



Parent/Carer Handy Guide 2026

Date of Policy: **27th March 2026**
Policy Responsibility: **Sam Gibbs (Principal)**
Updated or reviewed: **Annually**

PERFORMERS THEATRE COMPANY

WELCOME TO PERFORMERS THEATRE COMPANY

At Performers Theatre Company, we are proud to offer a **caring, family-orientated and positive environment** where children can grow in confidence, creativity and 'Be Their Best'.

This guide is a summary of key information. Full policies, including our Terms & Conditions, take precedence.

About Us

- Established in 2022
- Led by Principal Sam Gibbs
- Staff are professionally trained and DBS checked
- First aiders are present at all sessions

What We Offer

We provide a range of performing arts opportunities:

- Weekly classes (acting, singing, musical theatre and more)
- Workshops and masterclasses
- Holiday workshops and summer schools
- Full-scale productions

Our classes focus on:

- Building confidence
- Developing performance skills
- Encouraging creativity and teamwork

Locations

Our classes run at:

- Park Community School (Havant)
- Deverell Hall (Waterlooville)

How Our Fees Work

Our fees are designed to be simple, fair and consistent across the year.

- Fees are based on **39 sessions across the academic year**
- This total is divided into **12 equal monthly payments**
- Payments remain the same each month, regardless of holidays or shorter months

This means you are paying towards your child's **full annual programme**, not a set number of sessions per month.

Monthly Payments

- Invoices are sent via ClassManager
- Invoices are sent on or around the **1st of each month**
- Payment is due within **14 days**

We offer flexible payment options:

- Bank transfer
- Standing order
- Card
- Cash

Joining Mid-Year

If your child joins after September:

- You will pay the **standard monthly fee**
- There are **no additional catch-up fees**
- Missed sessions are balanced across future terms, ensuring your child receives their full entitlement over time

Discounts

We offer:

- 15% off the second sibling
- 10% off additional siblings

Additional discounts may apply for:

- Workshops and masterclasses
- Productions
- Package deals

Package Deals

We offer a range of package deals that provide bundled classes at a discounted monthly rate.

Additional Costs

Some activities are not included in monthly class fees:

- Productions and rehearsals
- Workshops and masterclasses
- Trips and tickets

Refunds & Credits

- If we cancel a class and cannot offer an alternative, a **credit will be applied to your ClassManager account**
- Credits are used against future payments (no cash refunds are issued)

Please note:

- We are unable to offer refunds or credits for missed sessions due to illness, holidays or personal circumstances, in line with our Terms & Conditions.

Late Payments

- Payments must be made within 14 days
- A £5 late fee will be applied after this period
- Continued non-payment may result in your child's place being paused until payment is received

Free Trial

We offer a **free trial session** so your child can experience Performers before committing.

Productions

Productions are an exciting part of Performers but are optional.

- Children must audition
- Rehearsals and fees apply
- A Production Code of Conduct must be followed
- Casting decisions are final

Uniform

Uniform is compulsory (except trial sessions):

- Performers branded top
- Navy/black bottoms (no logos)
- Suitable footwear (trainers/jazz shoes/barefoot)
- Hair tied back
- Minimal jewellery (stud earrings + watch only)

Uniform can be purchased via our external provider (The Uniform Company) or through us directly.

<https://theuniformco.co.uk/collections/performers-theatre-company-2025>

Health & Safety

- Please ensure all medical details are up to date on ClassManager
- Emergency contact details must always be reachable
- Inform us of any changes immediately. Alternatively, you can update your own ClassManager account details.

Behaviour

We expect all students to:

- Be respectful
- Follow instructions
- Support others

Failure to follow our Code of Conduct may result in removal from a session.

Attendance & Collection

- Please arrive and collect your child on time
- Persistent late collection may result in additional charges
- Please inform us if your child is unable to attend a session (email, phone or text).

Leaving Performers

- 4 weeks' written notice is required
- Fees remain payable during this time

Staying Connected

For full policies, updates and information, visit:

www.performerstheatrecompany.com

You can email us on: admin@performerstheatrecompany.com

Or call us on: 07413 306363

Follow our social media accounts using our username: performerstheatre

When your child is enrolled, you will receive a Weekly Update via email, informing you of key information, news and dates for your diary. You can opt out of us if you wish. Please let us know.

Welcome to the Performers family!

