

**A Passion for Performing
Skills for life
TERMS AND CONDITIONS**

Please read this document carefully and then sign the acceptance at the end of the document and return to an administrator at Ariel Drama Academy (subsidiary of Ariel Company Theatre) Performing Arts Academy.

Attire (uniform)

All students must wear the following each week to class and also to productions, rehearsals, Ariel auditions, shows, external events and showcases:

1. Ariel Company Theatre T- Shirt – the first T- shirt is supplied on receipt of the joining fee.
2. Plain Black bottoms (no logos or stripes) – flexible type, but NO jeans
3. Plain Black soft soled shoes – trainers/dance trainers, jazz shoes or similar. Normal outside shoes is not allowed.
4. Over garments to Ariel T- Shirts must ideally be Ariel attire or a PLAIN (no logos) red or black cardigan or jumper is acceptable.
5. No jewellery.
6. Hair tied back or neat with red/ or black accessories.

For our yearly showcase – any student not wearing the full uniform will not be permitted on stage.

Attendance

Weekly attendance is essential to ensure that both the yearly production is possible and that the required high standards of performance are met.

However, we believe that time off with family is important; therefore, we will be closed for set weeks during the year which will be confirmed each year and are available on the website up to a year in advance. Any time off must be notified in writing to Ariel Drama Academy – see fees.

If a child does not attend for two consecutive weeks, without prior consent, their place within Ariel Drama Academy (subsidiary of Ariel Company Theatre) will be forfeited with no reimbursement of fees.

Fees

The fees are paid monthly in advance via direct debit (unless extra ordinary circumstances and Ariel Drama Academy must agree in writing to any different terms). The direct debit is prorated over the year: weekly session cost * weeks open / 12 months.

On the first Saturday that your child joins Ariel Drama Academy, a one-off non-refundable joining fee per child must be paid, together with any fees due prior to the direct debit being set up, by cash, contactless or cheque (made payable to Ariel Company Theatre Ltd). This joining fee will include one free Ariel Drama Tee – Shirt.

If a student no longer wishes to take up their place in the school, 4 weeks' notice must be given, (a 10% per week addition will occur after 30 days of non payment). This allows us to ensure continuity for teaching and the yearly showcase is not impeded. If for any reason Ariel Drama Academy has to cancel any teaching, show or workshop, we will endeavour to let you know in advance and we will reschedule an alternative date which is practicable to Ariel as a company. If we have to cancel any of the above, not as a result of Ariel Drama Academy (subsidiary of Ariel Company Theatre) for whatever reason, then no alternative date will be offered with fees still payable and non refundable. Such closures will be notified to you by email and posted on our website (www.arielct.co.uk)

If attendance is irregular and time is taken off without prior consent or the student has been asked to leave due to inappropriate behaviour for any other reason, including abusive behaviour from parents/guardians or carers, then no refunds or reimbursements will be made.

Fees are non-refundable. We regret that allowances cannot be made for absence from the school due to parties, illness or any other change of circumstances.

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COVID19

On evidence of a positive COVID test, a 2-week refund will be issued at the discretion of Ariel Drama Academy (subsidiary of Ariel Company Theatre).

Unless there is a special arrangement with Ariel Company Theatre (Drama Academy Performing Arts Academy), any tuition fees that have not been paid by week 2 could result in your child being excluded from the classes.

If the bank returns an unpaid cheque to us, the Parent/Guardian will be expected to pay the month's fees in cash/card the following week and any charges incurred to be reimbursed to Ariel Drama Academy (subsidiary of Ariel Company Theatre). In the event of frequent late payments or return of cheques/direct debit by the bank, then Ariel Drama Academy (subsidiary of Ariel Company Theatre) reserve the right to request in full the cash/card payment for the complete term or to exclude the student

Any direct debits returned, or cancelled payments will incur an administration charge of £7.50 +vat per calendar month thereafter.

Waiting List

If due to over subscription we are unable to offer your child a place initially, they will be placed on a waiting list. This does not guarantee entry at a later date; however, we will endeavour to accommodate all those listed on a first come first served basis from date that the application form is received, when places become available.

