

Terms and Conditions

LEADA (CAMBS) offers children between the ages of 5 and 16+ years the chance to learn to act and develop confidence in a fun, safe environment. As a member of our school your child can expect to be taught by our highly qualified Principal, Linda Ekins, who is fully trained to offer a wide range of drama skills and styles. Your child will also be taught by qualified guest tutors holding an enhanced DBS certificate.

These Terms and Conditions supersede any previous Terms and Conditions distributed in any form. LEADA (CAMBS) reserve the right to change any of the Terms and Conditions at any time and with minimal prior notice. The Terms and Conditions are set out to inform parents and pupils what to expect as a member of our school. By enrolling at the school, you confirm that you have read and accept these Terms and Conditions.

1. Attendance

It is the parents'/carers' responsibility to encourage regular attendance of classes so your child may progress and be able to engage in activities fully and with confidence. If your child cannot attend due to illness or other commitments, where possible, you should inform the tutor so adjustments can be made to lesson plans if necessary. It is the parents'/carers' responsibility to encourage commitment in preparation for performance.

Tutors should be informed of planned absences in advance so that the rehearsal schedule may be altered to accommodate them.

If, for whatever reason, it is decided that your child will not be taking part in a performance, efforts should be made to resolve the problem, by discussion with the tutor. This needs to be done promptly in order to have time to resolve issues and minimise disruption. To simply stop attending is not beneficial to the child and causes unnecessary anxiety and stress for everyone else.

Parents should help their child to endeavour to do their best, persevere if they encounter difficulties and support others in the class/ cast of their show.

2. Fees & Refunds

Fees for each term should be paid in advance at the beginning of each 10-week term. This assures your child's place in the class. To help spread the costs, you may pay half termly if you prefer.

Refunds will not be given in the event of a student missing a class due to illness or holiday.

If the class is unable to take place due to the Tutor or venue being unavailable, a refund will be given for that week.

Classes may take the form of a theatre visit or workshops at a different venue. This will be part of the planned programme for the class. Whenever possible you will not be charged extra for such events.

3. Parents

It is the parents' /carers' responsibility to supervise their child before and after their class times. LEADA tutors and chaperones are not responsible for your child outside of class times.

The staff of the Rosmini Centre are not responsible for the supervision of your child at any time. They are only responsible with regard to health and safety regulations for the care and safety of anyone present in the building.

It is the parents'/ carers' responsibility to stay with their child until the tutor invites the children into the drama class space at the beginning of the lesson. It is the parents'/carers' responsibility to be ready to receive the children at the end of the lesson.

Tutors and chaperones will hand over the children in First Stage at the end of the lesson.

If an alternative adult will be collecting your child, please let us know who they are, prior to the start of class.

Upstage and Centre Stage children will make their own way to meet those collecting them at an agreed meeting place e.g. the foyer

Parents should stress to their children the importance of waiting inside the building after their lessons to be collected.

4. Property

It is important that all items of clothing and property are clearly marked with the owner's name as there are many other clubs and visitors to the Rosmini Centre. Children should not bring valuable items to class.

We accept no responsibility for any items left on the premises.

5. Uniform

There is no compulsory uniform for LEADA members.

Relaxed, comfortable clothing and suitable footwear should be worn for classes

6. Behaviour and Safety in Class

Children and adults shall act in such a manner to ensure there is no risk to anybody's safety.

Children and adults shall be mindful of each other and show consideration and respect.

Food and drink should not be taken into class except in certain circumstances e.g. your child is Type 1 diabetic.

Members are encouraged to have bottled water to hand.

Children in First Stage are supervised by chaperones if needing to use the toilet.

Older children have free access to toilet facilities

The Principal is the appointed first aider for the academy. Where necessary, if any assistance is given, parents will be notified and the treatment recorded in the Accident Book.

Any incidents of bullying should be reported to the tutor who will endeavour to resolve issues. (Please see child protection policy)

7. Photography and Videos

Occasionally, we may take photographs of your child while attending the academy. These photographs may be taken during class or during show rehearsals and performance.

The media may be contacted in relation to a special achievement or fundraising event and photographs may be placed by LEADA in the local papers and/ or social network sites connected to LEADA

Any performances may be filmed by an appointed photographer.

To comply with Child Protection, audience members will not be permitted to film performances or rehearsals using mobile phones or other photographic devices unless they are the appointed photographer.

To comply with Data and Child Protection it is necessary that we have parents' permission to publish photography or video footage of your child. Please read carefully the following occasions when your child's image may be used: Photography may be used on the academy website, marketing or promotional literature and in any relevant news articles, in print or digital format.

If you disagree with any of the points you must enclose a letter stating your objections and return it with the signed registration form.

8. Child Protection

The Tutors and Chaperones of the academy have been subjected to an Enhanced Disclosure assessment through the Disclosure Barring Service (formerly CRB), which confirms suitability for working with children and young adults. Please see our Child Protection Policy.

9. Bullying

We do not tolerate bullying in any form. We reserve the right to ask any child found to be bullying to leave the academy. If you have any concerns, please speak to a Tutor or our Child Protection Officer. Please see our Child Protection Policy.

10 Purchasing tickets for performance

Tickets for performances will be on sale to purchase ahead of the performances or on the performance date, providing there are places still available.

Tickets will be sold on a first come first served basis.

Tickets for the Showcase performances will be sold at class sessions, online or on the door at the venue.

Tickets for the annual production to be performed at the Angles Theatre will be on sale at the Angles Theatre Box office 01945 474447. Terms and conditions of the Angles Theatre will apply