

ROSE
PARTICIPATE

**ROSE YOUTH THEATRE ACADEMY
HANDBOOK
ACT 1**



ROSE YOUTH THEATRE ACADEMY ACT 1

Welcome to Rose Youth Theatre Academy (RYTA) Act 1, our course comprising of weekly sessions for groups of primary school aged students. The course is designed to develop the communication, literacy and confidence of our members via drama and play. Our goal is to develop a rich array of life skills such as teamwork, leadership, creativity, imagination, focus and an ensemble spirit.

This is an open-access course – which means there is no audition – but we do ask that you commit to attending classes regularly. The more you attend, the more you'll get the most from the course. If a group suffers from a lot of student absence, then everyone's work is affected. Please notify **participate@rosetheatre.org and your director** of any unavoidable absences, in advance where possible. **If your absence notice is on the day please also call stage door on 020 8546 6983.** In the final session of each term there will also be a sharing of your work for friends and family, so please let us know if your child will be unavailable on this date.

ROSE PARTICIPATE CONTACTS

Learning & Participation Staff

(Office hours vary, the best way to contact us is by email.)

Lucy Dennis- Morrell Lucy.Dennis-Morrell@rosetheatre.org
020 8939 4060

(Director of Learning and Participation)

Sarah Chipperfield Sarah.Chipperfield@rosetheatre.org 020 8939 4050

(Learning and Participation Coordinator)

Charli Weston Charli.Weston@rosetheatre.org 020 8546 8783

(Participate Production Coordinator)

Eve Bailey Eve.Bailey@rosetheatre.org 020 8546 8783

(Participate Assistant)

General Enquiries participate@rosetheatre.org

Rose Theatre

Address 24-26 High Street, Kingston upon Thames KT1 1HL

Box Office (fees and tickets) 020 8174 0090

Stage Door 020 8546 6983



ROSE YOUTH THEATRE BENEFITS

If you sign up for a Rose Youth Theatre course, you'll be able to take advantage of various benefits:

- One free ticket* to every Rose Original or Rose Participate production (see What's On via the Rose website).
- 15% off soft drinks and food in Rose Café
- Invitation to Rose Participate Awards
- Refer a friend Scheme **

***Free Ticket Scheme Terms and Conditions:** Anyone currently attending any of our Rose youth theatre or adult courses are eligible to a free ticket to any of our **Rose Original or Participate performances**. This will entitle the eligible person a **free ticket in Standard seats including our Christmas production Bands A-D** - please enquire with the Box Office team for available upgrade options to Premium). This offer is for 1 free ticket per participant. **This must be booked at least 48 hours in advance** of the required performance and is subject to availability. If the request is within 48 hours of chosen performance, we will try and accommodate at Box Office discretion but there are absolutely no guarantees.

**** Refer a friend scheme** allows members of Act 1 to refer a friend and get 10% off their term fees for the next term. Please make sure to contact me or put in the sign-up form if you do this. The friend must sign up and pay for the term to be eligible.

ACT 1 TIMETABLE

All classes are held at Rose Theatre unless otherwise informed, please see page 6 for more details on venues. Please note that on occasions we may need to use an external venue for a session. Classes are organised by school year:

DAY	GROUP & TIME	YEAR
Monday	B: 5.45pm-7pm	Year 5 & 6

Friday	B: 6.15-7.30pm	Year 5 & 6
Saturday	A: 9.15am-10.30am B: 9:45 – 11 am C: 10.45am-12pm	Year 3 & 4 Year 5 & 6 Year 5 & 6
Sunday	A: 9.15am-10.30am B: 11am-12.15pm C: 12.30pm-13.45pm	Year 1 & 2 Year 3 & 4 Year 5 & 6

ACT 1 TIMETABLE

SATURDAY GROUPS	SUNDAY GROUPS	MONDAY GROUPS	FRIDAY GROUPS
3 rd Jan	4 th Jan	5 th Jan	9 th Jan
10 th Jan	11 th Jan	Jan 12 th	Jan 16 th
Jan 17 th	Jan 18 th	Jan 19 th	Jan 23 rd
Jan 24 th	Jan 25 th	Jan 26 th	Jan 30 th
Jan 31 st	Feb 1 st	Feb 2 nd	Feb 6 th
Feb 7 th	Feb 8 th	Feb 9 th HALF TERM	Feb 13 th HALF TERM

Feb 14 th HALF TERM	Feb 15 th HALF TERM	Feb 16 th HALF TERM	Fab 20 th HALF TERM
Feb 21 st HALF TERM	Feb 22 nd HALF TERM	Feb 23 rd	Feb 27 th
Feb 28 th	March 1 st	March 2 nd	March 6 th
March 7 th	March 8 th	March 9 th	March 13 th
March 14 th	March 15 th	March 16 th	March 20 th
March 21 st SHOWING OF WORK	March 22 nd SHOWING OF WORK	March 23 rd SHOWING OF WORK	March 27 th SHOWING OF WORK

HOW DO I BOOK?

There are no auditions for **Rose Youth Theatre Academy Act 1**. You will have already received an email with a google form and a copy of this handbook. To register for the course, please complete the google form, confirming which group you would like to join. Once your place has been allocated, you will be emailed a link to an online payment form. Group availability and further queries about our registration process can be discussed with the course administrator, please see the staff contacts on page 2 for more details

COST AND PAYMENT POLICIES:

Year 1 – Year 6	1 hour 15 mins	£145
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Fees go towards teaching, venue costs and administration. Rose Youth Theatre is a not-for-profit charity. All fees must be paid in advance and the deadline is the date and time of your child's first class. If you fail to pay by the deadline, we may release your child's place and offer it to someone else.

