



Rhubarb Speech and Drama's Terms and Conditions

Class Groupings (Seedlings, Sprouts, Shoots)

Rhubarb uses our participants age as a way to decide which group is most suitable for that individual. However, every child's development is different, and Rhubarb reserves the right to decide when children move up and into other groups.

Our suggested age groupings are;

Reception – Year Two (Seedlings)

Year Three – Year Five (Sprouts)

Year Six and Above (Shoots)

Lamda Examinations

Where possible, we enter students into London Academy of Dramatic Art's (LAMDA) examinations once a year. Rehearsing for LAMDA can be intensive, and a break after each set of examinations enables us to ensure that groups are working at the right level and have adequate skills and preparation before they enter their next grades.

LAMDA confirm the exact date and time of examinations ten days before they are due to take place, and not before. When we have received this information from LAMDA, we then contact parents with a timetable containing these details and arrangements.

The groups in which students are entered and the grades they take are at the class teachers' professional recommendation and discretion.

LAMDA is a third party, and consent must be given in order to be able to enter students into examinations, students name, date of birth and Postcode is needed to enter. This consent and information is collected through our current registration forms.

Missed Sessions

Unfortunately, we cannot refund class fees if a student is ill or absent from sessions. If a session is cancelled due to staff illness or adverse weather conditions, sessions will either be re-arranged in kind, or refunded either directly, or within the next terms fees. If a child decides during a term that they no longer wish to attend sessions, then the remaining sessions of that term will be refunded at the teacher's discretion.

In the event of a class participant being successful in a casting call / audition and advance warning is given to the company director with the dates of sessions that will be missed, the company director reserves the right to be able to offer a reduced term fee if appropriate and if enough notice is given, though this will be done at Rhubarb's discretion.

Registration forms

We ask that all participants complete a Registration form for emergency contact details, medical information and photo consent.

Due to the nature of the sessions, we regret that any young person without a completed registration form will not be able to participate in the classes.

All information received on registration forms will stay confidential within Rhubarb and we are fully GDPR compliant. Our data protection policy and Child safeguarding policy can be viewed on our website under classes. www.Rhubarb-Drama.co.uk

Emergency contact information and relevant medical information will be brought to Rhubarb classes each week, these will be kept in a closed folder in case it is needed in the event of an emergency.

By signing our registration form you are consenting for us to hold and store your data and the completion of Rhubarb's registration form gives Rhubarb permission to contact the person in question regarding classes and services. You can unsubscribe from this at any point by emailing: Charlotte@rhubarb-drama.co.uk.

Class/term Fees

Class fees are set at £100.00 a term for Seedlings and £150.00 a term for Sprouts and Shoots. A sibling discount is offered to siblings at a fixed rate of £225.00 (for any mix of Sprouts and Shoots Participants) it is slightly cheaper if both siblings are in Seedlings £175.00.

Terms vary between 11-13 weeks, these even out over the course of the year.

Term Fees are collected Three Times a year; January, May and September.

Payment of Term Fees

Payment of term fees are required before the start of each term. Reminders of term fees are sent termly in both newsletter and electronic invoicing. Failure to pay class fees will result in students not being entered into LAMDA examinations and Rhubarb reserve the right to remove participants from classes until the fees are paid.

Notice of removal of sessions will be given via email/text/phone call where possible beforehand. Extenuating circumstances should be discussed with company director Charlotte.

Process of Removing Participants from Sessions

Failure to Pay by set Date – A casual reminder email/invoice will be sent, if appropriate a new payment deadline will be set.

If this deadline is not then met – A second reminder will be sent with warning of removal from sessions if payment is not received by a set date.

If the final deadline is not then met – A notice will be given of removal of sessions until the term fees are received.

First Aid

Rhubarb is committed to keeping our young people safe in sessions and ensures that at least one member of Rhubarb staff in each session is trained and has a relevant qualification in Paediatric First Aid. A first aid box will always be available and will be brought to sessions by the company director.

In the event of a medical emergency, Rhubarb reserve the right to use their judgement to call Medical Professionals; Doctors, Ambulances etc if appropriate. In the event of an emergency an attempt will be made as soon as possible to contact the Parent / Guardian of the affected individual to notify them of the medical emergency.

Staff – ratios and CRB/DBS checks.

In line with Child protection policies. Rhubarb always operates within the recommended staff to child ratios. All paid staff hold DBS checks and are fully briefed on Child Protection procedures.

