

OFFICE

Opening hours:
10.00 am - 1.00 pm
(weekdays only)

Personal callers by
appointment only

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SUMMER TERM CLASSES START MONDAY 23RD APRIL 2018

**Pre-term the office will be open from 10 am until 1 pm
on 18th, 19th & 20th April**

PLEASE NOTE THAT THE FOLLOWING CLASSES WILL RESUME WEEK COMMENCING 16TH APRIL:

**CYGAMS HQ—All Miss Swan's classes (but not Miss Ruth's)
CHELMER VILLAGE—all classes
SPRINGFIELD PARISH CENTRE—all classes
GREAT DUNMOW—all classes**

**Please see back page for full details of these and other
temporary class alterations**

Dear Parents and Students,

A warm welcome to you all as we approach the summer term in rather chilly weather. I do hope you have enjoyed the Easter break. If you have overindulged on chocolate, please remember that we have classes in tap and ballet for adults on Tuesdays—why not come and work it off!

As you know, we try to change the timetable as little as possible during the academic year but we have had to make some "tweaks" this term. Please check your Class Allocation Notice closely for any time changes—our timetable is also published on the website.

We have a number of classes with available space and I wonder if I could impose upon you to spread the word of the School. We are trying to get a bit more efficient with our Facebook postings and would very much appreciate your help in "liking" us and sharing our posts far and wide. Any direct recommendations will be rewarded!

Here's to another great term.

With kind regards,

*Elisabeth Swan
Principal*



Please "Like us" on
Facebook and "Share"
with your friends.
Recommendations very
welcome



Examiner Training

All ISTD examiners have to attend annual training, marking mock-exams to ensure parity of marking. A huge thank you must go to six brave Weston School souls who travelled to London in February to take part in mock-exams to enable training of Cecchetti Ballet examiners. It's scary enough to dance in front of one examiner, but to dance in front of twenty-two was simply phenomenal! Well done, then, to **Keira Brown, Amelia Chapman, Libby Escott, Beth Hill-Sanders, Niamh O'Hanlon and Paris Revill**

Classes for Little People

We hold a number of ballet classes for the Under 5s and would be pleased to enrol new students to these classes. Please let us know of anyone you think would like to come and give it a try.

Also, did you know that, once a child is rising five years, he or she can come and give modern and/or tap a try—just get in touch with the office.

Classes for Bigger People

Do you enjoy singing, with a bit of dance? Or dancing, with a bit of singing? Then Miss Jo's Musical Theatre and Commercial Theatre classes are right up your street. Students work on a particular show throughout the term, to perform to parents on the final lessons. This term the Senior Plus Musical Theatre class (Wednesdays at 8.00 pm) will be working on **The Greatest Showman**. Why not come and join in?

With This Newsletter

Included with this newsletter are the following documents, where appropriate:

- ◆ **Class Allocation Notice** - this shows which class(es) have been allocated to you and/or your child(ren). You should note that some classes are full and some, although appearing on the timetable, have no registrations so please do call us, should you wish to change any of your allocation. Also, as explained on the front page, some classes have changed times slightly, so please check the information carefully
- ◆ **Invoice** - clearly not provided to those attending only Adult Tap or Adult Ballet classes!. New students will also not receive their invoice for two weeks, just to make sure your child settles with us. Unless you have chosen to pay by monthly standing order full payment must be received within 21 days and we are pleased to be able to offer several ways to pay:
 - debit or credit card**, either by completing the details on the remittance advice and returning it to us, or by phoning in and making payment over the phone;
 - cheque**, through the post or delivered to the class - please include your remittance advice;
 - cash** (but not through the post, please) - again, include your remittance advice;
 - monthly standing order**. Those paying by Standing Order should note that the autumn and spring terms' fees should have been cleared by the end of March. A statement will be enclosed to show whether you have over or underpaid—please adjust your payments accordingly.
- BACS** - please see back page for details
- ◆ **Statement** - if you owe us from last term, or your account is in credit (shown by a minus sign), a statement will be enclosed. Please be so good as to either pay the balance or deduct the credit from your payment.
- ◆ **FOOTNOTE:** FOR ACCESS TO THE MEMBERS' SECTION OF THE WEBSITE you will need your Username (account ref) and Password (child's surname) which can be found on the top right hand corner of your invoice.

And Now Some Legalese!

What is the GDPR?

