



## **NPA PRODUCTIONS TERMS & CONDITIONS**

NPA aims to offer professional standard young people's theatrical experiences, performance opportunities and other exciting, cutting-edge media projects. These inspirational experiences give a taste of the industry, are designed to offer extra challenge for those ready to push themselves and have shown high levels of tenacity, talent and Professional attitude. NPA Productions is for those young people who are keen to become the best performer or creative artist they can be. We believe in the power of the arts to transform lives and we work hard to ensure everyone we work with is a part of something incredibly special.

### **RESPECT & BEHAVIOUR**

It is an integral part of NPA Production Company's ethos to provide a welcoming and supportive environment for everyone to enjoy. All performers are required to adhere to the Company Code of Conduct and show respect and consideration to their Directors, Assistant Directors, Choreographers, Vocal Coaches, Chaperones and each other.

Any disruptive or intolerant behaviour will not be accepted and be reported to parents in the first instance. We will work with parents to resolve any underlying issues, however, persistent bad behaviour or behaviour that we feel is detrimental to the company, our staff or other performers will result in that performer being asked to leave the project. In the event of a performer being asked to leave the production for unacceptable behaviour, there will be no refund of fees.

We ask parents also for their trust and respect when our creative or casting team make decisions before, during or after the production process.

### **UNIFORM**

For our performers, there is compulsory rehearsal uniform of an NPA Productions T-Shirt. Once given, this should be worn, until then please wear loose fitting comfortable clothing. Performers will also have the chance to purchase an optional hooded sweatshirt, which is distinct to each production and is a lovely memento of the experience – however is not compulsory at all. This T-Shirt is provided free of charge to all participants.

Uniform must be worn at all rehearsals, with plain black trousers / leggings or black track suit bottoms. No logos.

Required footwear is either black jazz shoes, black plimsolls or all black, flexible trainers with flat soles and no logos. Please make sure that all uniform and shoes are clearly marked with your child's name, otherwise mislaid items of clothing cannot be identified.

**FOR ALL STUDENTS:** Hair should be neat and tidy. Long hair tied back and away from the face.

### **BELONGINGS**

We ask that students do not bring cash or valuables to classes, as NPA Productions cannot be held responsible for the loss of any personal items or possessions. Jewellery should not be worn for rehearsals or shows. Stud earrings are acceptable.

## **MOBILE PHONES**

If a student must bring a mobile phone to NPA, it will be at their own risk. We ask that all mobiles are switched off or on silent and kept in a bag during your child's time with us. Making / receiving / checking calls or messages during classes is not permitted. Taking moving or still images whilst in the building is not permitted and will be a breach of professional conduct.

## **BREAK**

Students have a short break during rehearsals. Please provide only water to drink and healthy snacks. We ask that students do not bring in fizzy drinks, sweets, gum, popcorn, or nut/peanut containing products.

## **LEAVING THE PREMISES**

Performers under the age of 12 must be collected by a parent / guardian or older sibling over the age of 18. Please advise us in advance, preferably by text, if you have asked any other adult to collect your child. No performer from this age group is allowed to leave on their own or meet a parent outside of our staff's visual range.

If your child is 12 or over, and you wish them to leave the premises without an accompanying adult, please request a permission slip.

To comply with Health & Safety regulations, any performer who needs to leave classes early, must inform their tutor or a member of staff on the day so that they can be marked off the register, (even if prior notice has been given to the office). Those who need to leave early, require verbal or written notice from a parent or guardian.

For the safety of our performers, we do not allow any performer to leave the premises during break periods.

## **CONTACT DETAILS**

Please ensure NPA are kept up to date with latest contact details for all parents and guardians. In the event of a performer becoming ill or needing medical attention we will contact parents/emergency contact numbers.

We assure all parents and guardians that your personal details will not be passed on to any third party, in compliance with the Data Protection Act 1998. If we are unable to contact an appropriate adult, we will act as loco parentis and seek medical attention as we judge appropriate. Please make sure we are kept up to date with any necessary medical information. A qualified Paediatric First Aider is always on site.

## **PHOTOGRAPHS & VIDEOS**

From time to time, we will take photographs or video footage during classes/rehearsals/shows etc., which may be used on the NPA website, marketing promotional material for the show or project, our linked social media accounts or other advertising material connected to the centre.

Permission for this is not an option if you wish to participate in an NPA Productions project. Unfortunately, if you do not wish your child to be filmed/photographed as explained above, they cannot take part, as we are a stage and screen live & recorded media company, these limitations would not allow any participant to fulfil the role they have been offered and would limit others' opportunities too.

## **WITHDRAWAL**

In the event of a performer pulling out of the production process, there are no refunds given and any outstanding full production fees will still be due. Any usual notice period will apply, and an invoice will be raised for any unpaid fees that apply to your account.

## **FEES**

We make a charge of £375 for non-members of NPA or our Youth Theatre ACT Academy UK. For current pupils we charge £40 to be a part of the production. These fees contribute to licensing, costume hire, props/set/tech hire, 4 months of tuition and rehearsals in our care and arts education centre, chaperones for show week, scripts, music/lyrics, Industry Guest visits, Rehearsal T-Shirts and After-Show Party & Awards.

If you wish to join our centre as a member for weekly classes, you may do so from March 1<sup>st</sup> @ £68 a month. This reduces fees to the pupil cost of £40. This is a personal decision as to what will work best for you, you may enjoy accessing our exciting training programmes in addition to what you currently do. If you train elsewhere, it may suit you better to enjoy the production process only as a stand-alone experience.

Classes for primary ages are Wed or Thurs 4-6pm or Saturday 11.30am – 1.30pm. Classes from Year 7 are Tuesday 5.15pm-7.30pm at Intermediate or Accomplished Level, 6.30-8.30pm at Advanced or Elite Level. Cost for Year 7+ is £69 pcm.

## **HEALTH FORMS**

A health and safety form is sent to all parents via online link. Going forward, we ask parents to update the office by email with any relevant changes in personal details or contact details.

It is the responsibility of the parent/guardian to advise our staff of any health problems or behavioural issues, and to keep us updated of any changes. We will always endeavour to offer extra help or provide reasonable adjustments to allow access where needed.

All health, educational and personal information is treated with the strictest confidence.

**We sincerely hope that your child's time with NPA Productions will build confidence, improve talent and skill, and give them many happy memories.**