

# PERFORMERS THEATRE COMPANY



## Code of Conduct

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Parent/Carer: \_\_\_\_\_

Date: \_\_\_\_\_

Principal: \_\_\_\_\_

## Students

### **Respect**

Respect during classes is **always expected**. Respect each other and the adults that are there to ensure classes run correctly and safely. Ensure you listen, are courteous, kind, and helpful to all around you. There is a zero tolerance of bullying and unkind behaviour will be dealt with at the highest severity.

Remember: this is not a state school. If you are not behaving appropriately, you will be given a formal written warning by the Principal in the first instance and in the second instance unenrolment.

### **Punctuality**

You must arrive to classes **on time**. If you know you are going to be running late, please ensure your parent/carer informs the school. Arriving late impacts on the class, teacher, and students.

### **Electronics**

Mobile phones, laptops or devices that may distract you should not be used. If any electronic is brought in, it must be placed in a coat/bag and **not used** throughout the duration of the class. If seen, the electronic will be confiscated until the end of the lesson and your parent/carer informed.

### **Uniform**

Performers' uniform should be worn to all classes, workshops, rehearsals, and performances. This helps people in whatever surroundings we are in identify you. They should be worn with pride.

## Parents/Carers

### **Classes**

Main Performers' classes are held every Saturday during school term time, normally between 9:00am and 12:00pm, depending on the class taken. Show rehearsal dates will vary. Closer to any production there could be extended and/or additional rehearsals. There may also be some Sunday rehearsals that are usually in the afternoon/early evening at times to fit in with cast availability. Details are always communicated to the cast or are available on the website with plenty of notice. Prompt time keeping for rehearsals is required to maximise the available time.

If your child is unable to attend a class/rehearsal, Performers must be informed as soon as possible. If you have made arrangements which results in your child not being able to attend, you must inform the Principal at least four weeks in advance. This will be reflected in your invoice otherwise full payment must be paid.

### **Fees**

Full fees are to be paid monthly. A deadline will always be given when your invoice is emailed to you. It **must** be paid by the date given otherwise you will incur a **£5 charge** (as per our Terms and Conditions - as of January 2023). Those who have made prior arrangements with the Principal are exempt from this.

### **Feedback/Complaints**

As a school, we are always learning and wanting to grow. Our staff do everything in the best interests of the children but at times, things do not always go to plan or as expected. We appreciate positive and constructive feedback from our parents/carers and our students. If you have any feedback, you can always speak to us in person or via email/phone.

If you have a concern or complaint, this must be done in person wherever possible. Under no circumstances, should concerns be raised in front of the children. Failure to have professional conversations with our staff will result in you being asked to leave the premises.

### **Show Tickets**

Once show tickets are released (for full scale productions only), ticket orders can be placed at sessions/rehearsals with the Business Manager or directly from the theatre (depending on venue). The school make more profit if ticket orders are placed through the school. If your child is a cast member, you are **expected to sell at least five tickets**.