

# **SPEECH AND DRAMA PROGRAM POLICIES 2018**

## **FEES**

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.

Should there ever be a problem with paying fees by the due date, we simply ask that you communicate this to us.

Please note that continuously late fees may result in a smaller part for your child in the showcase. We cannot allocate large parts to students who may be asked to leave the program due to unpaid fees, as this would be disruptive to the other students.

A discounted sibling rate is also available for families with more than one child enrolled in the program.

*Note: term credits cannot be claimed on sibling rates.*

## **MISSED CLASSES**

Speech and Drama classes missed due to family commitments/holidays and communicated to tutors with a minimum of 1 weeks written notice will be credited to the following term, unless make-up classes can be organized. Speech and Drama classes missed due to school events (excursions, camps, sports days, etc.) will automatically be credited, unless a make-up class can be organized. Class credits are not carried over from year to year, extenuating circumstances aside.

## **ATTENDANCE**

Attendance at every lesson is compulsory as each student is an integral part of the class. Each lesson is spent teaching new techniques and exercises or working towards performances 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 students on waiting lists 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](mailto: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**

All students undertaking group lessons will be involved in the showcase for their year level (Grade 1, Grade 2-3, Grade 4-6, Grade 7-9, etc.) Planning for our end-of-year showcase performances starts very early in the year, with auditions being held at the end of term 1. 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. In these cases, parents/guardians may prefer to wait for the start of the following year to enrol their child in the program.

If your child has re-enrolled for Term 2, we will assume that they will be involved in the showcase and assign them a role. For this reason, we do not allow students to drop out of the program after the start of Term 2, extenuating circumstances aside. We also find that this encourages qualities like dedication, longevity, and sticking to commitments made. This still allows your child the whole of Term 1 to decide whether they wish to continue with Speech and Drama for the rest of the year. If they do not wish to continue past Term 1, simply inform your tutor via email any time during Term 1 or at the start of Term 2.

## **PHOTO AND VIDEO MATERIAL**

From time to time, tutors will take photos or videos of students in class/at performances/at workshops 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.

## **BEHAVIOR MANAGEMENT ACTION PLAN**

We operate a 3-stage approach for responding to problem behaviour in our lessons. We have established classroom rules of which all students are aware. Many of these are the same rules that apply in a regular classroom setting (for example, respect each other, respect your tutor, be prepared for your lesson, be willing to try new things, etc.)

Repeated disregard of our rules requires us to initiate stage 1 of our behaviour management action plan:

*STAGE 1: The student is individually spoken to by their tutor at the end of their lesson. The student's classroom teacher is also informed.*

If students chose to respond well to this first stage, no further action is necessary. However, if no change in behaviour is evident, we will move to stage 2:

*STAGE 2: The student is again individually spoken to at end of their lesson. They are informed that this is their second chance and that, should the problem behaviour continue past this point, they will no longer be able to take part in the Speech and Drama program. Again, their classroom teacher will be informed. Parents will also be informed at this stage of the process.*

Should the behaviour continue beyond this point, we will move to the final stage:

*STAGE 3: The student is individually informed that they have chosen to ignore two separate requests to improve their behaviour. The consequence of this choice is that the student is no longer able to take part in the Speech and Drama program. Classroom teachers and parents are also informed of this decision.*

This approach has been communicated to and approved by the school administration.

## **WORKSHOPS**

Specialist workshops with visiting industry experts are held throughout the year, with different opportunities available for all year levels. These workshops are communicated to parents via email and are provided free of charge for all Speech and Drama students. Parents are simply required to RSVP for their child so that tutors can plan for the correct number of attending students. Workshops are usually held on Friday afternoons after school. Parents are not permitted to attend these workshops, as we have a limited amount of available space and also to ensure the students don't feel self-conscious and can participate fully.