

Young People's Theatre Newcastle Inc.

Welcome to YPT!!

The following is a collection of information that experience tells us, sooner or later, you will want to know!!

Young People's Theatre (YPT) is a not for profit, community organisation run by volunteers. The organisation is administered by a Committee elected by the adult members at the Annual General Meeting each March. General Meetings are held at the Theatre on the third Tuesday of each month at 7.00pm. All parents/carers are encouraged to attend the meetings and to become YPT members.

Memberships

Student Membership: students are YPT members by virtue of their enrolment in Drama classes.

Adult Membership: At least one parent in each family is required to become an Adult Member. Annual membership fee is \$5.

Adult Production Membership: adults, invited to perform in YPT productions and who do not have children currently enrolled at YPT, are required to become an Adult Production Member, Fee \$5.00.

Media

The YPT website, *Facebook* and *Skoolbag* provide up-to-date information for students/parents.

Spotlight

To communicate directly with parents and students at least once every term through the newsletter, *Spotlight*. Information about classes, productions, special events, messages from the Artistic Director, management committee news, etc. is notified by newsletter. *Spotlight* is distributed in classes and by email

Theatre School classes

YPT offers Drama classes and Extension classes. Extension classes (mostly 60 minutes)

- 🎭 Musical Theatre
- 🎭 Tap Dancing
- 🎭 Jazz Technique
- 🎭 Music Theory (as per demand)
- 🎭 Singing lessons(30 minute lessons)

Theatre School fees

Fees, set by the members, are adjusted annually. Fees (2017) for 90 minute Years 3 to 12 Drama classes:

- \$305.00 per semester for the 1st child
- \$295.00 per semester for the 2nd child
- \$285.00 per semester for the 3rd child

Enrolment of new students and re-enrolment of existing students is held twice a year, ie on a semester (2 term) basis. Fee payments must be finalized prior to students commencing classes.

Year 2 Drama class is a 60 minute classes - the fee is \$205.00 per Semester.

Singing Lessons are of 30 minute duration - lessons may be booked through the Theatre Office.

Theatre School placements

Students are accepted into the Theatre School on the condition that:

- they are in Year 2 or above at school,
- a place is available,
- payment of the prescribed fee is made before attending class, and
- they are prepared to behave appropriately, accept direction and participate conscientiously in class activities

Students are placed according to the class they are in at school, ie. a Year 4 school student is placed in a Year 4 YPT class. In order to move students more quickly from Waiting Lists into classes, occasionally we create some cross-year class. Class placement is by application - not by audition.

Class details

- 🎭 most junior classes are on Saturday mornings either from 9.00am to 10.30 or 10.30am to 12.00
- 🎭 the Year 2 class and one Year 3 class is on Tuesday afternoon from 4.00 to 5.00pm
- 🎭 senior students (Yr10 to 12) may choose to attend on Saturday mornings (10.30am to 12.00) or on Monday evenings from 6.00 and 7.30pm

- + classes are not held during school holidays
- + classes are held in venues in the Hamilton/Broadmeadow area
- + regular attendance is required. Attendance of less than 75% could result, (i) in the place not being available in classes the following semester and/or (ii) a student being ineligible to audition for productions.
- + Applications for a *Leave of absence* from classes may be made for extended family holidays and prolonged illness. Leave is not available for one-off events, sport or other weekly commitments.
- + parents are asked to notify the YPT Office (Ph: 49615345) of any planned absences or to explain an unplanned absence.
- + parents/carers are asked to notify YPT of any health or other issues that could affect their child's welfare and ability to work safely and successfully in a theatre class. At enrolment, parents are asked to identify any issues and to provide strategies as to the best methods to manage the situation. Thank you for your support in this matter.

Student Rights

Students are:

- + treated with courtesy & respect
- + presented with a sequential curriculum that is appropriate for their age, stage of development, drama skill level and understanding
- + given clear instructions regarding expectations and explanations about drama activities
- + given feedback in the form of positive analysis of their work
- + provided with a caring environment

Student Responsibilities

Students are to:

- + treat others with courtesy and respect – including other students and tutors
- + participate conscientiously in class activities and perform to the best of their ability

- + listen to explanations and follow instructions
- + ask questions if they don't understand
- + on request, give feedback about others' work based on the content of the lesson
- + accept constructive comments on their work
- + always behave in a safe manner

Dress Policy

- + students are required to wear a black YPT logo T-shirt to classes, auditions and rehearsals. These shirts are available at the YPT Office
- + clothing must be comfortable and allow students to move freely without embarrassment
- + shorts, leggings, track pants etc. are appropriate
- + *see-through* fabrics, tight clothing and excessive jewellery is not acceptable
- + flat, enclosed and soft soled footwear is required, heeled, strappy or platform shoes and thongs **are prohibited** as they create safety hazards
- + students may change into stylish clothing after classes and/or rehearsals
- + tutors and directors enforce the clothing policy

Dropping off and picking up your child

- + parents are required to follow class venue rules
- + Hunter School for the Performing Arts (HSPA) require YPT to follow their gate locking policy, ie. gates are opened before and after classes but locked during classes for child protection and security purposes
- + punctuality is essential - late entry of students to classes is disruptive to the other students
- + students should arrive 10 minutes before classes are due to start and be picked up within 10 minutes of finishing time.
- + a late pick-up fee applies to parents who pick their children up more than 15 minutes after the completion of the class
- + parents/carers should check that a tutor is in attendance before leaving their child at the venue
- + please ensure that the adult transporting the child knows where the class is being held and the start and finish times

