SPEECH AND DRAMA PROGRAM POLICIES 2016

Please note that these policies have been updated as of January 2016 in order to improve the speech and drama experience for all involved. We hope you understand and encourage any questions or concerns to be forwarded on to us.

FEES

All student fees are to be paid directly to School to Stage Creative Arts Pty Ltd - regardless of which tutor teaches your child. All payment details will be included on your term invoices.

Full payment for each term’s classes is due by the end of week 3 each term (extra time is allowed for Term 1 ONLY and will be specified via the email containing your term 1 invoice.) An early bird special will be available for payments made by the end of week 2. If we have received no payment and no communication from parents/guardians by the end of week 4 each term, your child will unfortunately not be able to continue in the program for that term. We will send email reminders of due dates in weeks 1-4 of each term.

In place of any additional props or costume fees, term fees have been adjusted to already include these costs.

MISSED CLASSES

Speech and Drama classes missed due to school events (excursions, camps, sports days, etc.) or family commitments/holidays with a minimum of 2 weeks written notice provided to the tutor will be credited to the following term. In the event that a student with class credits wishes to withdraw from the program, alternative arrangements can be made.

ATTENDANCE

Attendance at every lesson is mandatory as each student is an integral part of the class. Each lesson is spent teaching new information or working towards a performance and as such, a student’s absence can affect the whole class. In the case of a necessary absence, we ask that the tutor be notified via email. Students will receive plenty of grace in first term to remember their lesson time but as the year progresses, forgetting to come to class is not a valid excuse. If a student misses three lessons without a valid reason, they will be asked to leave the program as we have many students on the waiting list who are eager to attend. Naturally, we will always endeavour to keep open channels of communication with parents/guardians.

COMMUNICATION

We will communicate with parents/guardians primarily via email, occasionally sending additional hard copy letters home with your child. Please ensure you provide us with your most current contact details and inform us of any changes to these details so we can update our system.

Email contact will be made with parents/guardians as early as week 1 each term. If parents/guardians have not received an email from us by this time, it is their responsibility to let us know via email at speechndrama@brisbane.coc.edu.au. Please also make sure our emails are not accidentally being syphoned off into your junk mail. We will always be understanding of unavoidable technical difficulties but we cannot repeatedly accept the explanation that invoices are not paid as emails are not received.

SHOWCASE

Planning for our end of year showcase performances starts very early in the year, with auditions being held at the end of term 1 (start of term 2 at the latest.) As such, the latest we can accept new students to the program with the expectation that they will take part in the showcase is the start of term 2. Your child is welcome to join the program after this point, however there is no guarantee that they will be able to take part in the end of year showcase. As such, parents/guardians may prefer to wait for the start of the following year to enrol their child in the program.

PHOTO AND VIDEO MATERIAL

From time to time, tutors may take photos or videos of students in class/at performances for posterity and/or marketing material. Should a parent/guardian wish to request that their child’s photo/video not be used for such purposes, we ask that they inform tutors of this in writing upon enrolling their child.