

# **Take to the Stage** **Theatre School**



## **INFORMATION PACK** **2022/2023**

### **Included:**

**Terms and Conditions, Term Dates, Code of Conduct and School Rules.**

### **Introduction:**

The following Terms and Conditions apply to all class agreements made between Take to the Stage Theatre School and its students/parents/guardians (where applicable)

### **Term Dates:**

Classes will follow school holidays here in Northern Ireland but there may be times where there are occasional differences. Term dates along with holidays will be sent out to students at the start of every academic year. We operate a rolling term system between term 1, term 2, term 3 and the following year. We also run holiday camps and summer programmes which require a different enrolment.

### **Holidays:**

Holidays will vary every year depending on when Easter/Christmas falls.

### **Communications:**

Correspondence will be made via email and phone/whatsapp groups. Please ensure that you have access to an email account as this is how we will deliver all school updates. Please also check junk/spam folders and ensure that you accept emails from the school and mark them safe.

### **Class Schedule:**

Classes are scheduled on a weekly basis. Classes are held year-round.

### **New Students – Enrolment:**

New students enrol for Take to the Stage via class manager. A non-refundable registration fee of £12 is required to secure your slot. This registration fee includes one Take to the Stage class. If you wish to continue you will be added to monthly payment plans.

### **Tardiness:**

Students are expected to arrive on time to class. If you are running late and it is possible to contact the school, please do so to let us know.

### **Cancellations:**

We ask that if a student cannot attend a class for whatever reason to contact the school as soon as possible.

**All unattended classes are to be paid for. There are no refunds under any circumstances.**

### **Termination:**

One-months' notice (4 classes) from the student or Student's parent/guardian is required for cancellation of membership at Take to the Stage. Email and/or written letter are acceptable and must be delivered to Take to the Stage Theatre School. In the event that the student discontinues with insufficient notice, the student will be liable to pay costs for classes during the notice period. A full month's fees is required to terminate your place.

### **Payments:**

**The school will operate payments fully online through GoCardless Direct Debit and Stripe payments on Class Manager.**

- 1) GoCardless Direct Debit – A link will be sent out to all parents to sign up as a customer of the school. Payment will be taken for the same amount on the 1<sup>st</sup> of every month. See monthly fees below. Fees are based on 36 classes per year (Sept – June) The monthly payment fee remains the same regardless of when you join Take to the Stage.

### **Monthly payment fees**

**Tiny Theatre - £26 per month**

**Junior Theatre Stage 1 – £28 per month**

**Junior Theatre Stage 2 – £30 per month**

**Youth Theatre – £34 per month**

**Junior and Senior Acting - £28 per month (Fee also includes one 30-minute 1-1 session before an acting exam with one of our tutors)**

**If the payment is declined and cannot be taken within 10 days of the 1<sup>st</sup> of each month there will be a charge of £10 to the account.**

**We do not accept Cheque payments unless the full year of classes is paid upfront.**

### ***Term payments***

Payments are divided into 3, with payment being taken in September, January and April via direct debit.

### **Refunds:**

There are no refunds under any circumstances.

### **Examinations:**

If you choose to take acting graded exams, then our teachers will guide you through this process. Exams are usually held 3 times a year and exam fee's are set by, and paid to the examination board. Payments are to be made in full before the closing date and are non-refundable. All exam entries will be submitted by the school.

### **Safety:**

To ensure your child's safety, please be sure to pick him/her up promptly after class. Children are under supervision during their class time only.

### **Photography and Videography:**

Take to the Stage Theatre School may take photos and videos of your child performing or being taught by one of our tutors. These photos/videos may be used for but may not be limited to printed materials (brochures and newsletters), online and offline advertising and promotion, videos and images for social media and website. We will only take photos/videos with prior consent.

## **Term Dates 2021/2022**

### ***Term 1:***

Friday 9<sup>th</sup> September – Saturday 17<sup>th</sup> December

### ***Term 2:***

Friday 6<sup>th</sup> January – Saturday 1<sup>st</sup> April

### ***Term 3:***

Friday 21<sup>st</sup> April - Saturday 10<sup>th</sup> June

## **Holidays:**

### **Christmas:**

Monday 19<sup>th</sup> December – Thursday 5<sup>th</sup> January.

### **St Patricks Day:**

17<sup>th</sup> March

### **Easter:**

Monday 3<sup>rd</sup> April – Monday 17<sup>th</sup> April

### **May Day Bank Holiday:**

Monday 2<sup>nd</sup> May and Tuesday 3<sup>rd</sup> May

## **Take To the Stage Code of Conduct**

We believe that Take to The Stage is a fun environment but there are certain rules and a certain amount of discipline needed in order to achieve the best from the sessions. We strive to provide a happy, fun and safe environment for all kids.

### **Code of Conduct:**

- Respect other people and their work
- Always try your best
- Respect the hall and your surroundings
- Listen when other people are speaking
- Tutors are there to help- listen when spoken to and adhere to what your leader is asking you to do.

We will always work to resolve any issues that may arise and we find that a talk is enough to address most minor incidents. However, there are a number of forms of behaviour that will not be tolerated under any circumstances; bullying, fighting, teasing, swearing, stealing or vandalism. We must ensure the safety of all staff as well as the kids. Any major incidents may result in your child being asked to leave Take To The Stage School.

### **School Rules:**

- Must stay in the main hall area and must always ask permission to leave to use the toilet.
- Must never enter the kitchen area unless unaccompanied by a tutor
- Any accidents or breakages must be reported immediately to a leader.
- Kids should wear comfortable, loose clothing as we will be quite active.

- There will be specified times for a break, kids must only use these times to eat/drink. (Unless drinking bottled water)
- Please don't bring any valuables as we cannot be responsible should they get stolen or break during sessions.
- Mobile phones must be switched off during class and not in use.

If a child is disrupting sessions on multiple occasions due to bad behaviour, they will have two warnings and If one more warning is issued they will be asked to leave take to the stage school. This is due to other students missing out on valuable teaching time due to other student's behaviour. It will not be tolerated at Take to The Stage. There will be no refund of fees in this case.