Production and Rehearsal Policy 2027

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Policy Responsibility: **Sam Gibbs (Principal)**
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PERFORMERS THEATRE COMPANY

INTRODUCTION

At Performers Theatre Company, all productions and rehearsals are delivered within a safe, inclusive and supportive environment. We are committed to safeguarding the wellbeing of all children and young people, while providing a positive and respectful environment for our adult performers.

All expectations within this policy are underpinned by our Safeguarding and Child Protection Policy.

We pride ourselves on offering high-quality performance opportunities, including full-scale musicals, junior productions, teen productions, pantomimes and smaller-scale performances throughout the year.

Our production and rehearsal processes are rigorous and demanding, but equally enjoyable, rewarding and exciting for everyone involved.

Clear expectations are essential to ensure that rehearsals are productive, effective and organised, allowing every cast member to contribute towards a successful production.

This policy, alongside each production's individual Code of Conduct and Terms and Conditions, outlines the expectations and procedures for our productions and rehearsal processes.

PRODUCTION CODE OF CONDUCT

A Production Code of Conduct will be made available before auditions for each production.

This document outlines the specific expectations and arrangements, including:

- Rehearsal schedules and attendance requirements.
- Production fees and payment arrangements.
- Diary conflicts and commitment expectations.
- Withdrawal deadlines and applicable charges.
- Behaviour and conduct.
- Any additional production-specific requirements.

All participants, or their parents/carers where appropriate, must read and agree to the relevant Production Code of Conduct and Terms and Conditions before participating in auditions.

Where production-specific arrangements differ from the general information in this policy, the published production terms will apply, subject to applicable law and statutory rights.

REHEARSALS

Performers Theatre Company offers a range of performance opportunities throughout the year.

These include junior productions, full-scale musicals involving adults and children, teen productions, pantomimes, showcases and other performance opportunities.

Each production will have its own rehearsal period and schedule, depending on the requirements of the show.

Rehearsals may take place on weekday evenings, weekends and during school holidays. As a production approaches, additional rehearsals, technical rehearsals and longer sessions may be required.

A provisional rehearsal schedule will be made available before auditions wherever practicable.

Families and cast members should carefully review the schedule before auditioning to ensure they can meet the expected commitment.

The rehearsal process allows the cast to work collectively towards the final production. Friendships are formed, skills are developed and confidence grows as everyone works towards a shared goal.

Rehearsal Preparation
Cast members are expected to arrive on time, prepared and ready to participate.

They should bring:
- Their script or rehearsal materials, where provided.
- A pen or pencil for taking notes.
- Suitable refreshments and plenty of water.
- Any additional items requested by the production team.

All cast members are expected to follow the relevant uniform requirements.

Students enrolled at Performers should wear their Performers uniform. External cast members should wear suitable navy blue or black rehearsal clothing unless otherwise instructed.

Production T-shirts may be provided or made available closer to the performances.

Arrival and Collection
Cast members must arrive and depart promptly in accordance with the published rehearsal arrangements. Parents/carers must inform Performers of any expected lateness or absence.

Children must be collected by an authorised adult unless independent travel has been formally agreed in accordance with the Child Collection Policy.

Adult performers are responsible for their own arrival and departure arrangements.

FEES

Production rehearsal fees are calculated separately from regular class subscriptions and may vary depending on the production.

Fees will reflect the rehearsal schedule, duration and requirements of the production.

Where applicable, the total rehearsal fee may be divided into equal monthly instalments across the rehearsal period.

Before participants commit, Performers Theatre Company will publish:
- The total rehearsal fee or applicable fee structure.
- The monthly payment amount and payment schedule.
- Any additional compulsory charges.
- Relevant discounts, where applicable.
- Withdrawal arrangements and applicable charges.

Additional costs may include production-related items, trips or other activities where clearly communicated in advance.

All fees must be paid in accordance with the agreed production terms and the relevant provisions of the Fees and Payments Policy.

Production-specific fees and payment arrangements will take precedence over general class fee arrangements where expressly agreed, subject to applicable consumer rights.

ATTENDANCE EXPECTATIONS

Attendance and commitment are essential to the success of every production.

Cast members are expected to attend all scheduled rehearsals unless an absence has been approved or exceptional circumstances arise.