Mobile Phones

Rhubarb has a no-phone policy in sessions. We understand that students may need to carry a phone with them but ask that it remains in bags / coat pockets until the end of session. If a child is seen with a phone in sessions, they will be reminded of our no phone policy and they are asked to put it away, the second step would then be for staff to ask the student to place the phone in the 'phone box' to keep it safe, and it can be collected at the end of session

Behaviour of Participants

All Rhubarb staff are briefed on behaviour management and have previous experience of working with Children and Young people.

However, in the rare event of a child being deemed a danger to themselves/or to others they will be asked to leave the session and a phone call will be made to collect them. However, we try to deal with any issues that arise in the space of the sessions and encourage both participants and parents to talk to us if they have any concerns.

If a student has made some bad choices in session, but it is deemed by staff that it can be dealt with in session, and that the child could benefit from disciplinary measures. Then the following will be implemented.

- Verbal Warning – the child will be made aware of their behaviour and why it is not appropriate, they will be reminded of the action that we will take if they continue.

- Time away, the student will then be removed from the situation and will be asked to sit at the side and reflect upon their actions, staff will gauge an appropriate length of time to be removed from activities, and staff will gently remind the student of our expectations before being allowed to re-join activities. The child will be reminded that this is their final warning.
- If behaviour continues after two warnings, then a phone call will be made home for the parent / carer to come and collect the child.
- If deemed appropriate and with agreement from parents, it will be recommended that the child in question then misses a week of class to be able to reflect upon their actions.

Anti-Bullying Policy

We pride ourselves on our classes being an inclusive provision, that is safe for all students that attend our classes. We therefore have a Zero-tolerance policy on bullying of any kind.

Bullying is defined as behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. This can be done in Physically, emotionally, in session, out of session, online or other.

This includes doing anything that makes an individual feel unsafe or unwelcome in sessions.

All Rhubarb students have the right to enjoy their time with us free of bullying and harassment. Anyone who feels bullied or intimidated has the right to expect that staff will listen to and act promptly and sensitively to deal with the problem.

We understand that our classes are a weekend provision, and that students may know each other outside of sessions, we therefore ask to be made aware of any incidents between students that may bleed into sessions, so we can take appropriate measures. Including incidents which occur inside /outside of school hours.

If a suspected case of bullying is brought to our attention, we will take a number of steps;

Staff will try to determine if this is a one-off incident, or a repeated act that has happened more than once / or is likely to happen again. If appropriate we will speak with students involved and their parents to aid with this matter.

One off Event

If it is deemed that it was a one-off event, and preventative steps can be taken to ensure that it cannot happen again, the child in question will be issued with a warning. Staff will ensure that the student is aware of their actions, and how they could be deemed as being inappropriate or bullying behaviour.

In sessions we will then implement the following;

- Reminding students of our Zero tolerance Anti Bullying Policy.
- Separation, keeping the students in question apart from each other when breaking off into group work.
- Checking in with parties involved to ensure that they feel it is being dealt with.

If after this warning, bullying behaviour is continued, then the student in question will be asked to leave our provisions.

Re-occurring

However, if the evidence suggests that it has happened more than once, or is likely to continue, the student in question will be asked to leave our provisions.

Due to our school being a Saturday school, and the timeframe in which we are expected to deal with any issues that arise, communication may be via telephone, email or face to face regarding the above matters.

Signposting

We encourage all students to make staff aware of any issues that happen in session asap. That is because it is more effective to be able to deal with any sessions directly, with those involved at the time of the incident, rather than trying to deal with it outside session hours.

Students can talk to any staff member they feel comfortable speaking to, if they should want to speak to a member of staff outside of earshot from others, the room next door can be used if deemed appropriate and students can ask staff; 'Can I talk to you please?' and staff will make it a priority to make time for the student.

Photographs

It is possible that photographs and video footage will be taken in lessons for both Marketing / Promotional and rehearsal purposes; including the Rhubarb Website, and Social Media Pages.

We ask that all parents/carers have completed the 'Photograph consent' section of the Registration form, and if photo consent is not given, we will make sure that Rhubarb never displays pictures with that child/Young Person visible on their website or Social Media pages.

Separate consent will be obtained for the videoing of shows etc. As it may not always be possible to exclude children from footage/shots of the whole class etc.

If any children in a particular group do not have photographic consent, a reminder will be issued before the end of term sharing's asking parents / carers not to take photo's and to remind them that we have a professional photographer and photos will be checked before being uploaded online.

If you have any questions or concerns about our policies or Terms and Conditions, please email Rhubarbs Director Charlotte at: charlotte@rhubarb-drama.co.uk