



Hunter Region

**Drama School**

*An Academy for young actors*

# WELCOME INDUCTION BOOKLET

TERMS & CONDITIONS FOR ENROLMENT

**2011**

## **CONTENTS**

- 1. WELCOME TO HUNTER REGION DRAMA SCHOOL (HRDS)**
- 2. OUR STAFF AND TUTORS**
- 3. CONTACTING HRDS**
- 4. WORKSHOP INFORMATION**
- 5. VENUES**
- 6. TERM DATES**
- 7. PERFORMANCE OPPORTUNITIES & PRODUCTIONS**
- 8. PRODUCTION DATES**
- 9. CALENDAR DATES**
- 10. FEES**
- 11. FEE PAYMENT ROUTINE**
- 12. ATTENDANCE**
- 13. BEHAVIOURAL STANDARDS**
- 14. UNIFORM**
- 15. PARENT INVOLVEMENT**
- 16. TERMS AND CONDITIONS**
- 17. CONFIRMATION AND AGREEMENT**

## **1. WELCOME TO HUNTER REGION DRAMA SCHOOL**

HUNTER REGION DRAMA SCHOOL (HRDS) is a Hunter Region based youth theatre and acting academy that was set up to nurture and develop young people through the performing arts. We encourage and foster this development by presenting students with opportunities to explore their own creativity.

Our work with young people offers the chance to share stories, to make stories, to hear others stories, to interact with others and gain a deeper understanding of themselves and the world in which they live.

Above all our mission is to inspire young people to be the best they can.

When you become a student at HRDS you are joining in with lots of other young people with varying skills and ability levels. You could be brand new or you could have years of experience, everyone is welcome. At HRDS, everyone is sure to better their performance skills...and have a lot of fun along the way!

## **2. OUR STAFF & TUTORS**

HRDS tutors are hard working and dedicated. Their priority is to provide opportunities for young people to be the best they can be. Our tutor's all strongly believe that the world of drama and performance can and does make a difference. Not only being ambassadors of the arts, our tutors offer strong and generous leadership.

Working together with the students our tutors help to breathe life into new ideas and develop young people's concepts. We see the value in investing time and energy into fostering the innovators of the future.

All HRDS tutors are highly skilled practitioners in the arts. They are experienced, qualified tutors and teachers and are all screened by the Working with Children Commission for Young People (NSW Sport and Recreation).

As all HRDS tutors are professional artists we reserve the right to make last minute substitutions should one of the tutors be unable to attend class. As with our regular workshop tutors, ALL substitutions will have undergone a screening by the Working with Children Commission for Young People.

### **OUR STAFF**

DIRECTOR – Daniel Stoddart

TUTORS – Lauren O'Brien, Jacqui McIlroy, Danielle Asquith, Hayley Stoddart, Alicia Paterson, Ann-Maree Adams, Isaac Turier, Claire Thomas, Nicole-Neave Cowley

ADMINISTRATION – Debbie Farr, Hayley Stoddart

## **3. CONTACTING HRDS**

To contact HRDS please phone or email. If your phone call is unanswered please leave a voicemail message.

PHONE: 0416 077 903

EMAIL: [admin@hunterdrama.com](mailto:admin@hunterdrama.com)

WEB: [www.hunterdrama.com](http://www.hunterdrama.com)

POSTAL: PO Box 688, Hamilton, 2303

OFFICE HOURS: Tues-Fri, 10am-2:30pm

#### **4. WORKSHOP INFORMATION**

Our weekly workshop program runs after school during NSW school terms for young people aged 5 to 18 years. When enrolling in a HRDS workshop you are enrolling in a 1hr workshop (55mins plus 5 minutes is allocated for parent questions after each class).

Our workshop timetable is designed to offer students the best and most positive opportunity at HRDS. To ensure our workshops are productive and worthwhile we split our classes into various categories with age and ability level being the two major defining factors.

To ensure quality tuition is enjoyed by all who attend we have a maximum of 15 students per class. Due to this limited number it is highly recommended that you enrol at the beginning of a school term so you don't miss out. Our workshop timetable is subject to change so please feel free to contact us to find out what is available.

#### **WORKSHOPS OFFERED - NEWCASTLE, CESSNOCK, EAST MAITLAND**

**Drama:** Our most popular workshops for 5 to 18 years. They encompass Acting, Theatre Craft, Devising Performance, Script Development, Improvisation and Theatre Sports. Each class has its own name. In Newcastle the workshops are named after the Italian comedic mask tradition *Commedia Dell Arte* and in Cessnock our workshops are named after the characters from one of William Shakespeare's most loved comedies, *A Midsummer Night's Dream*. East Maitland (Morpeth) workshops are named after Shakespeare plays.

**Holiday Workshops:** – Special themed holiday workshops run during most school holiday periods. These are optional activities and can often compliment your student's performing arts experience and skills base.