Missing rehearsals can affect not only an individual's role and preparation but also the progress of the wider cast.

We recognise that circumstances can change and that some absences may be unavoidable.

Examples of circumstances that will normally be considered sympathetically include:

- Illness, injury or medical appointments.
- Bereavement or family emergencies.
- Religious observance.
- Important school or college examinations.
- Pre-approved holidays or commitments.
- Disability-related needs or other exceptional circumstances.

Other commitments, including clubs, social arrangements and external productions, should be considered carefully before accepting a role.

Where avoidable conflicts arise, cast members are expected to prioritise their commitment to the production.

Each situation will be considered fairly and on a case-by-case basis, taking account of individual circumstances and any reasonable adjustments required.

Diary Conflicts

All cast members must submit known diary or rehearsal conflicts within two weeks of casting, unless a different deadline is specified in the relevant Production Code of Conduct.

Conflicts should be submitted as early as possible so that the production team can plan effectively.
All submitted conflicts will be reviewed by the production team.

Where conflicts are considered excessive or significantly affect the rehearsal process, the production team may:

- Discuss alternative arrangements.
- Adjust rehearsal expectations where practicable.
- Offer a reduced or alternative role.
- Determine that participation in the production is not feasible.

The cast member may choose whether to accept an alternative role or withdraw, subject to the applicable production terms and statutory rights.

Where further unapproved absences occur during the rehearsal period, the production team may review the cast member's continued participation.

Removal from a production will not be automatic. Relevant circumstances, the impact on the production and any necessary reasonable adjustments will be considered before a decision is made.

WHAT HAPPENS IF A CAST MEMBER NO LONGER WISHES TO PARTICIPATE?

We understand that circumstances can change. However, commitment to the rehearsal process is essential to ensure fairness to the cast and the success of the production.

Withdrawal can create additional costs and difficulties, including recasting, changes to rehearsal arrangements and production expenditure already committed.

With this in mind, Performers Theatre Company retains the following withdrawal charge structure:

Within the first 8 weeks of the rehearsal process - **£25 charge**.
Between 2 and 4 months into the rehearsal process - **£50 charge**.
Between 4 and 6 weeks before the production - **£100 charge**

The exact dates, deadlines and applicable charges will be specified in each production's Code of Conduct and Terms and Conditions before participants commit.

The published production terms must also clarify any periods not covered by the general bands above, including withdrawals occurring less than four weeks before the production.

Withdrawal charges will be applied fairly and proportionately, taking account of reasonable costs or losses arising from withdrawal, costs avoided and any applicable statutory rights. They will not be used as punitive charges.

Where the circumstances do not justify the stated charge, an appropriate reduction or waiver will be considered.

Refunds
Rehearsal fees already paid will not normally be refunded where the relevant rehearsals or services have been provided.

Where payments relate to future rehearsals or services not yet provided, any refund or outstanding balance will be assessed in accordance with the production terms and applicable consumer law.

Exceptional Circumstances
We recognise that withdrawal may sometimes be unavoidable.

Exceptional circumstances may include serious illness, injury, bereavement, significant family emergencies or other circumstances outside the participant's reasonable control.

Such cases will be reviewed individually by the Principal, and withdrawal charges may be reduced or waived where appropriate.

Return of Production Materials
All cast members who withdraw must return any scripts, scores, rehearsal materials or other items belonging to Performers Theatre Company or its licensing partners.

Any refundable script deposit will be managed in accordance with the applicable production arrangements.

Future Audition Eligibility
Where a cast member withdraws at a particularly late stage without reasonable explanation, the Principal may consider the circumstances when assessing their suitability for future productions.

Any decision will be made individually and proportionately, taking account of the reasons for withdrawal, previous commitment and the impact on the production.

Withdrawal will not result in an automatic permanent restriction on future auditions.

CODE OF CONDUCT - THE CAST MEMBER

All cast members are expected to demonstrate commitment, respect and professionalism throughout the rehearsal and performance process.

The rehearsal room and theatre should be safe, supportive spaces where everyone feels comfortable expressing themselves, taking positive creative risks and developing their skills.

