

COTSWOLD STAGE SCHOOL

TERMS & CONDITIONS

TIMETABLE

Cotswold Stage School sessions are held weekly on Saturdays at the Chipping Norton Secondary School from 1pm to 3.30pm. We operate termly over the three terms per year; Spring, Summer, and Autumn/Winter. Terms are usually 9 - 11 weeks in length depending on the term and availability of the venue.

BREAKS

The students will have a 10 minute break during the session where fruit and biscuits will be provided. **Please ensure your child brings a water bottle with them to each session.** Fizzy drinks and chewing gum are not permitted. If your child has any dietary requirements that would prevent them from eating the snacks we provide, we ask that you provide them with their own snack for the break please.

ARRIVING & LEAVING

Doors will open 10 minutes before the session starts. Please arrive with at least 5 minutes to spare to ensure the classes start on time. We operate a signing in system so your child will need to sign in and receive their name sticker in the reception area before entering the main hall. Please wait for your child outside at the end of the session and we will bring them out to you. Feel free to look through the hall windows to catch a glimpse of their ensemble piece as you wait. It is essential for everyone's safety that the students are collected by a parent or designated adult. Please inform us on the day if you have arranged for someone else to collect your child. If your child is at the appropriate age to walk home themselves then you will be required to let us know by putting your request in writing.

UNIFORM

The students are required to wear comfortable clothing that they can easily move and dance in. We recommend leggings, shorts or joggers and trainers, plimsolls or jazz shoes. No jeans, dresses, crop tops, sandals or jewellery please apart from stud earrings.

We require all students to wear our Cotswold Stage School branded T-Shirt which we sell to you at cost price, starting at £14.50 as this gives the students a feeling of 'belonging' to the stage school. These are also required for performances and appearances. Hoodies are also available to purchase but are not compulsory. On occasions we may have a selection of pre-loved t-shirts & hoodies that can be purchased at a reduced price.

CONTACT DETAILS

Please ensure that you have completed all sections on the Enrolment Booking Form and given a copy to the Cotswold Stage School before or on the day your child starts. Please ensure you keep us up to date with any changes in contact details throughout their enrolment in the event of an emergency.

COTSWOLD STAGE SCHOOL

PERSONAL BELONGINGS & MOBILE PHONES

Students will be issued with a Blue Folder to keep all their Song Sheets & Scripts in. It is the students responsibility to keep these safe and ensure they bring them to each session. We ask for no valuables or money to be brought to the sessions. The Cotswold Stage School will not be held responsible for the loss of any personal belongings. If mobile phones are required, they should be put on silent and stored in a safe place during the classes and are not to be used during the break, unless necessary, as we strongly recommend for the students to interact with each other during this time.

PHOTOGRAPHS & VIDEOS

We will take photographs and videos of the children performing during the sessions. These may be used for noticeboards, parent newsletters, marketing & promotional material. If you wish for your child to be excluded from this, then please complete the relevant section on the booking form.

GDPR

We take your privacy and the privacy of your child very seriously which is kept in the strictest confidence, compliant with GDPR (General Data Protection Regulation 2018). This data is only for us to conduct our business effectively and will never be shared with a 3rd party.

BEHAVIOUR

Students are required to show respect and consideration for their tutors and fellow students, as our aim is to provide a welcoming, encouraging and supportive environment for everyone to enjoy. Any unacceptable or disruptive behaviour will be reported to parents in the first instance, and we will work with you to resolve any issues. However, persistent unacceptable behaviour that is detrimental to the stage school, tutors or other students will result in that student's enrollment being withdrawn. In this event no refund of fees will be issued.

HEALTH & SAFETY

Please ensure that you have informed us of any medical conditions, allergies, intolerances, disabilities or special educational needs on your child's booking form and that you keep us updated with any changes to their medical information. Please discuss with us if your child has any learning difficulties, especially with reading that is not age related, as we are not able to provide one to one support during the sessions but will always endeavour to offer extra help where possible. All health, educational and personal information is treated with the strictest confidence.

FIRST AID

In the event of a student becoming unwell or needing medical attention during the session, we will contact the parents/guardians on the telephone numbers given on the booking form. Please ensure these details are kept up to date. If we are unable to contact the stated adults we will act as loco parentis and take appropriate medical action.

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END OF TERM & SHOWCASES

During the last session of each full term we invite parents, family & friends to come and watch a mini showcase of what the students have been working on that term. We aim to put on a bigger showcase at the end of the Spring Term which will be on the stage with props & costumes where appropriate. In addition to their weekly coaching, the students will also receive a feedback postcard from their Tutors at the end of each term.

