

# STAGE DOOR STUDIO THEATRE WORKSHOP

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Workshop Policies:

Please note: Student enrolment registration details submitted & held in strict confidence.

Groups as follows:

Sunray workshops held on Saturdays: Times variable

Phantom workshops held on Saturdays: Times variable

Adult Dancercise held on Mondays: 6.00pm – 7.00pm

Show workshops as required & by arrangement.

Specialist workshops & Soloist instruction are by arrangement.

Each weekly workshop will be charged for, as Stage Door Studio operates during secular school term times. Workshops are to be paid each week or four weeks in advance, price on application (Special workshops may be held if required e.g. for show work etc, at no extra cost).

As a courtesy, notice is required from the parent / guardian if the student is ill or away on holiday. Should a student miss their usual workshop they may attend another one if applicable, by prior agreement with the group leaders.

All classes held during the term are to be paid for on a continuous basis.

Should a workshop not be paid for, no more than one week will be allowed to lapse & after this time the student will not be entered into the workshop, unless by prior consultation & at the discretion of the workshop leaders.

## Please Note:

We remind parents that Stage Door Studio is only responsible for their child during their allotted workshop times and students should be collected promptly at the end of their workshop.

Should a student be absent for 3 weeks or more without notification, they will then be excluded from Stage Door Studio & re-registration will apply.

Should there be any queries, please do not hesitate to contact us.

Many thanks, Best regards, Anne & Janet on behalf of Stage Door Studio.

## STAGE DOOR STUDIO THEATRE WORKSHOP

Constitution & Aims of the workshop:

- \* To promote learning in the community with cultural art to benefit all in a non-profit making organization.
- \* To inspire confidence & a feeling of well being, accessing new skills whilst having fun & gaining friends, interacting socially with others.
- \* Teach concepts of the theatrical world explore & express emotion through movement & improvisation.
- \* To boost the individuals self esteem, develop greater confidence & character beneficial in all aspects of life.
- \* To provide an opportunity to work with peers & professionals to increase greater understanding of stagecraft covering a wide range of issues.
- \* Having an enthusiastic & committed approach, working on new concepts with imaginative flair for all ages.
- \* To identify that physical activity & positive mental attitude contribute to different aspects of health.
- \* To acknowledge & respect the needs of the individual & promote self-discipline, when appropriate.
- \* To raise funds for designated charities & worthwhile causes with the local community where possible.
- \* To operate in a safe working environment.
- \* To have equal opportunities for all within the capabilities of the workshop team & put ideas into practice with group discussion on specialist topics.

## STAGE DOOR STUDIO THEATRE WORKSHOP

### Code of Conduct & Standards 2021 onwards:

*This code will be to the benefit of all involved in the workshops, aiming to help students gain in confidence & to ensure that performances are of a high standard, having fun & sociable time whilst in attendance.*

Discipline: All persons in attendance are required to have respect for each member of the workshop, including tutors & visiting guests. The workshop will operate in an atmosphere of discipline & fun. There will be a break time during each workshop for socialising, drinks & snacks may be purchased if available.

In such cases where a person unbalances the equilibrium of the workshop the leaders of the group reserve the right to refuse entry or exclude them. Three verbal warnings or immediate dismissal will take place, should unreasonable behaviour result & parents will be informed.

Should a member of the group be missing on three consecutive occasions without prior consultation, the leaders reserve the right to exclude that person from the workshop (as a whole) or a particular stage number, should a performance be imminent. (Illness or excess workload will be taken into consideration)

Dress Code: General smart appearance of students is required at all times. Hair is to be clean & tied back where appropriate. 'Stage Door Studio' tops are to be worn during workshops, along with other smart, clean tops when approved of by the leaders of the group.

Smart, black pants along with black jogging pants & black leggings are required during normal workshops as these allow freedom of movement. (Jeans are not acceptable) Black jazz / modern shoes are to be worn. (Other shoes may be required for show work)

Requirements: A no-smoking policy exists at Stage Door Studio from May 2000 during workshops as part of the commitment to health of students & tutors alike.

Chewing gum is not permitted at Stage Door Studio under any circumstances.

Damage to property within the rooms will be not tolerated, as all in attendance are responsible for good standards of maintenance whilst using the rooms.

All the usual workshops will be charged for during term time. Holiday dates need to be given in writing at least two weeks in advance.

Mobile telephones are to be switched off, except those of the group leaders.

All work is to be carried out in a non-smoking environment with caring & responsible members of DBS / CRB checked staff in attendance.

**STAGE DOOR STUDIO THEARE WORKSHOP REGISTRATION / APPLICATION FORM:**

**Full Name of Child:**

**Date:**

**Home Address including Post Code:**

**Date of Birth:**

**Age:**

**Parent E-Mail Address:**

**Home Telephone Number:**

**Mobile Telephone Number:**

**Medical Conditions : Asthma / Epilepsy / Heart conditions, Mental health, etc... please specify**

**Previous Theatrical Experience:**

**Organization attended:**

**Training received:**

**Special Skills: Music / Dance / Instruments etc.**

**Certificates gained:**

**Personal Statement:**

**Main Interests:**

**School Attended:**

**School Address including Post Code:**

**Telephone Number:**

**Post Code:**

**Head Teacher Name:**

**Workshop applied for:**

**Name of Parent / Guardian signing to confirm the above details:**

**Signed:**

**Dated:**

## STAGE DOOR STUDIO THEATRE WORKSHOP

Data Protection and GDPR: The General Data Protection Regulation (GDPR) will give people greater control over how companies and organisations use their personal data.

The contact details you provide on this form will be used by Stage Door Studio for administrative purposes and to keep in contact about our work. The information is stored on a secure computer spreadsheet and locked filing cabinet that only Stage Door Staff has access to. If your child leaves Stage Door Studio, we will keep their data for 6 years at which time it can be securely disposed of. However, under GDPR you have the right to control yours and your child's data and withdraw consent to our data processing at any time by contacting us on 01422 200334. If your child is still part of Stage Door Studio upon their 16<sup>th</sup> Birthday, we will ask them to recomplete their form and provide their own consent.

The GDPR also covers photographs and video content. Any photographs and video footage taken of your child by Stage Door Studios will be used in promotional materials on behalf of Stage Door Studio Theatre Workshop including our online platforms and DVDs. The images and video footage collected by Stage Door Studios will be centrally stored on our secure server for as long as Stage Door Studios is operational and may continue to be used for retrospective purposes. Again, consent can be withdrawn at any time by contacting us as above.

### Consent

I accept the Code of Conduct as written above & by signing this form agree to adhere to the points as listed on behalf of my child.

Yes / No

I understand that the information I have provided will be used only for the purposes specified above, and will be stored in accordance with the General Data Protection Regulation.

Yes / No

I give my permission for the student named on the Registration form to have photographs, video, & DVDs taken & used in promotional material on behalf of Stage Door Studio Theatre Workshop,

Yes / No

I also personally agree to receiving emails, WhatsApp & text messages.

Yes / No

Telephone number.....Signed.....Relationship to child:.....

Print Name of Parent/Legal Guardian:.....Dated:.....

Anne & Janet hope everyone concerned will have a great time!