



## **Class Groupings (Seedlings, Sprouts, Shoots, Stalks Young Company)**

Rhubarb uses our participants School year group and age as a way to determine which group is most suitable for that individual. Participants will be offered the opportunity to move up in the Sept that they reach the required school year.

Our suggested age groupings are;

Reception – Year Two (Seedlings)

Year Three – Year Five (Sprouts)

Year Six - Year 8 (Shoots)

Year Nine+ (Stalks Young Company)

However, every child's development is different, and Rhubarb reserves the right to decide when children move into other groups. Sometimes children may be invited to move up early if it is felt that this would help their development and likewise some children will be invited to stay in their group for another term/two terms/year if it is felt that they could benefit from staying where they are a little longer. However these options will be discussed and agreed with parents in advance.

## **Class / Term Fees**

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

Group LAMDA tuition is set at £11.00 per session and £8.00 per session for siblings.

Private tuition is set at £25.00ph for online tuition and £30.00ph for face to face tuition.

Terms are x11 weeks in length, in the event that a term should fall shorter than this, this will be made up in another term in that year.

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

## **Payment of Term Fees**

Payment of term fees are required at the start of each term. Reminders of term fees are sent in the termly newsletter.

If during the term payment has not been received an invoice / reminder will be emailed.

If payment has still not been received after a reminder has been issued then a final attempt will be made to collect fees by the issuing of a paper invoice which will be given in person.

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 where possible beforehand.

Extenuating circumstances should be discussed with company director Charlotte.

## **Missed classes**

Unfortunately, we cannot refund class fees if a student is ill or absent from session as the session will continue in their absence.

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.

## **Leaving Rhubarb**

Once we have received notice in writing that a child will not be returning to class, we will remove parents/carers contact details from our mailing list as soon as is reasonably possible.

Student paperwork (registration form, HCP - if applicable) will be destroyed in line with our GDPR and Data protection policies. Should they wish to return in future, then a new registration form must be completed.

If a child decides mid term that they no longer wish to attend classes, Rhubarb reserves the right to not refund the remaining classes of that particular term, although every effort will be made to find a suitable compromise at the teacher's discretion.

In the event that class fees remain outstanding once a child has left our classes, then Rhubarb reserves the right to hold onto relevant customer information in order to be able to pursue the collecting of these fees through the small claims court.

## **Registration forms**

All participants who attend Rhubarb classes must complete a Registration form, this ensures we have access to emergency contact details, medical information and photographic 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 classes.

It is the responsibility of the child's parent/carers to inform us if their contact details change during the term and Rhubarb encourages them to put this in writing so we can update our records.

Rhubarb will ask all students to re-register each academic year to ensure that our details remain up to date. This may be done either through paper registration forms or an online form.

All information received on our registration forms and documents such as HCP'S will stay confidential within the Rhubarb team and we are fully GDPR compliant and are registered with the ICO. Our data protection policy and Child safeguarding policy can be viewed on our website [www.Rhubarb-Drama.co.uk](http://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. The completion of a 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](mailto:Charlotte@rhubarb-drama.co.uk).

## **Lamda Examinations**

Where possible, we enter students into London Academy of Dramatic Art's (LAMDA) examinations once a year. Rehearsing for IAMDAs examinations 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. A secondary exam sign up form will be shared with prospective exam students in advance of taking part in the examinations to ensure that this information is up to date and that we have the relevant permissions.

Regretfully we cannot enter students into LAMDA examinations once the entry deadline has passed.

As LAMDA Examinations are hosted by a third party, there is an additional fee to cover the cost of LAMDA Examinations. An estimated cost will be shared with parents on the exam sign up form and the actual amount due will be confirmed in writing after the exam closing date. We reserve the right to prevent students from taking part in examinations if the appropriate fee has not been paid.

## **Lost Property**

Rhubarb hires our venues and works across multiple sites and therefore does not accept any responsibility for any property brought to classes or left behind after classes have finished by students and their families.

Every effort will be made to identify the owner of any property found and this will be stored in our lost property box, we accept no responsibility for items stored within this box.

Multiple attempts will be made to reunite the lost property with its owner, and Rhubarb reserves the right to dispose of/donate any items left in the lost property box after one year as passed.

## **Mobile Phones**

Rhubarb has a no-phone policy in sessions for students. 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 will be asked to put it away.

The Rhubarb team may need to have access to mobile phones during classes to make emergency calls, to contact parents and to operate music etc however where possible this will be done on the company directors phone and phone use will be kept to a minimum.

## **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 has a relevant qualification in Paediatric First Aid.

A first aid bag will always be available and will be brought to sessions by a member of the team.

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.

It is the responsibility of the participants Parents / Carer to ensure that Rhubarb is aware of any pre-existing medical conditions and this is listed on the participants registration form.

It is the responsibility of the participants Parents / Carer to ensure that Rhubarb is aware of any prescription medication that may need to be taken in class and a '*Permission to administer medication form*' must have been signed by the parent/carer.

It is the responsibility of the participants Parents / Carer to ensure that the participant brings their medication with them to **all** Rhubarb classes and Rhubarb reserves the right not to teach a participant that attends a session without their prescribed medication. Medication should be brought to sessions in the original container as dispensed by the pharmacist and include the prescribers instructions for administration and if applicable a Health Care Plan (HCP) should be provided.

Only staff with relevant first aid training can administer certain medications, and some medications can only be given by staff with relevant training. Rhubarb reserves the right to refuse to administer medication if they have not had appropriate training. In this event we will put a plan in place with the students parents/carer to administer medication if needed.

## **Staff – ratios and CRB/DBS checks.**

Rhubarb's services are categorised as 'Drama Tuition with our services happening out of and after School hours, we are therefore not a 'Registered childcare provider' and are not monitored by Ofsted, so there is no legal requirement to work to staff-child ratio's.

However we do believe it is best practice and aim to work within the recommended NSPCC Staff to child ratios wherever possible.

- 4 - 8 years 1 adult to 6 children
- 9 - 12 years 1 adult to 8 children
- 13 - 18 years 1 adult to 10 children

All Rhubarb Staff and Volunteers are to have read and are to have access to our Child protection and safeguarding policy.

Rhubarb's Young Volunteers (under 18yrs) are to have age appropriate in house training on Safeguarding and child protection.

All paid staff hold enhanced DBS checks and have had relevant training on Child Protection and safeguarding procedures.

## **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 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.

## **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.

A reminder will be issued before/after end of term performances reminding parents to keep any photos or Videos taken of performances for family/private use and not to share these on social media platforms.

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](mailto:charlotte@rhubarb-drama.co.uk)