#### **WORKSHOPS OFFERED - NEWCASTLE ONLY**

**Musical Theatre:** An introduction to the fundamental elements of being in a musical. Our tutors will focus on building performance skills for a musical theatre context. Includes choreography, dance, movement, vocals and singing.

**Camera Acting:** These workshops are designed to offer a comprehensive variety of experiences. Includes TV acting, audition skills, scripts, improvisation, performance skills and techniques for camera.

**Performance Troupe:** This Troupe will be by invitation only and will focus solely on presenting professional short performances for various events around NSW. Travelling away from Newcastle to represent HRDS on a more national scale will also be a part of this troupe's program.

**Creative Play:** These classes are the Hunter's only drama workshops designed for preschoolers aged 3-5 years and incorporate music, story telling, dance, singing and simple character play. These game based workshops taught by a child psychologist are aimed to focus on developing imagination, socialization co-operation, movement and voice.

**Hunter Region Youth Choir:** New in 2011, this group of singers will be selected on an audition basis. Auditions will be held during week 5 of term 1. Structured like our Performance Troupes this team of voices will regularly performs at various venues and functions within our region and beyond.

## 5. VENUES

We currently run our weekly workshops from the following venues:

- \* 108 Lindsay St, Hamilton (*Hamilton Baptist Church*)
- \* 150 Beaumont St, Hamilton (*Wesley Uniting Church Hall*)
- \* Corner Tudor & Steel St, Hamilton (*Hamilton Public School Performance Centre*)
- \* Cessnock Performing Arts Centre (*CPAC, Cnr Vincent & Aberdare Rd*)
- \* High Street, Morpeth (*Morpeth Public School Hall*)

We ask ALL students and parents to respect our neighbours at our venues to help us facilitate the ongoing good relationship we have with them.

## 6. TERM DATES

Our term dates generally run in accordance with the NSW Public School system. Our classes DO NOT run on allocated Public Holidays.

TERM 1 – Mon 31<sup>st</sup> January - Friday 8<sup>th</sup> April

TERM 2 – Wed 27<sup>th</sup> April - Friday 1<sup>st</sup> July

TERM 3 – Mon 18<sup>th</sup> July - Fri 23<sup>rd</sup> September

TERM 4 – Mon 10<sup>th</sup> October – Fri 9<sup>th</sup> December

## 7. PERFORMANCE OPPORTUNITIES & PRODUCTIONS

We have a number of performance opportunities for our students each year. Some productions are on an audition basis and some are open for ALL students to participate.

ALL Productions have a performance contract. The contract involves adhering to certain expectations. For example, *lines must be learnt and extra rehearsals must be attended.*

WOW FEST – ALL students are invited to be involved. Please put the dates of this performance in your diary or on your family calendar NOW!

**MAJOR PRODUCTIONS** – In 2011 this includes The BFG, Disney’s Beauty and the Beast, Fantastic Mr Fox. Major Production involvement is by audition basis only. You must be 9yrs or older to audition. Not all students are given a role. Roles are selected on a number of bases:

- The students track record in regular class time (behaviour and punctuality)
- Their capability in a single audition (opportunity to display maturity, focus and skills learnt)
- Their appropriateness and suitability for a role
- Availability of the rehearsal schedule (rehearsals are in addition to normal workshop times)

Please be made aware that the Director’s decision is always final. Once a student has been offered a role in writing, he/she can accept or decline the offer. NO disputes or correspondence will be entered into under any circumstances.

**PERFORMANCE TROUPE** – Our Performance Troupes are by invitation only. This group of students will represent HRDS at various places and events in NSW & beyond throughout the year. Troupe members must be willing to travel away from Newcastle to take part in these extra performance opportunities. See audition invitation for further information and performance dates.

PLEASE NOTE: Being a member of this troupe involves additional rehearsal, travel and costuming costs.

## 8. 2011 PERFORMANCE DATES

EVENT	DETAILS
<b>MOVIE BUFF</b>	<b>Saturday 2<sup>nd</sup> APRIL</b> 7:00pm Hamilton RSL Club
	<b>Wed 6<sup>th</sup> JULY</b> 1:00pm & 7:00pm CPAC
	<b>Thu 14<sup>th</sup> – Sat 16<sup>th</sup> JULY</b> 11am & 2pm Daily Hunter Theatre, Broadmeadow
	<b>Tue 4<sup>th</sup> – Sat 8<sup>th</sup> OCTOBER</b> 11:00am shows Daily Richley Reserve, Blackbutt
<b>WOW FEST!</b>	<b>24<sup>th</sup>, 25<sup>th</sup> &amp; 26<sup>th</sup> NOVEMBER</b> Civic Playhouse  <b>29<sup>th</sup> NOVEMBER</b> CPAC

