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Dear Parents

This pack contains important information and is sent as a matter of course to the parents/guardians of any child who wishes to join in any MYT activities. Please take the time to read everything carefully and, if you agree to our conditions, sign the form and return it before your child starts with us.

The information and consent that you give by signing the attached form will apply to all future activities in which your child joins and you will not need to sign another one in future. Without your signature on this form, **your child will not be able to take part in any youth theatre activities.**

All information you give will be held on our database in the strictest confidence and will under no circumstances be passed on to a third party.

If you have any queries, please do not hesitate to contact me and I will be happy to discuss these with you.

Yours sincerely

Penny Jones

CREATIVE & ADMINISTRATIVE DIRECTOR



WELCOME TO MYT!

MYT is a registered charity, which means that we have a board of Trustees and a committee. We rely on grants to fund us, as well as your subscription fees (which are kept to a minimum). We do have a fee waiving policy which is set out later in this document.

We are based at Guilsfield Community Centre, but we frequently hire a range of venues in which to perform and do additional projects. We also arrange regular theatre trips and workshops with professionals, including to Shakespeare's Globe Theatre in London, and the Royal Shakespeare Company in Stratford upon Avon, and regularly hold extra projects and summer school.

We have approximately 50 members at any one time. Juniors are years 2 to 6, Intermediates are years 7 and 8, and seniors are year 9 upwards (up to age 21).

Term-time regular sessions are held for Intermediates and Seniors on a Tuesday evening. Intermediates from 5.00pm to 6.45pm and Seniors from 7pm to 9pm. Juniors sessions are held on a Saturday morning between 10.30am and 12 midday. We usually provide ten sessions each term, but when we are in production we schedule extra sessions and rehearsals during weekends and holidays. We are a professionally led organisation and all staff and practitioners hold a qualification in either theatre, drama, teaching or all three.

We usually work towards a couple of productions each year (one in the summer and one at Christmas), and the rest of the time is taken up with core sessions and one-off projects. In our sessions you can expect to learn theatre skills (which are also applicable in everyday life) such as co-operation and group work, exploring and expressing creativity, observation, concentration, improvisation and self-presentation. Learning some or all of these things inevitably brings a boost of confidence to the child in everyday life and can be applied in many day to day situations.

Each member will be given the opportunity to decide whether or not to commit to taking part in a production, without affecting their future membership. However, once a production is decided on and cast, and the member has agreed to take part, it is expected to become a priority. This means that members will have to be disciplined about organising their other commitments outside of youth theatre so as not to miss rehearsals and sessions.

Once rehearsals are under way each member will receive a detailed schedule of when they will need to attend. If you know in advance of an unbreakable commitment on one of these days, informing us well in advance will ensure that things still run smoothly. Obviously in cases of emergency an exception will be made, but members should be aware that we work to the highest possible standards, which we expect you to maintain in your behaviour and approach to our work. This applies on stage, off stage and backstage, where we expect you to behave with unsupervised self-discipline.

These conditions also apply to weekly sessions, which are always conducted with professionalism. We expect prompt attendance and adherence to our code of conduct from our members of ALL ages. These are set out in our Code of Conduct below and are essential conditions of your membership and, if they are repeatedly broken, you will be asked to leave and the balance of your membership fee will be forfeited.

We never ask children to audition, either to join youth theatre or to take part in our productions. We have no 'stars' and the willingness and ability to work as part of a group is vital. You don't need to be incredibly talented or have a huge aptitude for drama, you just need to be enthusiastic and willing.

Membership fees are £50 per term and are payable in advance. It should be noted that the income from members' fees does not cover the cost of providing the sessions which is made up of funding from other sources. Therefore, missed sessions cannot be refunded. Cheques should be made payable to 'MYT' or can be paid by Bank Transfer to Lloyds Bank, Welshpool, Sort Code 30-99-30, Account number 00225651. It is also acceptable to pay in cash on the first session of term, provided you let us know that this is what you would prefer.

Please note that we do have a Fee Waiving Policy which is set out below. We therefore ask that if any family wishes to take up a low cost or free place for their child, they provide us with proof of receipt of benefits in accordance with this policy. Please be assured that all information provided to us will be kept completely confidential and we encourage you to take up this offer if it applies to your family.

The youth theatre operates the following policies and guidelines, all of which can be viewed on our website www.montgomeryshireyouththeatre.co.uk. All staff and volunteers left alone with the children are holders of an enhanced DBS and Safeguarding training.

