



FUTURE FACES JUNIOR THEATRE SCHOOL

PROSPECTUS

Lutterworth Performing Arts Centre
Hall Park
Hall Lane
Lutterworth
Leicestershire
LE17 4LN
01455.553878
www.futurefaces.biz
www.lyta.co.uk



Lutterworth Performing Arts Centre



Studio 1 - Dance Studio



An introduction to Future Faces Junior Theatre School

“developing life skills in young people”

Future Faces was first opened in 2000 and is a private Saturday School Centre, that is concerned with the development of 'life skills', for students between the ages of 3 years attained and the end of school year 2.

The Junior Theatre School, is a scaled down version of our full Musical Theatre School, adapted for the younger child. The children come to the centre for 90 minutes of fun, where they will have 30 minutes tuition in singing, acting and dancing. The sessions not only give a basic introduction to the performing arts, but they are also designed to build self-confidence, improve communication skills and helps the child to learn to work closely within its peer group.

The Junior Theatre School commences at **9.00am** each Saturday during term time and ends promptly at **10.30am**.

We believe that a friendly and happy atmosphere brings out the best in all of us and we strive to ensure that all of the children are engaged in the classroom, in and the activity that is being undertaken.

Unlike most schools of its kind, Future Faces Lutterworth benefits from being totally independent and having its own bespoke location. The school has three studios, a dance studio with maple sprung floor, a tap and music studio, a drama studio and several changing rooms. Disabled access is also available.

Teaching Staff

Teaching staff, at the school, are committed to delivering the highest standard of education in the disciplines that they support. Prior to appointment, teaching applicants go through a thorough recruitment process to ensure their suitability for the role for which they have applied. Staff are carefully selected for their experience and passion to develop young people and their desire to regularly seek to improve their own competencies.

All staff have appropriate CRB checks completed prior to and during their appointment.

Syllabus

Whilst the syllabus is freestyle in design, weekly lesson plans are created, in order to ensure that the students work towards building upon the skills learnt from the previous week.

The core curriculum of activity concentrates on interaction between the children, building confidence and having fun. We recognise that some students will wish to go on to join the full Musical Theatre School, when they are old enough, at age 6/7, but we also recognise that for most of our children they simply come each week because they have a good time. Whatever the reason, there is no doubt that the sessions help to develop the children's life skills.



Emphasis is placed on all students being fully involved and being engaged with the ethos of the school.

The session commences with registration and then a group warm-up; The students are taken through a variety of exercises which, although not very onerous, warm up the muscles and prepares them for the activities ahead. We accept that some students are not as able as others and although encouragement is given, no one is forced to do anything that they find uncomfortable.

After this, the students spend proportionate time studying the three disciplines, with our dedicated teaching staff.

Comfort breaks are provided after each discipline, to allow the children to interact and take refreshments.

Enrolment

On application to the school, and having completed a medical questionnaire, your child will be invited to spend a full session at the School on a pay per session basis. This will give your child an opportunity to decide if they wish to continue attending. The second session is also conducted on a pay per session basis. If you still wish your child to continue attending sessions, you the parent/guardian, will be asked to complete the terms and conditions document and to pay the fees due until the end of term.

It is really important that contact information is up to date for all of the children. If your address, telephone number, mobile number or email address changes at any time, then please notify the school, in order that we can update our records. In addition, we respectfully request that the school is advised of any change in family circumstances, particularly if they impact on contact details.

A copy of the registration, medical questionnaire and contract documents are contained at the back of this prospectus for reference purposes.

Health & Safety

The safety and security of the children and staff is our first objective. The building is fully alarmed, regularly inspected and regular fire drills are conducted to ensure that in the event of an emergency, all members within the building are fully aware of the safety procedures. Qualified First Aiders are on site, at all times, and parents/guardians are able to see a copy of the Health and Safety policy upon request. In the event of an accident at the Centre, an entry will be made in the accident book and parents/guardians will be advised of the incident as soon as is practicable.

During sessions the building is locked to ensure that no one leaves the building without being accounted for.

It is the responsibility of the child's parent/guardian, to collect their charge from the centre at the due time. Students will not be allowed to leave the building until an adult is able to collect them. Parents/guardians are asked to advise the centre if someone other than yourself is collecting your child.

{For information purposes there is available parking on the site for over 100 vehicles}



Medical Conditions

We try to keep a confidential record of all known student medical conditions. This is particularly useful in the event of a child being taken ill whilst at school. On enrolment a medical questionnaire is completed. Can parents/guardians please make us aware of any changes, as soon as is practicable, in order that our records can be updated.

Prescription Medications

It is inevitable that some of our children will have the need to take prescription medication on occasion. In such circumstances, please discuss this with a member of staff.