Personal Property

We do not accept responsibility for any loss or damage to personal property belonging to you or your child. This is irrespective of whether such possessions might be used by your child for the purpose of any Ariel Drama Academy (subsidiary of Ariel Company Theatre) activity, save to the extent that such loss shall be caused by the negligence or fault of any member of our staff or any other default on our part.

Where possible, please DO NOT bring mobile phones to Ariel. If students need to bring their mobiles in case of emergencies, we politely ask that they remain switched off and in their bags whilst on site.

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Health

We do not accept liability from death or personal injury to any child attending Ariel Drama Academy (subsidiary of Ariel Company Theatre) or any activity related to Ariel Drama Academy (subsidiary of Ariel Company Theatre) whether organised by Ariel Drama Academy (subsidiary of Ariel Company Theatre) or otherwise save to the extent that such injury shall be caused by the negligence or default of any member of our staff or any other default on our part.

If your child/children suffer from an illness that may require medication during classes or a performance, please make sure that you inform us immediately on your application form or by writing. If they carry medication with them, it is advisable to hand in and collect from the administration desk in a marked holder with instructions for use of the medication and a signed medical form (this will allow permission for medication to be administered by Ariel staff), as the bags are separated from the children during lessons. It is important to us to ensure that the safety and health of your child is paramount whilst they are in our care. If you prefer your child/children to carry the medication with them, Ariel Drama Academy (Subsidiary of Ariel Company Theatre Ltd) cannot take any responsibility for any outcome that may arise from being away from their medication.

Performances

Ariel Company Theatre aims to perform a show at a theatre each year. Costume requirements are kept to a minimum for any show. If costumes are required, you will be expected to provide your child with and pay for the required costumes/insurance for such productions. Ariel Drama Academy (subsidiary of Ariel Company Theatre) will inform you in advance of such requirements, thus enabling you to prepare for any financial commitment. Ariel Drama Academy (subsidiary of Ariel Company Theatre) will endeavour to keep these prices to a minimum. Other costs may include travel to rehearsals/theatre venues.

Ariel Company Theatre or Ariel Drama Academy (subsidiary of Ariel Company Theatre) and their subsidiary Groups also reserve the right to charge for a performance where appropriate. Only licensed chaperones and CRB checked personnel/parents will be allowed backstage at performances.

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Showcase Each year, Ariel Drama Academy (subsidiary of Ariel Company Theatre) hold a Showcase where dates are posted on our website www.arielct.co.uk each year well in advance of the show. We MUST know in WRITING 6 weeks preceding the showcase if:

1. If a child/children are not available during the day ~~the preceding night~~ (technical rehearsal) or the show itself and/or
2. If any rehearsals (Saturdays) will be missed)

Please note – if the child/children miss either the Technical rehearsal or a show or a maximum of 2 weekly rehearsals their part in the show may be reduced or omitted– this will be at the tutors’ discretion

Where child/children are not taking part in the showcase, they may still attend Ariel, but may be asked to sit out where numbers are being blocked and worked. Students may stay at home during the rehearsal times before the showcase if they prefer, but all fees must be paid until they return after the showcase in order to hold their place within Ariel.

Photography, Video recordings & Event programs

By agreeing to these terms and conditions you hereby allow Ariel Company Theatre and its subsidiary groups to use any material to promote their productions.

We will also include the name of the student taking place in some or all of our events in a hard copy or electronic format.

Ariel Company Theatre will ensure that these electronic images or textual names are used solely for the purpose intended. If you do not wish your child to be included in any electronic recorded or hard copy formats, then please write to Ariel Company Theatre or Ariel Drama Academy (subsidiary of Ariel Company Theatre) with your request to exclude your child from this activity. Via contactus@arielct.co.uk or their Academy administrator.

Please note that Ariel Drama Academy (subsidiary of Ariel Company Theatre) complies with the Data Protection Act of 1998 & new GDPR Ruling (if you wish a copy of or GDPR fact list please request vis email).

Tuition areas covered

Movement

Classes to encourage the pupils understanding and awareness of their body and its potential in both movement and stillness.
Many teaching styles are covered

Singing

Practical work preparing songs and developing singing technique.
To develop a love of music and performance. Our singing class works on the voice, harmony, technique, musicianship and range. The singing voice is gently developed by fun group and solo numbers.

