



FUTURE FACES MUSICAL THEATRE SCHOOL

PROSPECTUS

Lutterworth Performing Arts Centre
Hall Park
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www.futurefaces.biz



Lutterworth Performing Arts Centre



Studio 1 - Dance Studio

An introduction to Future Faces Musical Theatre School



“developing life skills in young people”

Future Faces Musical Theatre School, first opened in 2000 and is a private Saturday school centre, that is dedicated and concerned with the development of 'life skills', for students between the ages of six and eighteen.

The students study the generic disciplines of dance, acting and singing, and in doing so build self confidence, improve their communication skills and learn to work closely with others towards achieving a common goal.

Boys, girls and staff come to Future Faces from a wide range of backgrounds, and usually from within Lutterworth and the surrounding villages. However, some students travel from as far away as 40 miles from the centre. The staff, collectively, have considerable experience and the boys and girls have vast potential. All have curiosity and ability.

Whilst we have collective aims, everyone is treated as an individual: all boys and girls are encouraged to develop their talents and to use initiative to do so.

As an individual everyone is part of a larger group. The School is split into two distinct groups across the age ranges.

Morning Students (10.30 am – 1.30 pm)

Afternoon students (2.00 pm – 5.00 pm)

The students are then allocated to classes based on their age.

- Juniors Age 6 – 9
- Intermediate Age 10 - 13
- Seniors Age 14 – 18

We wish all members of the School to think of others at least as much as of themselves, giving as well as receiving, trusting others, being tolerant of those with different views and habits, respecting all around as individuals and caring for their well-being.

We believe a friendly and happy atmosphere brings out the best in all of us and we encourage a spirit of co-operation and generosity.

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 and 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.

Individual qualifications can be seen on the Theatre School website at www.futurefaces.biz

Syllabus

Whilst the syllabus is freestyle, by design, at the commencement of the term, lesson plans are created, in order to ensure that the students work towards the two showcase productions that take place in February and July at The Lutterworth College Theatre. The shows are specifically designed to give all of the students an opportunity to display their talents, and scripts are written bespoke to the students taking part. The core curriculum of activity concentrates on interaction between the students, building confidence and having fun. We recognise that some students will wish to go on to pursue a career in the arts, but we also recognise that for most of our attendees this is a hobby and they simply come to us because they have a good time and it helps to develop their 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; this is held in the main studio. The students are taken through a variety of exercises which, although not onerous, warm up the muscles and prepares them for the activities ahead. At this point our dancing staff will usually give tips on increasing general fitness levels. 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 join their age group category and rotate around the building spending proportionate time studying the three disciplines, with dedicated teaching staff for that subject.

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

Five minutes before the end of the three hour session, the students meet back in the main studio, where the principal gives out any notices and re-caps on the learning points of the day.

As the term draws near to the show dates, full day rehearsals are often required and advanced prior notice is given to allow parents/guardians sufficient time to plan.



Enrolment

On application to the school, and having completed a medical questionnaire, the student will be invited to spend a full session at the School on a pay per session basis. This will give the applicant an opportunity to decide if they wish to continue attending. The second session is also conducted on a pay per session basis. If the applicant still wishes to join the School, at this point, a meeting will be held between the parent/guardian of the student and a member of staff, to formally go through the rules of the school and to all agree the behaviour policy. The parent/guardian will be asked to complete the terms and conditions document and to pay the fees due until the end of term.

Upon enrolment a 'head and shoulders' photograph will be taken of the student 'in house'. This photograph will not be circulated but placed on file to aid identification.

Theatre School productions are filmed and therefore, it is a condition of the school that parents/guardians of students agree that the student can be filmed. A DVD of the Theatre School production will be available for purchase after each show.

From time to time, photographs of the students will appear on the website, but students names will not be published, except in circumstances where parents/guardians have agreed.

From time to time, articles on the Theatre School will appear in local and national media and inevitably individual students will be profiled. Similarly in these cases, Future Faces will endeavour to ensure that names will not be published, except in circumstances where parents/guardians agree.

It is really important that contact information is up to date for all students. 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.

We also recognise that, in some family circumstances, separate copies of school reports, invoices and newsletters may be required. This information should be passed on to the school, in order that we can accommodate your requests.

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 our students 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 student'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 themselves are collecting the student

{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 student being taken ill whilst at school or during an off site visit. 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 students will have the need to take prescription medication on occasion. In such circumstances, we would ask that the parent/guardian gives the medication to a staff member for safekeeping under lock and key.

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

The school policy is that students carry their own inhalers, I.e. for the treatment of asthma, ready for immediate use in the event of an attack. Please discuss with the school alternative arrangements for dealing with your child if you have concerns.

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



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 and any other body piercings 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 a local supplier, and details are given at time of enrolment.

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

Punctuality & Absenteeism

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

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



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

We are happy to allow mobile phones in school ,but they are for emergency use only. Please do not contact your child by mobile phone, please contact the office number at the centre. Please use the school to relay urgent messages only. Mobiles seen or heard in any of the studios will be confiscated until the end of the session.

On site provision

The Theatre School provides a 'tuck shop' for the students; selling crisps, confectionery and still soft drinks. We strongly advise that parents/guardians restrict the amount of money that the students bring into the building. It is very difficult to 'police' the amount that each student spends. 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.

Competitions & Festivals

From time to time, the Theatre School will attend festivals, competitions, performances and productions. We will also have additional excursions such as theatre trips and workshops.

Some of the competitions, that we are invited to attend, are held during school term time and permission will be needed from the school that the student attends in order to take part. Advanced notice will be given to you so that the necessary consents can be sought. Excursions outside of the centre will normally involve additional costs, but taking part will not be compulsory.

The Musical Theatre School is insured through its liability cover for the students to take part in outside activities.

Parent Teachers Association (PTA)

A parent/teachers association is established in order to help the school listen and deal with parent's concerns. It also enables parents to learn more about the school. This process allows a forum for parents and staff to work in partnership in order to improve the standard of education provided. Meetings are held every 3 months.



Student Council

A student council, comprising of six students from across the age ranges, is elected by their peers. This group meets with the staff every 3 months and similar to the PTA its' purpose is to help the school listen to students concerns, in order to improve the student experience.

School reports & Communication

The teaching staff will complete a school report on the progress of each student twice a year. These will be prepared for parents at the end of spring and summer terms and a parents teachers evening will be arranged where progress can be discussed.

There is someone at the Centre throughout most days, with the exception of Sunday. Telephone messages and emails will be answered within 24 hours.

It is intended that the planning of the activities within the Theatre School are sufficiently organised in advance that each parent and guardian is fully aware of what is happening in respect of the timetable. Should times vary for whatever reason then parents/guardians will be notified, wherever possible, by letter and at least two weeks in advance.

Bradley Woodward
Principal

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