Use of Aerosols

For safety reasons aerosols are not allowed in the school. This includes hair sprays and deodorants. The only exception is medicines in aerosol form, such as inhalers.

Use of inhalers

Should your child need access to an inhaler, i.e. for the treatment of asthma, ready for immediate use in the event of an attack, then please discuss this matter with the school Principal.

EpiPen

In the event that your child needs an epipen, please arrange for a separate meeting with the Principal, to ensure that everyone is clear on the process for delivering medication and this is recorded.

Changes in Behaviour

If you are aware that your child or charge is going through difficult times, for whatever reason, then please advise the Principal, in order that the teaching staff can be made aware. This is particularly important, because of some of the issues that we address, for example in drama, and it will enable us to deal sensitively with these situations. All information will be kept confidential.

Similarly, if the teaching staff notice a sudden change in behaviour, we will notify the parent/guardian as soon as is practicable



Fees

Although The Theatre School invoices every half term, parents/guardians enter into a full termly commitment and all lessons must be paid for regardless of attendance.

Fees are payable at the commencement of the term for the full period of the term in one payment.

Current Fees are £9.00 per Saturday Session.

Fees can be paid by cash, cheque or debit/credit card. If you are paying by cheque, then please write your home address and the name of the student on the reverse side.

Invoices will be sent to parent/guardian prior to commencement of the term and become payable on the due date.

It is important that receipt for payment is kept by the parent/guardian as proof of payment. Full terms and conditions can be found on the enrolment forms.

Term dates for 2011/2012

There are three terms per annum (all dates are inclusive).

Autumn Term 4th Sept 2011 - 17th December 2011

Invoice dates: 03/09/11 to 15/10/11
 22/10/11 to 17/12/11

Spring Term 8th January 2012 - 31st March 2012

Invoice dates: 07/01/12 to 11/02/12
 18/02/12 to 31/03/12

Summer Term 30th April 2011 - 14th July 2012

Invoice dates: 14/04/12 to 02/06/12
 09/06/12 to 14/07/12



Uniform Policy

We believe that the appearance of our students should reflect the standards of The Theatre School and for this reason we have a strict uniform code.

- Hair: All hair should be tied back prior to commencement of the session.
- Jewellery: All jewellery, including ear rings should be removed prior to commencement of the session.
- Shirts: Only Future Faces T shirts may be worn. No other T shirts are permitted.
- Hoodies: Only Future Faces Hoodies may be worn. No other type of hoodie or sweatshirt is acceptable.
- Jazz Pants: Students must wear all black jazz pants or tracksuit bottoms. No logos or other colours should be visible.
- Socks: Only all black socks are acceptable.
- Leggings: If students wish to wear leggings these must be all black.
- Footwear: Only black Jazz shoes or black jazz trainers are acceptable. No other trainers or plimsolls are allowed. (These should not be worn into the centre from outside, but should be changed into prior to commencement of the first session, in the changing rooms)

All clothing should be clearly labelled with the students name.

All Future Faces branded clothing is available from Enchanted Dancewear which is the 'on site' shop.

Any jewellery given to staff for safekeeping is done so entirely at the owner's risk.

We suggest that you do not invest in uniform until your child has completed the two week initial period and that both parties are happy for them to continue with the full enrolment.

Punctuality & Absenteeism

It is important, for the smooth running of the school, that all children arrive punctually, prior to the commencement of the session that they are attending. There should be sufficient time allowed for your child to make sure that they change their outside shoes, tie back their hair and remove all jewellery.

If a child is going to be absent for any reason it is requested that the parent or guardian telephone the centre to advise us of this.

Parents collecting children at 10.30am are asked to wait in the reception room, where their children will be delivered to them by staff.



Changing facilities and Lost property

All items left in the changing rooms are done so purely at the owners risk. Whilst every effort is made to ensure that there is no possibility of outside intrusion, the School cannot be held responsible for any loss. It is strongly recommended that no items of value are brought into the premises. Damage or loss can cause great distress. The school does not cover insurance for items lost or damaged at the premises.

Lost property will be kept for a period of 28 days and will then be disposed of.

Mobile Phones

Junior Theatre children are not allowed to bring mobile phones into the school. Please use the school to relay urgent messages only.

On site provision

Soft drinks can be purchased at the centre prior to the commencement of the Saturday session, however you are also more than welcome to bring a drinks bottle into the Centre for your child. Please make sure that these are not breakable and are clearly labelled with your child's name on. Fizzy drinks are discouraged and chewing gum is banned from the premises. Sweets and confectionery are banned from being taken into any of the studios.

Additional

Should you require any further information, a meeting with the Principal, or a tour of the School, then please do not hesitate to contact the principals office.

Bradley Woodward

Bradley Woodward
Principal

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