.uk

## Autumn Term 2010

Welcome back to the start of our new Autumn Term.

### Please make a note of our new office address above!!

First of all, a huge well done to all our exam students....the good results reflect all the hard work of both teachers and pupils.

We welcome back Miss Katie to Saturday mornings and welcome to Miss Emmy who is teaching Miss Rachel's Street Jazz classes on a Monday while she is on maternity leave.

#### Autumn Term Dates

Autumn term starts: Mon. 6<sup>th</sup> September

Half term: Mon. 25<sup>th</sup> Oct. - Sat. 30<sup>th</sup> Oct.

Autumn term ends: Sat. 18<sup>th</sup> December

Penny can be contacted in the office on  
Mondays & Tuesdays 9.30am - 5.00pm and  
Helen on Thursdays 10.00am - 3.00pm.

Please make a note when booking holidays that if you wish your child to take part in the 2011 summer show, technical rehearsals and performance dates are:  
20<sup>th</sup>-23<sup>rd</sup> July 2011.

#### FEES

I appreciate that long standing members of the academy have perhaps been used to a more relaxed approach to fee collection in the past. It is important that fee collection runs as smoothly as possible and does not create excessive administration due to people ignoring invoices and reminders.

From now on once overdue letters have been sent and contact made by phone, a firm letter will be sent to all those whose fees remain outstanding. This is not intended to offend, but to remind people that contact is essential if you are having any difficulties with the payment of fees.

Please be careful not to add the £10 credit charge if you are paying within the due date.

**Please write your child's name on the back of your cheque, and when returning the fee slip please add your email address if you have one so that we are fully up to date.**

We are also hoping at some time to develop an on-line system for fee payment.

Thank you.

#### UNIFORM

It is important to wear the correct uniform and to turn out well for all classes.

#### SAFETY REMINDER

I appreciate that the waiting area is small and parents may need to sit on the stairs. However, please can parents and pupils alike be helpful and move when pupils are heading for or leaving the upstairs studio.

#### AND FINALLY

It is extremely important that nobody double parks whilst leaving their vehicle unattended. We have had many, understandable, complaints from our neighbours regarding this issue and I cannot stress highly enough the need to totally respect the residents of Howard Road at all times.

We wish you all a fun and fabulous term at the academy!