Drama move to beginning

To explore characterisation through mime and improvisation, looking at expression through creative and dynamic teaching. Enhancing confidence through script work, articulation, accents plus many more.

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Film and Television

Introductory classes in acting technique for film and television.

Stage Fighting

To ensure that the correct discipline and movement is used.

Stage Management

Study of stagecraft including lighting, sounds, props, costumes, make-up and design.

History of Theatre

Practical and theoretical study of the development of theatre and acting styles from Greek to the present day.

Lost Property

Ariel Drama Academy (subsidiary of Ariel Company Theatre) is not responsible for any lost or stolen property. Please contact the venue directly and ask them to check lost property.

Staff

All our tutors and administration personnel will have been police checked (DBS) and the majority also hold Chaperone licences, thus allowing consistency whilst in a professional theatre. Ariel Company Theatre would like to ensure your piece of mind and assure you that the safety and integrity of your child is paramount in our minds at all time. Access to our safeguarding policy and inclusion statement can be sent upon request.

Merchandise

Any additional Ariel t-shirts or merchandise purchased must be paid for at the time of order unless otherwise agreed.

Behaviour and Conduct

All students are expected to conduct themselves sensibly during all classes, showing self discipline and respect towards others at all times. Students who damage equipment or property through misuse or reckless behaviour will be held liable for any costs of repair or replacement. The performing arts are, by their very nature, reliant upon strict discipline and awareness of others. Students who consistently fail to reach the required standard of behaviour during classes seriously affect the progress and enjoyment of other students and will therefore be excluded from all Ariel Drama Academy (subsidiary of Ariel Company Theatre) activities.

A verbal warning will be issued first to the child/children or parent/carer; secondly a written warning will be sent to the legal parent\guardian, advising you of the child/children's behaviour or conduct. If this is not resolved and your child continues with these activities after the warning then Ariel Drama Academy (subsidiary of Ariel Company Theatre) reserves the right to exclude your child from the school. We also may exclude the child if a legal parent/guardian or carer's behaviour is abusive or aggressive.

Please Note if this occurs, fees WILL NOT be refunded.



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Complaints

If you have a complaint about the school or a member of staff, please either write or email:
complaints@arielct.co.uk

We regret that complaints will not be dealt with over the phone. To ensure that any complaints are dealt with both professionally and promptly, we insist that no approach is made to any member of our staff regarding complaints. All complaints must be referred in writing in accordance with the above process.

Ariel Drama Academy (subsidiary of Ariel Company Theatre) insists that parents are not allowed to sit in on lessons. We are sorry, but this has proven to be disruptive to the students and has therefore reduced teaching effectiveness and also the level of output of the students.

We reserve the right to modify these Terms and Conditions at any time and such modification will take effect 10 working days from the date of which written notice is sent by email to the last known address of each student. It will thereby be deemed good service of notification of changes without a response being necessary.

☪ **Ariel Company Theatre Limited** ☪

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Registered office: Unit 20 Bolney Grange Business Park, Stairbridge Lane, RH17 5PB, West Sussex, England
Tel 01444 – 250407 contactus@arielct.co.uk <http://www.arielct.com>
Registered number: 06012535 **VAT number 917 3987 81**



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Acceptance

I being the Parent/Legal Guardian of

Students Name

(Full name of student) declare that I have read and agree to abide by the terms and conditions of Ariel Company Theatre

Signed:

Relationship to the above-named student:

Date:

NOTE

Being an actor is not difficult, but to become an outstanding actor is demanding on your spirit, heart, and most of all, your humanity. We established the School with the aim of creating actors not of the past but for the future. Actors who are imaginative and versatile! Most importantly they ensure the future of theatre, film and television in this country.

We are a family orientated school and that is important. For us, it means we are very selective, only have a small number of places to fill and do not have quotas to achieve. For you, it means that your child will receive personal attention. Importantly, they will be one of a small number of students and as such we will make every effort to help them succeed. We respect the unique contribution which every individual can make to the community

This is a school where students are helped to develop their potential and are encouraged to retain their individuality. It is not a place where they can hide in a crowd and tough demands will be made on them and us to shine.

Simply, we train highly motivated students who have the passion, imagination, integrity, and endless staying power to become exceptional actors.

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