Anti-Bullying Policy
Code of Conduct
Equality, Diversity and Disability Policy
Fee Waiving Policy
Health & Safety Policy



TERMS AND CONDITIONS FOR MEMBERS – CODE OF CONDUCT

1. All young people taking part in youth theatre activities are expected to behave with self-discipline and consideration to their peers. Rowdy and aggressive behaviour and all types of bullying are actively discouraged. Persistent offenders will be warned verbally and, if the behaviour continues, may be asked to leave the group with written notification of this decision being sent to the parents/guardians. After **three** verbal warnings the member will definitely be asked to leave and forfeit their place and fees already paid.
2. Unless an emergency occurs you must ensure that your child gives at least **48 hours notice to the director** of any intended absence from sessions. Messages sent through friends or members of staff will not be counted as adequate. Failure to comply will result in the member being asked to leave and their paid fees to be forfeited.
3. All members are asked to respect the work of their fellow group members.
4. No child/young person will be allowed to work on ladders or at a height without written consent from their parent/guardian
5. All electrical equipment is PAT tested, and any handling of such equipment takes place under the correct supervision.
6. Lifting and handling of any heavy stage equipment or scenery takes place under the correct supervision.
7. MYT personnel will be on the designated premises in a supervisory role for 10 minutes before and after a workshop/session. **No responsibility for your child's welfare will be taken outside of that time and parents are asked to be aware of this and their responsibility towards collecting their children on time.**
8. Mobile phones must be **switched off** during sessions, but permission may be sought to make or receive an important phone call.
9. Eating (especially chewing gum) during physical activity is dangerous and is forbidden during youth theatre activities, however drinks may be brought in to sessions and rehearsals.

10. Suitable clothing and footwear must be worn at all times during sessions. This means that high heels, chunky soles and flip-flops will have to be removed if worn. Clothing should be loose and comfortable, allowing the child to move freely.
11. Junior members taking part in any MYT activity or session will not be allowed to leave the premises during breaks except with written parental consent.
12. All members must respect the venue in which they are working by not attempting to enter any areas which have not been specifically designated for the use of the youth theatre, not picking up and using any piece of equipment or props to which they are not entitled and returning any chairs/pieces of furniture to their original place once they have finished using them.
13. Parents are asked to notify us in confidence of any medical condition that may affect their well-being, or that of others, whilst participating in youth theatre activities – please be reassured that this information will remain confidential in accordance with GDPR guidelines.
14. Fees must be paid each term in advance. **Failure to pay fees on or before the date stipulated each term will result in your child losing their place and this is non-negotiable.** If you fail to contact the director with your child's intention to enrol then their place will be offered to the next person on the waiting list.
15. MYT operates a Children and Young Persons Protection Policy, and Health and Safety Guidelines. These, along with all our policies, can be found on our website www.montgomeryshireyouththeatre.co.uk.
16. We ask your permission to use any still or moving images which are obtained of your child during youth theatre activities in publicity material. This may include reports, displays, website or any promotional literature. If you are not willing for images of your child to be used by us in this way, please indicate this on the attached form. This will not in any way preclude your child from becoming a member but may mean that on occasion they will be asked to step out of shot when images are being taken or their face obscured by an emoji upon publication.
17. Individuals who enrol and then miss sessions are taking the place of somebody on the waiting list who is keen to join and take part, therefore absences taken from sessions without permission will not be tolerated.



MONTGOMERYSHIRE YOUTH THEATRE

FEE WAIVING POLICY

Montgomeryshire Youth Theatre is Charity Number 516040.

As a charity we are entitled to apply for funding for core work and project work from grantors.

Some of the funding we receive is specifically so that we can offer a fee waiver (either a free place or subsidised, low-cost place) to families in the community.

Receiving certain types of benefits, including Jobseeker's Allowance, Housing Benefit, or Universal Credit will make you eligible for our fee waiver programme. Please contact the Creative & Administrative Director if you would like to apply for reduced cost or free places for your children.

To demonstrate your receipt of these benefits, we will accept a copy of an award letter or other similar documentation which verifies that you have received these benefits within the past 90 days.

Please be reassured that any information you pass on to us will be confidential and used in accordance with GDPR guidelines.



CONSENT FORM

Child's Name.....

School AttendedSchool Year.....

Your Name

Address.....

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..... Post Code.....

Email.....

Mobile.....

**I have read and understood the terms and conditions under which
Montgomeryshire Youth Theatre operates and consent to the above named child
taking part in all current and future MYT activities.**

**I am WILLING / NOT WILLING for images of my child to be used for publicity
or promotional purposes**

**I DO / DO NOT give consent for face paints and/or coloured hairsprays to be
used on my child when appropriate**

SIGNED(PARENT/GUARDIAN)

DATED



MEDICAL INFORMATION

NAME OF CHILD

Please use the space below to let us know if your child has any medical/dietary/physical or emotional needs that we should be made aware of (feel free to add more information on the back of this sheet). Failure to disclose any important information will limit our ability to take care of your child whilst they are our responsibility.

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1. Does your child use an inhaler? If the answer is 'yes' then the inhaler must be sent to every MYT activity with your child.

YES NO

Details

2. Does your child need to take medication whilst in our care? If the answer is 'yes' then the medication must be sent to every MYT activity with your child, along with comprehensive instructions as to its use.

YES NO

Details

3. Does your child have any allergies? If so please give details of any food or substances that must be avoided. If your child needs to carry an EpiPen then please make sure this is handed over to the workshop leader at the beginning of every session, together with any details for its use.

YES NO

Details

Signed **Dated**
Parent/Guardian