



Code of Conduct

1. The Total Theatre School Code of Conduct must be followed at all times by the youngsters and their parent/guardians.
2. A polite manner and respect must be shown towards staff and peers at all times.
3. All equipment and premises used by Total Theatre School must be treated with extreme care and the utmost respect.
4. Physical or verbal bullying will NOT be tolerated at any time in or out of Total Theatre School classes / workshops.
5. Suitable clothing and footwear must be worn at all times.
6. No oversized jewellery may be worn to a Total Theatre School classes, workshops and performances.
7. Drugs and alcohol are strictly prohibited (unless prescribed by a doctor).
8. Mobile phones must be switched off at Total Theatre School classes, workshops and performances.
9. Youngsters must arrive on time for Total Theatre School classes, workshops and performances.
10. It is the responsibility of the youngster or parent/guardian to inform a Total Theatre School staff member of any existing injury or illness that could affect their performance.
11. All youngsters are responsible to inform a Total Theatre School Staff member should they witness any other youngsters breaking the Total Theatre School code of conduct.
12. Without prior written permission no parent/guardian is permitted to watch a Total Theatre School workshop. For special reasons such as trial lessons or medical reasons this will be granted.
13. If you wish to discuss your youngsters progress, Total Theatre School classes / workshops or any other concerns you may have the Directors can be contacted by the methods listed below;

E-mail: totaltheatreschool@gmail.com

Post: Sara Pruce, Total Theatre School, 15 Meeting Street, Appledore, Bideford, Devon EX39 1RJ

Phone: Carol 07801 257544

The Directors will get back to all enquiries ASAP using one of the methods listed above.

14. If a complaint is to be made all parents/guardians agree to contact the Directors of Total Theatre School.



Fees and payment

Peaseblossom and Mustardseed

Weekly rate **£5.25** to be paid half termly

Or 5% discount:

Weekly rate **£5.00** to be paid termly

Summer Term 2015

First half term 6 weeks $£5.25 \times 6 =$ **£31.50**

Second half term 7 weeks $£5.25 \times 7 =$ **£36.75**

OR Full 13 week term $£5.00 \times 13 =$ **£65.00**

Deposit - £10.00 (non-refundable)

Polonius, Pericles and Prospero

Weekly rate **£10.50** to be paid half termly

Or 5% discount:

Weekly rate **£10.00** to be paid termly

Summer Term 2015

First half term 6 weeks $£10.50 \times 6 =$ **£63.00**

Second half term 7 weeks $£10.50 \times 7 =$ **£73.50**

OR Full 13 week term $£10.00 \times 13 =$ **£130**

Deposit - £20.00 (non-refundable)

Application procedure and payment

All applications must be in by **Thursday 27th March**. Places will be allocated on a first come first served basis as numbers will be limited. If we are over subscribed there will be a waiting list.

Total Theatre School will then inform parents of their child's place at which time we will ask for a deposit (see above).

How to pay

Deposit by cash or bank transfer.

Balance to be paid at the beginning of each half / full term by cash or bank transfer.

Our bank details: NatWest, Sort Code: 51-70-16, Account Number: 79232299

Reference: Total Theatre School