## 9. 2011 CALENDAR DATES

### JUNE

- Performance Troupe performing in McDonald's Sydney Eisteddfod – Sunday 5<sup>th</sup>
- Open Week in class – 27<sup>th</sup> till 30<sup>th</sup>

### JULY

- Fantastic Mr Fox Auditions – Friday 1<sup>st</sup> July 3:30pm-5:30pm, Saturday 2<sup>nd</sup> July 10am -1pm
- BFG Performances in CPAC – Wednesday 6<sup>th</sup>
- Beauty and the Beast Performances at the Hunter Theatre, Broadmeadow – 14<sup>th</sup> till 16<sup>th</sup>
- Fantastic Mr Fox Family Information Session – Wednesday 20<sup>th</sup> 6-8pm

### OCTOBER

- Fantastic Mr Fox Performances – 3<sup>rd</sup> till 8<sup>th</sup>

### NOVEMBER

- WOW FEST Performances – 24<sup>th</sup>, 25<sup>th</sup> & 26<sup>th</sup> Civic Playhouse
- WOW FEST Performances – 29<sup>th</sup> CPAC

### DECEMBER

- Last Week Term 4 - 5<sup>th</sup> till 8<sup>th</sup>
- Open Week and Presentations in class – 5<sup>th</sup> till 8<sup>th</sup>
- 2012 Enrolment Day for Newcastle – Sat 10<sup>th</sup> 12pm-5pm
- 2012 Enrolment Day for Newcastle – Sun 11<sup>th</sup> 1:00pm-5pm
- 2012 Enrolment Day for East Maitland – Mon 12<sup>th</sup> 4:30-5:30pm
- 2012 Enrolment Day for Cessnock – Tue 13<sup>th</sup> 4-7pm

#### **PRODUCTION REHEARSALS:**

*(See rehearsal schedules closer to productions for specific dates and times)*

1. BFG: Thursdays & Sundays starting 7<sup>th</sup> April
2. BEAUTY AND THE BEAST: Wednesdays & Sundays starting 17<sup>th</sup> April
3. FANTASTIC MR FOX: Wednesdays & Sundays starting 20<sup>th</sup> July

#### **EXCURSIONS & FUNDRAISERS:**

*Not yet scheduled but will occur from time to time.*

## 10. FEES

### **Enrolments are not accepted without full payment.**

ENROLMENT FEE – We have an annual enrolment fee of \$22. This fee is payable by every student. It also covers trial lessons. All students are given the opportunity to come along and try two of our regular weekly workshop sessions. If you decide to continue the full term fee becomes due immediately. This fee also covers your insurance.

TERM FEE - \$121 / term (no matter how many weeks in the term).  
(Drama, Musical  
Theatre & Choir)

CAMERA ACTING - \$264 / term (no matter how many weeks in the term).

PERFORMANCE TROUPE - \$165 / term (no matter how many weeks in the term).

UNIFORM FEE - \$22 / uniform shirt. Our HRDS uniform T-shirt is a compulsory item that must be worn to ALL workshop lessons. Jackets \$88.

PRODUCTION LEVY - \$110 / cast member. This fee is payable by ALL students who participate in any one of our major productions. (NOTE: Production Levies help to alleviate extra production costs such as venue hire, rehearsal venue hire, costumes, props, sets etc. Every effort is made to keep all of our fees and prices to a minimum.)

FAMILY DISCOUNT - If you have more than one family member enrolled in weekly workshops with HRDS the 2<sup>nd</sup> child/ren will receive a 15% discount off their Term Fees.  
DISCOUT = \$102.85/term

Terms fees are due and are to be paid in full no later than week 2 of each term. Refunds will not be given for missed classes. ALL fees are Non-Refundable.

Account Balances must be kept up to date at all times. If fees are not paid by the due dates it may result in your child not being able to participate in performance opportunities and furthermore suspended from attending class workshops.

## 11. FEE PAYMENT ROUTINE

Fees can be paid in a number of ways. We have a few systems of payment in place to help get classes started on time. Under no circumstances should you give money or fees to your class tutor as they are not equipped to accept payments of any kind.

1. **CASH** - Each workshop venue has its own locked yellow HRDS FEES BOX. Along with this box we provide envelopes and pens. Please place ALL payments inside an envelope and write the following on your envelope:

NAME:  
CLASS NAME:  
AMOUNT IN ENVELOPE:  
WHAT THE PAYMENT IS FOR:

2. **CHEQUE** – Follow above process (as per cash routine).
3. **INTERNET TRANSACTION** – Please deposit fees into Hunter Region Drama School's account. Use your child's name/surname as the banking reference. The details are as follows:

BSB: 062 821  
Account Number: 10169630  
Account Name: Hunter Region Drama School

Account balances are distributed twice a term. You child will receive your families account statement with due amount usually week 3 and week 8 of each term.

