



# Production and Rehearsal Policy 2024

Date of Policy: **20th November 2024**  
Policy Responsibility: **Sam Gibbs (Principal)**  
Updated or reviewed: **Annually**

PERFORMERS THEATRE COMPANY

## INTRODUCTION

At Performers Theatre Company, we pride ourselves on offering high quality opportunities. This includes full scale and smaller scale productions each year. Our production and rehearsal processes are rigorous and intense but at the same time enjoyable and exciting for all involved.

As a school, it is important that clear expectations are outlined to parents/carers and the children to ensure that the rehearsal process is productive, effective and as seamless as possible. Ultimately, this will result in a high quality production for all to enjoy.

This policy, alongside the Production Code of Conduct, outlines the expectations and procedures for our productions and their rehearsal processes.

## PRODUCTION CODE OF CONDUCT

A Production Code of Conduct is readily available on our website well before the auditions of a production take place. This outlines expectations, the rehearsal process, fees and what would happen if a child decides they no longer wish to take part. This must be read and agreed to before a child attends the auditions.

## REHEARSALS

Our full scale production, usually a well known musical, take places every May/June. The audition process takes place in August/September and rehearsals commence in November.

The rehearsal process is around 7 months long and allows the cast to work collectively to create the final outcome. Friendships are formed, skills are unleashed and developed and an excitement radiates through everyone!

Rehearsals usually take place on Tuesdays or Wednesdays for 2-3 hours in length. The rehearsal process becomes more intense as the show gets closer, particularly 'Show Week' where there is a rehearsal most days as well as full day rehearsals.

A provisional rehearsal schedule is always available on our website before the auditions take place.

Cast members are required to bring their script (should they be given one) to rehearsal in addition to a pen/pencil (to write any notes), a snack and plenty of fluids.

All cast are expected to wear Performers uniform. If they are not enrolled at Performers, they must wear navy blue/black clothing in line with our uniform policy. Cast members are given production t-shirts closer to the production dates - they are encouraged to wear these.

Children are to be dropped off and picked up on time. Please inform us if your child will be late.

## F E E S

Rehearsals cost £8 per session. Half day rehearsals (6 hours in length) are £18. Full day rehearsals (7 or more hours) are £35. The total number of rehearsals plus any half day/full day rehearsals are added together and divided by either 7 or 9 months. This will be the monthly cost for the rehearsal process.

*Example: Shrek Jr - 32 rehearsals including 1 half day and 1 full day rehearsal*

*Total rehearsal cost = £313*

*7 months = £45 per month*

*9 months = £35 per month*

## ABSENCE EXPECTATIONS

### Suitable reasons for absence:

Medical grounds  
Extenuating circumstance i.e. bereavement, family emergency etc.  
Lack of transport  
Religious reasons  
Pre-approved holidays etc

### Unsuitable reasons for absence:

Last minute holiday or break away  
Birthdays  
Shopping trips  
Visiting relatives or friends  
Rehearsals for other productions outside of Performers  
Other club commitments

This is not an exhaustive list however it should give you a general idea of the expectations here at Performers Theatre Company.

A child missing rehearsal impacts on not only their role but the rest of the cast.

### Diary conflicts

If your child is cast in a production, you have **no more than 2 weeks to send across any diary/rehearsal conflicts**. If these are not received, your child will be removed from the cast without exception.

If you send your diary/rehearsal conflicts, these will be reviewed by the production team and if we feel that there are too many conflicts, your child will be given a smaller role (it is at your discretion whether you wish to accept the new role or remove them from the production).

If you accept your child's role and during the rehearsal process, one of the 'unsuitable reasons for absence' are used they will be removed from the production without hesitation and their role recast.

## WHAT HAPPENS IF MY CHILD NO LONGER WISHES TO PARTICIPATE?

We appreciate that sometimes children decide they are no longer interested or feel that they can commit to the rehearsal process. Whilst we understand this, it is simply not a good enough reason and can put huge pressure on the cast, crew and production as a whole.

### As a result – the following rules will apply:

- If your child **drops out within 8 weeks\***, there will be a **£25 charge**.
- If your child **drops out within 2 - 4 months\***, there will be a **£50 charge**.
- If your child **drops out 4-6 weeks before the production\***, they will incur a **£100 charge**. There will no refunds for any payments already made for rehearsals.

*\*This timeframe may vary depending on the production. It will be fine tuned in each Production's Code of Conduct.*

All children who decide they no longer want to participate will be expected to return all scripts and rehearsal material.

Children who drop out 4-6 weeks before the production will also lose the privilege of auditioning for any future productions with us (unless the reason for removing your child is in an exceptional circumstance approved by the Principal). We will have to recast their role, and this places immense pressure on the production team and cast. We do not believe it would be fair to place future casts in similar positions if you are unable to commit your child to what we are offering.

## CODE OF CONDUCT - THE CAST MEMBER

Your child is expected to attend every rehearsal. The rehearsal process is vital in producing a successful production - if a child is missing rehearsals, this impacts on not only their role but the rest of the cast.

In line with our main school Code of Conduct, your child must always show respect, to both other children and adults. The rehearsal room and theatre are safe spaces for all young people to take positive risks and be themselves without the fear of being laughed at or alienated. This principle is essential to artistic growth and exploration. All cast are expected to respect these ideas and are encouraged to be themselves and try new things. If your child is not conducting themselves appropriately, they will be removed from the production without hesitation.

Electronics should not be brought to rehearsals. If any electronic (i.e. mobile phone) is brought to rehearsals, it must either be given to a member of staff or placed in a bag/coat.

All uniform expectations are to be followed (as stated above).

As a cast member, your child will be expected to sell at least five tickets.

Rehearsal material and other important documents/information will regularly be uploaded to the production's 'Member's Area' on our website. You will be able to sign up at any time and a password will be sent to you in our Welcome Letter should your child be successful with an audition.

## PHOTOGRAPHY

If your child is successful at audition, it will automatically be assumed that they can have photos/videos taken of them. These will be shared on social media and the website.

If you DO NOT consent to this, you MUST contact Performers Theatre Company as soon as your child is given a place in the production.