



Parent/Carer Handy Guide 2025

Date of Policy: **18th November 2025**
Policy Responsibility: **Sam Gibbs (Principal)**
Updated or reviewed: **Annually**

PERFORMERS THEATRE COMPANY

WELCOME TO PERFORMERS THEATRE COMPANY

This guide has been created alongside our School Prospectus as a simple and easy way to find out everything you need to know about Performers Theatre Company.

Please do continue to refer to specific policies (i.e. Terms and Conditions) that can be found on our website should you be searching for certain information. Our website itself is also filled with useful information about our school and is readily accessible for all users. Alternatively, you can always email or call us using the details below.

We hope you find the handy guide useful and detailed.

E-mail: admin@performerstheatrecompany.com

Phone: 07413306363

KEY FACTS

- We are a private limited company that opened in December 2022. Our company number is 13847969.
- Our Principal and Founder is Sam Gibbs. Our Vice-Principal is Alex Fentiman.
- Our Business Manager is Angie Gibbs.
- Our teachers are professionally trained or have professional experience within the performing arts. They have a wealth of knowledge and experiences that allow them to teach our children to the highest possible standard.
- All staff are enhanced DBS checked. A number of our staff are First Aid trained. There is always a First Aider on site when classes are taking place.
- We are predominantly located at Park Community School in Havant on Saturdays for our core classes.
- Classes and rehearsals also take place here throughout the week.
- Classes also run on Friday evenings at Deverell Hall in Waterlooville.

CLASSES

- We have a number of classes that take place at Performers Theatre Company including Musical Theatre, Group Singing, Acting and Pop Tots. We also have adult classes on Monday evenings for those over 18.
- Classes are, ideally, never more than 25 children in size. Some classes have smaller capacities.
- Classes are primarily about building performance skills, confidence and social abilities. Most classes work towards an outcome; these are shown at our End of term drop ins so families can see what their children have been focusing on in sessions.
- Usually, classes will also work towards a showcase, either at the end of the Autumn term (before the Christmas holidays) or the end of the Summer term (before the Summer holidays). This will comprise of dancing and singing numbers and acting scenes and takes place as a performance in a theatre.

PRODUCTIONS

- Productions are an important part of what we offer at Performers Theatre Company. These are additional sessions and incur additional fees.
- Productions are incredibly expensive to produce and require a huge amount of organisation and preparation. For our school, they can only be offered as additional sessions. They would not be able to be part of core classes as not every child wishes to be in a production and attendance is not compulsory at our core classes. Rehearsal fees (£8 per session) also contribute significantly to production costs.
- We produce at least one full scale production a year, usually a well known musical. They are showcased in a theatre over a maximum of 5 performances.

- Children must audition to be a part of our productions, whether they are enrolled or not.
- The audition process is formal and gives children the opportunity to experience the audition procedure.
- Our Production Code of Conduct must be agreed to before a child can commit to our production. It outlines expectations, key rehearsal information, fees and what happens if a child decides to leave during the production process.
- All casting decisions are final and cannot be negotiated. Our production team are professionals in what they do and their decisions must be respected. This would be the case for a professional production and we expect no different.

F E E S

- Fees vary depending on the class taken but are incredibly affordable compared to others.
- All classes are paid for in advance, on a monthly basis through the ClassManager platform. This can be as a monthly subscription, standing order, direct debit, bank transfer or card/cash in person. You can choose which works best for you.
- Monthly subscriptions are determined by the following formula: $\text{Class cost} \times 39 \div 12$. *(For example: A class costs £8 per session. This amount is multiplied by 39 as there are 39 sessions across the academic year. The total (£312) is then divided equally across 12 months to give a total of £26 per month.)*
- Masterclasses and summer schools can be booked and paid for through ClassManager too using a multitude of payment options.
- Additional payments (i.e. rehearsal fees/trips/show tickets etc.) can be added to your monthly class invoice should you wish.
- For core classes and rehearsal fees, we offer a 15% sibling discount off the second child and 10% for any additional sibling thereafter. *(For example: the Musical Theatre class monthly payment costs £26.20. The second child's monthly payment would cost £22.27. For the two siblings, the total would be £48.47 per month.)*
- Fees will be refunded should a session be cancelled and no alternative can be offered.

U N I F O R M

- Uniform is compulsory at Performers Theatre Company - we want our children to look smart, feel comfortable and represent the school in a positive light.
- Our navy blue polo shirts/ t-shirts are the only compulsory Performers uniform that children need to wear. All other clothing must be navy blue/black in colour with no markings or logos.
- Footwear must be trainers, jazz shoes or barefoot - no sandals, flip flops or crocs.
- Children are not to wear jewellery with the exception of single studded earrings and a watch.
- Hair must be tied back with hair accessories being navy blue/black in colour.
- Those on a free trial are to wear navy blue/black clothing that is comfortable and suitable for movement.
- If we have the uniform in stock, it can be purchased at the desk. If we do not have it in stock, uniform must be ordered through our provider using the following website. We can do this on your behalf. <https://theschoolwearco.co.uk/clubs/performers-theatre-company>
- When you order through their website, ensure you click that it is sent to school/club. It will be sent directly to us and we will hand deliver it to you when your child comes to their class.