Duty of Care

- + students are supervised at class venues for specified class and/or rehearsal times
- + supervision is in place for 15 minutes before and after classes
- + students are not supervised between the end of classes and the beginning of production rehearsals
- + YPT observes security procedures associated with class venues
- + if parents are late picking up students after class, tutors will contact the parents and wait with the student for 15 minutes
- + if the parent is more than 5 minutes away or cannot be contacted, the student will be taken to the Theatre Office (cnr Lindsay and Lawson Streets Hamilton)
- + if parents wish to pick up their child prior to the scheduled class finish time, they must pick them up personally or provide a signed note for the tutor to indicate the departure time
- + if parents organise to pick up their child away from the class venue, YPT is not responsible for the child once they leave the class venue
- + gates at Hunter School for the Performing Arts (HSPA) are locked. The gates are unlocked 15 mins before classes commence and relocked during classes. Contact the YPT Office if you arrive to find the gates locked.

Working with Children (WWC)

The security of our students is our prime concern. Parents are not permitted to video/take photos of students during class demonstrations, rehearsals or performances.

In line with child protection legislation, we require employees and volunteers (parents/carers) to comply with the Working with Children legislation. All employees and volunteers (including at least one adult in each family) is required to submit a Working With Children Check to the Office .

For more information, refer to www.kids.nsw.gov.au/Working-with-children/New-Working-with-Children-Check

Workplace Health and Safety

Students, parents and community volunteers have a responsibility for ensuring the safety of themselves and others while involved in YPT activities.

Please contact the YPT Office if you have any concerns.

Productions

YPT currently stages six productions a year – four specifically for younger people and two targeted for more senior students. Productions for younger students usually start in the first week 1 of each of the major school holidays and then run each Saturday for about six weeks, ie. a total of about eighteen performances.

YPT productions are produced under the auspices of the Management Committee with directors appointed by the Artistic Director in conjunction with the Management Committee.

Prior to auditions, Production Information/Audition Meetings are scheduled. All families considering a commitment to the production must attend a Meeting - both the parent and student). Production Commitment Forms and audition materials are only available at these meetings.

Productions - Auditions

Roles in productions are available to YPT members and students. To gain an acting role, students participate in an audition process. Prior to auditions, students are made aware of production requirements.

Students may also indicate an interest in assisting backstage or with sound and lighting.

Auditioning is voluntary. While students are encouraged to audition for productions, some students choose to attend classes but not become involved in productions.

Productions - Students

Student eligibility to audition for roles or assist with productions in other capacities is determined by:

- regular attendance (75%) and appropriate behavior and participation in classes
- attendance at rehearsals/performances and appropriate participation in previous productions
- attendance at the Production Information/ Audition Meeting

- ability to make the required commitment to rehearsal and production schedules, and
- parental commitment to support the production

Productions - Parents/Volunteers

Parental commitment for productions:

- ✚ submission of a WWCC attendance at the Production Information/Audition meeting
- ✚ attendance at Costume Meetings/Costume Lineups
- ✚ making or altering their own child's costume using materials and patterns provided by the Theatre
- ✚ assisting production activities, ie. set construction, front of house/ushering, dressing room supervision and/or in the canteen.

Opening Night!

- ✚ *opening night* is usually the first evening performance of each production!
- ✚ cheese, biscuits and beverages are available for patrons prior to the performance
- ✚ cast members not performing on Opening Night often join the audience for the evening
- ✚ bookings are essential. All tickets on Opening Night are \$22.00.

Production end of season celebration

- ✚ following the final performance of a production, there is usually an informal '*after show*' cast and crew party at the Theatre
- ✚ this party is organised around *bump-out* ie. packing away set, costume, etc. at the Theatre
- ✚ the party is held on Saturday evening after the final performance
- ✚ no other official events are sanctioned by YPT

Private production parties

- ✚ YPT does NOT hold production parties in private homes
- ✚ YPT does NOT sanction or supervise production parties in private homes
- ✚ families involved in YPT productions are responsible to ensure the safety of their children outside production performance hours
- ✚ families hosting private parties should be aware of their legal responsibilities in relation to the supervision of minors on their premises; the host

family has the 'duty of care' for minors at their home

- ✚ check internet for responsible partying

What Does YPT Commitment Involve?

YPT productions impact on the family!

Being in a production is a commitment of up to 4 months. Students in productions may have to miss birthday parties, camping with friends, outings with family, etc. As productions are team efforts, everyone is required to be there when scheduled. There are many individual benefits being involved in a production including a sense of belonging and having the opportunity to develop skills in a team situation, responsibility, loyalty, self discipline, self worth and self confidence - skills for life!

Parents commit to productions by ensuring their child arrives at rehearsal on time, are picked up on time, and by helping to build/paint scenery, work in the canteen, supervise in the dressing room, ensure costumes are made, etc.

The vision of YPT is to train young people in theatre arts and to introduce them to the theatre industry. This involves participating in classes, workshops, auditions, working in ensembles and working towards achieving more significant roles.

YPT rehearsals are kept to a minimum and every child cast in a production is essential to the success of the production. This also applies to students who commit to being in the crew, ie. technical tasks.

Parents are not permitted to observe rehearsals - students are given the opportunity to develop their skills and confidence without the pressure which comes from an "audience".

YPT Office hours

- ✚ Enquiries may be made during YPT Office hours, ie. Saturday 9.00am to 1.00pm
- ✚ Ticket bookings may be made:
 - online through the YPT website
 - during Box Office hours (Ph:4961 4895), or

Tickets must be paid for at time of booking.

YPT is a community organisation staffed by volunteers. The Office is not attended outside the hours listed above.