## 12. ATTENDANCE

Punctuality is extremely important at HRDS. If you intend to become a professional in this extremely competitive industry, punctuality will put you in good stead. Not only this, your tutor will remember punctuality when it comes to casting productions and giving out awards: being constantly late is not looked upon favourably.

It is important that you contact HRDS if you are going to be absent from class. If a student misses three or more class workshops in a term without notification it will be assumed that you are not returning. This will result in you forfeiting your position in any subsequent performance opportunity you may have been involved in and your position in your class will be reopened for other enrolments.

Please note that ALL additional production rehearsals are held outside of your regular weekly workshop time throughout the year and will be 100% compulsory.

### **13. BEHAVIOURAL STANDARDS**

We take safety very seriously with all of our students.

HRDS is strictly a drug and alcohol free environment. Students who enter any HRDS venue under the influence of drugs or alcohol will be asked to leave. Parents will be contacted immediately to collect their child. Your enrolment with the school will be terminated.

HRDS has a strictly NO BAD BEHAVIOUR POLICY. Therefore, HRDS reserves the right to refuse admission to anyone who poses a safety threat to our tutors, staff and students. If a student displays misconduct or does not follow safety instructions the parent/guardian will be contacted immediately and be asked to collect the child.

Strictly NO FOOD, DRINKS or CHEWING GUM should be brought to workshops.

Strictly NO MOBILE PHONES, IPOD S, NINTENDO DS's or any other electronic devices are allowed during class time unless otherwise permitted by your tutor.

Misconduct is taken into consideration when we cast our Major Productions. Lack of focus and self-discipline are not looked upon favourably.

Remember every workshop you attend is an opportunity to show how professional you can be. You never know who is watching you.

### **14. UNIFORM**

Our uniform requires ALL students to wear comfortable, non-restrictive clothing to all workshops. "Drama Blacks" or black clothing is the uniform along with the HRDS T-shirt.

The HRDS uniform T-shirt is the only compulsory item. Any type of black bottoms can be worn (e.g. pants, tights, shorts etc...).

Strictly NO skirts, dresses or hats.

NO excessive jewellery and if you have long hair it must be pulled back off your face.

Shoes are to worn to and from class but are to be taken off in the foyer prior to class. Strictly NO SHOES are to be worn inside our Lindsay St Hall. Again, leave your shoes and socks in the foyer.

Remember HRDS is not a fashion parade. You are here to learn new skills. If you are not wearing the correct attire stated above you may not be able to fully participate in any given workshop.

## **15. COMMITTEE MEETINGS & PARENT INVOLVEMENT**

We try to maintain a family orientated atmosphere at HRDS. However, parent involvement is not compulsory and in the case of some productions is not required at all.

We do, however, have a forum for those passionate family members of students wishing to be more involved in Hunter Region Drama School. Our Hunter Region Drama School committee meet regularly to discuss and implement strategies to help grow Hunter Region Drama School and the opportunities for our young people.

Parents, especially those with specific skills (E.g. Set building, set painting, sewing costumes etc), are also invited to assist with our many productions we hold each year. Our major productions would not go ahead without the generous support from families. We certainly do not expect assistance and respect a family's inability to be involved. It is entirely up to the individual family as to how closely they wish to be involved in our productions.

Our policy states that parents, family members and friends are NOT permitted to attend or observe our weekly workshops OR rehearsals unless the workshop or rehearsal has been allocated as an open day. Open Days occur up to twice a year.

## **16. TERMS AND CONDITIONS**

HRDS reserves the right to make archival photographic and/or visual recordings of workshops for inclusion in HRDS archives and for use in HRDS marketing publications.

Children are well supervised the entire workshop duration and are not permitted to leave unless pre-arranged by the child's parent/guardian.

HRDS does not allow observation of classes by parents unless a presentation has been organised. This gives young people the freedom to develop without the pressure of observation by adults.

Our workshops and activities can often involve the development and exploration of physical skills such as running. These activities carry the risk of physical harm.

Our workshops also contain the development and exploration of activities that may involve your child coming in direct physical contact with the tutor.

HRDS will not be held responsible for loss or damage of personal belongings whilst at classes.

All correspondence with drama school must be in writing. Complaints & disputes must be forwarded in writing to [admin@hunterdrama.com](mailto:admin@hunterdrama.com).

## **17. CONFIRMATION AND ACKNOWLEDGEMENT**

Upon signing your enrolment form you are stating that you understand, acknowledge and agree with all of the above stated.

Failing to adhere to the above may mean you could be in breach of your enrolment agreement. Therefore this could result in a forfeit of your position in any subsequent performance and your position in your class may be reopened for other enrolments.

PLEASE NOTE: All information in this booklet is true and accurate at time of publication. Changes can and will occur from time to time.