The General Data Protection Regulation (GDPR) is the new legal framework that will come into effect on the 25th May 2018.

This replaces the **Data Protection Act 1998** and the UK Government has already decided that, although an EU wide regulation, its principles will continue to protect UK citizens beyond the completion of “Brexit”.

There are 8 bases for lawful possession of data of citizens. There are two that affect the families who are involved with The Weston School of Dance & Performing Arts: **contract** – whereby information which has been provided by the family (or, such as exam results, subsequently gathered) is used to enable the successful supply of the services offered; **vital interests** – where medical information has been provided by a family so that student care is given in the appropriate manner.

In every case, records are completely deleted as soon as possible after the end of a family’s involvement with the school. Under the new regulations, a family (or student) can ask for their information to be deleted at any time. However, as this will make it impossible to continue to provide an adequate service to the family (or student) they will be unable to continue with the School.

Again, under the new regulations, a family can ask for a copy of the records held relating to them. This has to be provided in a timely fashion and at no cost. However, repeated requests from the same family can lead to charges being made.

On no account is information passed to third parties to be used for marketing purposes. The absolute minimum amount of data is passed onto the ISTD at the time of entering students for exams to facilitate that exam entry.

The School is registered with the Information Commissioner’s Office and this registration will continue.

Data is subject to both physical and electronic protection. Physical data is stored in locked filing cabinets, and data held electronically is on in-house computers which are password protected.

Is Your Information Correct?

The Weston School takes protection of personal information very seriously and, in order to ensure compliance with the new regulations, we are undergoing an exercise of “data-cleansing”. To this end please find enclosed a print-out of the information held on our systems which we would be grateful if you could check, amend if necessary, sign and return to us by 1st May—they can be placed in a sealed envelope and handed to your class teacher. Please also check that the name and address on your invoice is correct and let us know of any errors.

It is particularly important that we have at least one “primary” contact telephone number in case of an emergency in class. A mobile number is also helpful as, if we need to get in touch with you quickly, such as if a class is cancelled etc. we prefer to text you. Also, in line with ISTD requirements, we have to record ethnic origin and gender for every student—ethnic origin codes can be found on our website at www.theweston.dance/ethnicity/

Thank you for your assistance with this matter.

Dates for the Academic Year 2018

Summer Term 2018

| | |
|------------------------|---|
| Office opens | Wednesday 18th April |
| Term commences | Monday 23rd April |
| Half-term (no classes) | Monday 28th May to Saturday 2nd June (one week) |
| Term ends | Monday 9th July |

There will be no classes on Bank Holiday Monday 7th May

Temporary Class Alterations

CYGAMS HQ—Miss Swan's classes will not be held during the week commencing 4th June (the week following half-term). Replacement classes will be held, pre-term, week commencing 16th April. Miss Ruth's classes are NOT affected.

Chelmer Village Hall—due to classes being cancelled on Thursday 15th March replacement classes will be held, pre-term, on Thursday 19th April

Springfield Parish Centre—as a result of the closure of the Parish Centre on Friday 2nd March due to weather conditions replacement classes will be held, pre-term, on Friday 20th April

In addition, there will be no classes at the Parish Centre on Friday 6th July. Replacement classes will therefore be held the following week, on Friday 13th July

Great Dunmow Primary School—No classes will be held at this venue on Saturday 9th June but will be held instead, pre-term, on Saturday 21st April.

Uniform Sales

The sale of Ballet, Modern and Tap uniform will take place as follows:

| | | |
|-----------------------------|-------------------|-------------------|
| Chelmer Village Hall | Thursday 3rd May | 4.15 pm— 6.15 pm |
| Springfield Parish Centre | Friday 4th May | 4.15 pm— 6.15 pm |
| Great Dunmow Primary School | Saturday 5th May | 10.15 am—12.15 pm |
| Widford Village Hall | Saturday 12th May | 9.30 am—12.30 pm |

Uniform may also be ordered and paid for on-line at www.theweston.dance.

Alternatively, you can obtain an order form from your teacher or download one from the Members' Section of the website. Where possible, goods will be sent to the student's first class after the weekend.

BACS Payments

Payments for fees may be made via BACS to our Co-operative account, as follows:

Sort Code 089250
Account No 68543198

In order for us to track the payment please make your account reference as shown on your invoice the reference for payment (and not something like Ballet Classes!).