

In joining the department, you are agreeing to the following standards:

- Work and behave at all times within the ethos and atmosphere of the department, giving equality of time, effort and imagination in line with your colleagues and tutors
- Attend all lessons punctually – ready to/for work when the lesson starts – with your **notes from previous lessons and a dedicated notebook**, you will also need pens / pencils and all texts. You will also need a diary. You will be appropriately dressed for the session (See Dress Code). Inappropriate clothing is not an excuse not to complete a task. Dance students will be told the appropriate attire for practical lessons. **There are no outdoor shoes in the studios. Please bring some soft/clean shoes to change into (not with a white sole please as they mark the floors) or bare feet**
- To attend the compulsory visits required for your course of study as directed by your tutors and also to attend as many professional performances as you can in your own time – we will make regular recommendations
- **There is an embedded expectation that you will attend department productions and work in progresses and support your peers – you do need to make every effort to be there, and will need to let a member of the department know if you can't. You will be expected to undertake Front of House and Technical Support for productions other than your own throughout the term. This is part of the department expectations.**
- Complete fully and punctually any written or practical assignments as directed by your tutor. There are sanctions that follow a missed deadline
- Spend a considerable amount of time rehearsing and organising yourselves in student directed group work (Failure to turn up to ANY form of rehearsal will not be tolerated and will result in the same form of disciplinary action taken over failure to complete work set) **REMEMBER – REHEARSALS COUNT TOWARDS YOUR HOMEWORK P.W.**
- Treat all members of the department with respect, care, trust and artistic generosity
- No gum, no food and only water in the Studio spaces unless directed by your tutor
- Treat facilities and equipment with respect – please put all litter in bins
- **Absence must be kept to a minimum. You are expected to be in college during all academic days. Do not take holidays in term time; it has a negative impact on your peers and your tutors. Where ever possible, appointments must not clash with departmental lessons.**

IN RETURN YOU CAN EXPECT FROM US:

- A high level of commitment and support
- Regular feedback and targets to guide, support and extend your study
- We will do our best to aid you in developing your practical skills and analytical understanding of drama and theatre. Every student will receive a regular report on his/her progress
- Expert guidance in preparing for and successfully completing your year of study

- To treat you in the professional manner that your commitment, behaviour and attitude dictates

Professional discipline is a vital part of any performance practitioner's daily life. It is ClassAction's job to ensure that your training is underpinned by a clear understanding of the needs of the industry for which some of you are preparing and all of you are studying

To this end major emphasis will be placed on the importance of **self-discipline, appearance, punctuality, courtesy, respect for colleagues, unselfishness and a great deal of common sense.** These elements form a significant part of your assessment in all areas of work throughout your course.

These standards represent a way of working that is about your course and your industry and is designed to reinforce your own responsibility to your training, to your craft and to your company. It is important that you read and understand it and that you show willing to undertake the responsibilities needed to achieve success in your chosen field.

LATENESS/ABSENCE/DISCIPLINARY POLICY

There are college policies for recording absence. **IN ADDITION TO THIS** you must let the department know directly if you are absent on a day with lessons or rehearsals. Email: awp@godalming.ac.uk

Appointments with doctors, dentists, etc. should normally be made outside of teaching hours.

Unavoidable appointments must be discussed with the head of department prior to attending.

Failure to bring the correct equipment/clothing/work to a session will result in the practitioners being excluded from the lessons and an absence being recorded. Holidays must not be booked in company time. Holidays taken without prior consent may have serious implications for your course (you will lose your part in group performances and your stage time will be diminished)

PERSONAL RESPONSIBILITY

Personal hygiene must be maintained from day to day. You are expected at all times to conduct yourself in a manner so as not to damage the good name and reputation of ClassAction Theatre and the department's good practice.

POLICY ON PROFESSIONAL DISCIPLINE AND CASTING

The following are understood to be reasons for excluding a practitioner from a course; Persistent absence | Repeated lateness | Disruption to the work of your group and/or other groups. Deadlines for written work or other set tasks have not been met | Evident lack of commitment to the work. Failure to turn up for Front of House duties thus compromising the work of another company and the safety of the public. If you are lucky enough to get a professional job during your two year's study here, you must come and discuss this with the department in the first instance before accepting.

MAINTENANCE AND UPKEEP OF BUILDINGS POLICY

It is every practitioners duty, whilst undertaking a course with ClassAction, to ensure that the rehearsal spaces, dressing rooms and all other spaces relating to the PAC and around the PAC are kept clean and in working order. Chewing gum, smoking, eating and drinking are not acceptable anywhere inside the PAC buildings with the exception of drinking water.

MOBILE PHONES

All mobile phones must be turned off before entering the studios. Please ask in advance if you want to use them to take notes, photographs, recordings.

