

# Lafour<sup>TM</sup> Theatre Registration Form

(please write clearly using a ball-point pen)

## Student information

Surname \_\_\_\_\_  
 First names \_\_\_\_\_  
 Age \_\_\_\_\_ Date of birth (if under 18) \_\_\_\_\_  
 Sex M F please circle \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Postcode \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 e-mail address \_\_\_\_\_

Please attach a passport sized photograph of the student to the white copy of this form.

Return to your Lafour Local Office

Is the student currently training in:

- Singing  
 Dance  
 Drama  
 Music

If you have you have ticked a box, please give details of the schools attended and examinations achieved

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Parent/guardian

Mr Mrs Miss Ms please circle \_\_\_\_\_  
 Surname \_\_\_\_\_  
 First name \_\_\_\_\_  
 relationship to student \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 mobile \_\_\_\_\_  
 e-mail address \_\_\_\_\_

## Emergency contact information

Name \_\_\_\_\_  
 relationship to student \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Name \_\_\_\_\_  
 relationship to student \_\_\_\_\_  
 Telephone \_\_\_\_\_

Are there any medical conditions of which Lafour should be aware? Please give details

I confirm that in an emergency situation, should the named emergency contacts not be available, Lafour personnel will, in the best interest of my child, make any life-saving decisions on my behalf.

Signature \_\_\_\_\_  
 parent/guardian

Doctor \_\_\_\_\_  
 Doctor's Address \_\_\_\_\_  
 \_\_\_\_\_  
 Postcode \_\_\_\_\_  
 Telephone \_\_\_\_\_

## Fees Please note Registration Fee\*

I confirm that I would like my child to be registered with Lafour Theatre Schools. I have read, understood and agree with the Terms and Conditions.

- \*I enclose £25 REGISTRATION FEE (which is non-refundable)

Cheques should be made payable to LTS

Signature \_\_\_\_\_  
 parent/guardian

Would the student like to be considered for professional work? Please note: There is no guarantee of professional work being offered. A full portfolio may be required.

- Yes  No

## Lafour use only

Registration Form received \_\_\_\_\_  Waiting list \_\_\_\_\_  
 Entered on database \_\_\_\_\_

Please return the white copy of this form to your Lafour local office  
 For advice and further information, please contact the Lafour local office

### Enquiries

All enquiries regarding theatre clubs should be directed to the Lafour local office.

### Personal Belongings

Lafour cannot be held responsible for the loss or damage of any personal items belonging to students participating in classes at any venue.

### Jewellery

No watches/necklaces/bracelets/rings are to be worn in any dance class. Small ear studs are acceptable.

### Uniform and Grooming

Lafour uniform must be worn.  
Long hair must be tied back off the face.

### Behaviour

Students should conduct themselves in an acceptable manner at any Lafour venue.

Should a student repeatedly exhibit behaviour detrimental to the group, parents/guardians will be advised and the problems discussed.

Should this behaviour continue with no improvement, then Lafour reserve the right to exclude the student without refund of fees.

### Punctuality and Attendance

Please arrive 10 minutes before the sessions commence.

### Refreshments and breaks

Eating of food is not permitted during class.

Breaks are scheduled throughout the sessions for eating, drinking and visits to the toilet.

Pupils should bring their own refreshments.

LTS operates a healthy eating policy – sugary snacks are not permitted.

### Performances

All students perform at the end of each term.  
Family and friends are invited.

### Student reports

Annual reports are issued for all students.

### Absence

Should a pupil be absent for two weeks without notice, then the subject teacher has the sole discretion in deciding whether to exclude that child from the end-of-term performance.

### Tuition Periods

Lafour offer 36 tuition weeks per annum in 3 terms (length of each term varies according to region and is typically 12 weeks).

Each term usually coincides with a school term, with breaks at half-terms, Easter, Summer and Christmas.

Term dates will be displayed on notice boards and printed on invoices.

### Fees

Fees are printed on timetables and invoices and payable each term in advance.

A 10% discount will apply for a second child from the same family attending Lafour Theatre School.

### How to pay

Payment can be made by cash, cheque or Standing Order (S/O forms are available from the Lafour local office)

Please send payment in a named sealed envelope, enclosing invoice slip (essential for cash payments) and write student name on the back of cheques.

Late payments will incur a 5% surcharge.

### Term of notice

A Lafour Theatre School term lasts for 12 weeks. Students wishing to leave Lafour at the end of term are required to give notice by the 6th week of that term.

Failure to give notice will result in a full term's fees being charged as payment in lieu.

### Lafour Theatre School Office

74 Frensham Road,  
Crowthorne,  
Berkshire  
RG45 6QH

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