Cast members must:

- Treat fellow performers, staff and the creative team with respect.
- Follow reasonable instructions from the production team.
- Arrive punctually and prepared for rehearsals.
- Demonstrate a positive and cooperative attitude.
- Respect the abilities, backgrounds and experiences of others.
- Avoid bullying, discriminatory behaviour or inappropriate language.
- Treat rehearsal spaces, equipment, costumes and props with care.
- Follow all relevant safeguarding and health and safety procedures.

Where behaviour falls below expectations, the production team will respond in accordance with the relevant Code of Conduct and safeguarding procedures.

Appropriate action may include discussion, parental involvement, additional support, formal warnings or removal from the production where justified.

Decisions will be proportionate and take account of the circumstances, including any relevant additional needs.

Mobile Phones

Performers Theatre Company operates a mobile-free environment during rehearsals.

Children and young people who bring mobile phones must hand them in on arrival in accordance with the organisation's arrangements.

Phones will be returned at the end of the session and may be made available during designated breaks where authorised.

Appropriate exceptions will be made where a phone is required for medical or other agreed essential purposes.

Adult performers must follow the mobile phone arrangements communicated for their production and must not use devices in ways that compromise safeguarding, privacy or rehearsal discipline.

Supporting the Production

Cast members and families are encouraged to support productions by promoting performances and helping to generate interest in ticket sales.

This is encouraged rather than treated as a compulsory sales obligation unless a specific arrangement has been clearly agreed.

Rehearsal Materials and Communication

Rehearsal materials, schedules and important information will be shared through the relevant production communication channels, which may include a password-protected Members' Area on our website.

Access information will be provided to successful cast members as part of the production welcome arrangements.

Cast members and parents/carers are responsible for checking relevant communications and informing the production team of any difficulties accessing materials.

SAFEGUARDING, SUPERVISION AND HEALTH AND SAFETY

The safety and wellbeing of all participants remain a priority throughout the production process.

Performers Theatre Company will ensure that:

- Children and young people are appropriately supervised during rehearsals and performances.
- Suitable chaperone arrangements are implemented where required for licensed performances.
- A member of staff holding an appropriate, current first-aid qualification is present at every rehearsal, performance and organised production activity.
- Relevant production and event risk assessments are completed and followed.
- Medical and emergency contact information is available to appropriately authorised staff.
- Arrival, collection and independent travel arrangements follow the Child Collection Policy.
- Missing child incidents are managed in accordance with the Missing Child Procedure.
- Appropriate safeguarding arrangements are maintained where adults and children participate in the same production.
- Technical equipment, scenery, props and backstage areas are managed safely.

Staff and cast members must report safeguarding or health and safety concerns promptly.

Where productions take place at external theatres or venues, Performers will coordinate relevant safety and emergency arrangements with venue personnel.

PHOTOGRAPHY AND FILMING

Photography and video recording may take place during rehearsals, performances and production activities for agreed promotional, educational, archival and production-related purposes.

General photography and video permissions for regular classes are recorded through ClassManager.

Separate production filming permission is obtained through the initial audition registration process.

This permission covers the intended filming and use of the relevant production, including the distribution of production recordings to families where this has been explained in the registration arrangements.

General ClassManager photography consent does not automatically constitute permission for production filming, or vice versa.

All photography, filming, storage and distribution must comply with the Photographs and Images Policy and GDPR and Data Protection Policy.

Production recordings must also comply with applicable licensing conditions and any restrictions on further sharing or distribution.

MONITORING AND REVIEW

The Principal is responsible for overseeing the implementation of this policy.

The policy will be reviewed annually, or sooner where changes to legislation, organisational arrangements or production practices make this necessary.

Production-specific arrangements will be reviewed before auditions to ensure that fees, schedules, withdrawal deadlines and participation requirements are clearly communicated.

RELATED POLICIES AND DOCUMENTS

This policy should be read alongside:

- Safeguarding and Child Protection Policy.
- Health and Safety Policy.
- Child Collection Policy.
- Missing Child Procedure.
- Fees and Payments Policy.
- GDPR and Data Protection Policy.
- Photographs and Images Policy.
- Student Code of Conduct.
- Parent/Carer Code of Conduct.
- Core Risk Assessment and Event Risk Assessments.
- Relevant Production Code of Conduct and Terms and Conditions.