Sibling Discount

We can offer a 25% sibling discount - if you have two or more children attending a Rose Youth Theatre course, the cheapest course will be reduced. Please let us know when you book if you'd like the discount. This discount is only applicable to one set of fees.

Bursary Scheme

We have never turned anyone away for not being able to cover fees. Inclusion and opportunities for all are at the heart of what we do at Rose Participate. Bursaries are available on request to help cover the cost of courses for those who may struggle with the fees. While anyone is free to apply for the bursary fund to help support participation, priority will be given to those facing financial hardship. Bursaries will be offered to fully or partially cover course fees. Mentoring and support are also offered alongside financial support. In order to apply for a bursary, please complete the bursary form ([**available here**](#)) and return to Lucy.Morrell@rosetheatre.org.

Trial Sessions

Trial sessions are available if you have not attended a Rose Youth Theatre course before, and there is no obligation to complete the term if you find the class is not for you. Trial sessions must be arranged in advance of the class with the course administrator, as we may not be able to offer this option if the group is almost full. We are not able to offer any reduction in fees for a trial session but will defer payment of term fees until you have confirmed your place.

Late Sign Up & Re-enrolment

If you have enquired after the start of term and there is still space in your desired group, we are able to offer a 10% discount for one missed week, and a 15% discount for two or more missed weeks. Most groups are capped at 15 students per class, and places are offered on a first-come first-served basis. Those already enrolled are offered a one-week priority booking period but must register again at the start of every term. We have a waiting list if your desired group is currently at capacity.

Cancellation Policy

We cannot offer refunds if you decide to cancel your place after the start of term, or for missed sessions, unless under exceptional circumstances. We understand absences and changes in schedules are sometimes unavoidable, however the hire of

our venues and staff relies solely on the course fees and therefore affects all members

VENUES AND CONTACTS:

Venues can change if the Rose receives a commercial hire. Occasionally we use an external venue and have regular spaces we use if this happens which are listed below. When external venues are due to be used, we will email in advance of the session with details.

Any queries or for assistance with directions, please contact participate@rosetheatre.org or call Stage Door on 020 8546 6983.

Rose Theatre

24-26 High Street, Kingston upon Thames, KT1 1HL

www.rosetheatrekingston.org

Please access via the Stage Door in Emms Passage, always signing in and out.

External venues:

Richard Mayo Centre

United Reform Church,
Eden Street,
Kingston upon Thames,
KT1 1HZ

www.mayocentre.org.uk

St John's Parish Hall

Grove Lane,
Kingston upon Thames,
KT1 2SU

www.stjohnskingston.co.uk

St John's Warehouse

St John's Hampton Wick,

Church Grove,
Hampton Wick,
KT1 4AL

Long Ditton Village Hall

Long Ditton Village Hall
2 Ewell Road
Long Ditton
Surrey
KT6 5LE

Bullen Hall

Bullen Hall,
Bennet Cl,
Hampton Wick,
Kingston upon Thames
KT1 4AT

PICK UP AND DROP OFF:

All Act One students must be dropped off and collected by an adult. This can be tricky if you are parking at the front of the theatre. Please do give time to park in the nearest car park, or make sure you're able to come to Stage Door or to the door of external venues in the case of venue changes. At the start of the session adults must wait with their children until their teacher or assistant is present to collect them. Please do not leave them at stage door without a member of the Participate team present. Children in Act One classes will not be allowed to leave alone.

Please make sure to arrive on time for the start for pick up and drop off and if you can't make it on time do call stage door to inform them.

ROSE YOUTH THEATRE ACADEMY CHARTER OF CONDUCT:

When booking a place in Rose Youth Theatre Academy, students and parents agree to adhere to and promote the following guidelines:

- ***Attend as many sessions as you possibly can, always arriving on-time.***
- ***Respect the working environment. Wear appropriate clothing and footwear. Always sign in and out at Stage Door. Make sure working spaces are left clean and tidy.***
- ***Bring your folder, paper, and pen. Turn off and put away your phone at the start of the session. We do not take snack breaks so there is no need to bring food to class, but please always bring a bottle of water. RYT has a no-nut policy. Please avoid bringing gum to class.***
- ***There are members of the public in the theatre and there is work taking place in other spaces in the building. Show theatre staff the respect you show your own peers.***
- ***Do what work you need to at home. Fill the gaps between classes with the energy you bring into them.***
- ***Ask for help if you need it, whether coaching for line-learning, or vocational sessions for auditions.***
- ***Liberate your language, discover new words and express yourself without fear. Always use language with respect towards your colleagues and your director.***
- ***Take the work, not yourself, seriously. Bring with you your sense of play and adventure. The most important attributes in any student of acting are generosity and laughter.***
- ***Be kind. Be gentle when giving feedback. Actors take risks in front of each other. They make themselves vulnerable so give your support to those you are working with.***
- ***Listen to others as you would hope they might listen to you.***
- ***Commit yourself during workshops. With confidence and consistent focus, there's nothing you can't do.***

Parents, we are happy to share our Safeguarding Policy with you (and you'll find it on our website too). Please bear in mind that we also have a Dignity at work Policy. Anyone working at the Rose, whether staff or student, deserves to be treated respectfully. We welcome all feedback but won't tolerate bullying or aggressive behaviour towards our staff.