WEST END WORKSHOPS

Twice a year we aim to invite special guests 'Stars from the West End Theatres' to come and run a West End Workshop with the students during their Saturday session. This is arranged at no extra cost to you. On these occasions, parents, family & friends are invited to arrive at 3.10pm to watch the last 20 minutes of the workshop and stay for a Q&A session with the artist.

COMMUNICATION

We will keep you up to date with any news or events. We operate an 'open door' policy whereby we are always more than happy to answer any questions or discuss any concerns that you may have. Your child will always find a warm welcome at the Cotswold Stage School, we aim to ensure they have fun, build their confidence, learn new skills, and create happy memories that will last a lifetime.

NOTICE PERIOD

We very much hope that your child will remain with us for many years. However, if the time comes when they choose to leave us, we would very much appreciate your notice of this before the next term starts. This ensures that we can offer a place to students that wish to join us, and saves us any unnecessary and timely administration.

SUMMER HOLIDAY WORKSHOP

We run an annual 'Summer Holiday West End Workshop' which is open to everyone as well as our current weekly stage school students. It usually takes place during the first week of the School Summer Holidays at the end of July. It runs from Monday to Friday and is priced at a fixed fee for the week. The students will learn & put on an official junior version of a west end show, with the opportunity for students to assist with stage management, scenery & props as well as the triple threat of acting, singing & dancing. Details on our Annual Summer Workshop will be communicated around the Easter holidays & once it has been confirmed.

CONTACT US

In line with our open door policy, if you need to contact us about anything at all, please do not hesitate. All communication will be treated with the strictest of confidence.

Claire Bradshaw - Director

Tel: 07721 869361 Email: clairebradshawmezzo@googlemail.com

Kirsty Bundy - Operations

Email: cotswoldstageschool@gmail.com

COTSWOLD STAGE SCHOOL

CLASSES & OBJECTIVES

The students start each session with a group ensemble warm-up and the singing lesson. The students are then split between two groups depending on their age/ability, Novello & Palladium. Each group spends 45 minutes in each class on rotation for a Drama lesson and then a Dance lesson, both of which also incorporate Singing within a musical theatre theme. The whole group then comes back together for the last 30 minutes of each session for a group ensemble dance piece, where they choreograph a dance to a song that they sing. Each class is carefully adapted and tailored by the tutors according to each group. The younger students will have a focus on building confidence, working together with a playful, fun and creative approach to each class. The older students are challenged with a focus on encouraging discussion and reflection in each class, all within a relaxed, supportive and stimulating class environment.

DRAMA

- Creating a character & sustaining a character and using your audience
- Acting and reacting
- Script work
- Facial expressions, posture & gestures
- Utilising performance space
- Monologues & Ensemble work
- Acting for screen workshops
- Possible group LAMDA exam entries

DANCE

- Key motifs and dance styles
- Listening to music and how this affects the dance
- Building a key bank of moves
- Developing the bank of moves
- Building moves into a routine with a beginning, middle and end
- Choreographing moves, adding stage directions and formations
- Focusing on travel, spatial awareness, rhythm and style

SINGING

- Posture and relaxation
- Breathing for singing
- Warming up the voice with tailored vocal exercises
- Vowel formation
- Vocal tone and voice placement
- Articulation and delivery of consonants
- Resonance
- Acting through singing and presentation

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PAYMENT OF FEES

Fees are payable in advance according to your invoice or by the first day of term. There are three terms per year; Spring, Summer, and Autumn/Winter. Terms will be 9 - 11 weeks in length depending on the term and availability of the venue. **The fees are £21.50 per student per week (£8.60ph)** When your child enrolls, you will receive an invoice by email from cotswoldstageschool@gmail.com for the relevant number of weeks for the remainder of that term. Please check your junk mail if not received as the first email can sometimes go there. Payments are to be made by a bank transfer on the details below. Please note that we do not accept payments via Childcare Vouchers. Going forward you will receive an invoice 10 days before each new term starts.

Fees are payable in full or can be paid in two instalments per term. We regret that we are unable to accept weekly payments for classes.

We offer a 10% reduction for a Sibling(s). This will be applied to the base cost of the second child's term fee.

Please note that no refunds can be given for days when the student does not attend classes, or if the student chooses not to return during the term that has been paid for. No refunds can be issued for dates that are cancelled due to circumstances out of our control. However, on such occasions the Cotswold Stage School will make every effort to offer an alternative date or venue to compensate.

Please feel free to discuss any payment concerns with us as we understand everyone's circumstances are different.

BANK DETAILS

BACS: Cotswold Stage School	Account: 07258069	Sort Code: 05-00-05
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Please use your child(ren)'s full name as the payment reference, thank you

Cotswold Stage School Location

Chipping Norton Secondary School, Burford Road, Chipping Norton, OX7 5DY