Who we are
Warts and All Theatre is based in Northampton. Our work takes place at a variety of venues across the Midlands, our registered office is at The Doddridge Centre in St James.

Our Programmes
For 2018/2019 Warts and All Theatre will run:
- Young Actors 4-6- (NEW GROUP!)
- Young Actors 7-10
- Young Actors 11-13
- Young Actors 14-21
- The Collective: Performers (For adults 18+)
- The Collective: Makers (For adults 18+)

Free or subsidised places may be available through our bursary scheme. Please see the information at the end of this pack on how to apply for a bursary to help towards term fees.

Weekly Sessions
All practitioners who deliver our programmes hold an enhanced DBS and adhere to our Safeguarding Policy.

The Young Actors - For Children and Young People

4-6 year olds
Participants explore acting through play, in our fun weekly sessions for the youngest of our Young Actors groups. In addition to developing performance skills, participants will play games, build confidence, and develop team work skills. The group share their learning at the end of each team for parents and guardians at an informal sharing.

Day Thursday
Venue The Doddridge Centre, St James, Northampton
Time 4.15-5pm. (45 Min Session)
Earlybird Price £50 a term Regular Price £55 (Bursaries may be available)

7-10 year olds
This group is perfect for any primary school aged children who want to build their confidence in performance. The group work with scripts and develop original ideas through improvisation. The group is perfect for children who are looking to increase their confidence, make new friends and have fun! Each term ends with an informal sharing to parents/guardians.

Day Thursday
Venue The Doddridge Centre, St James, Northampton
Time 5:15-6:45pm (1.5 hour session)
Earlybird Price £65 a term Regular Price £72 (Bursaries may be available)
11-13 year olds
This group is for Young Actors who want to make and create exciting theatre! The group explore scripted and devised theatre, as well as developing their movement and voice skills. It’s a great opportunity for young people to build their confidence and make new friends with similar interests to their own. Each term will culminate in a sharing to friends and family.

**Day** Thursdays  
**Venue** The Doddridge Centre, St James, Northampton  
**Time** 7:00-8.30pm (1.5 hour session)  
**Earlybird Price** £65 a term **Regular Price** £72 (Bursaries may be available)

14-21 year olds
This group is focused on developing the participants craft in relation to creating theatre, both scripted and devised. The group work on a variety of theatre styles. We believe in giving these participants much more responsibility in the artistic process and the freedom to make artistic choices on how they create character and explore narrative, whilst at the same time training participants in physicality and voice. Every term we share the work with parents and guardians through an informal sharing.

**Day** Wednesday  
**Venue** St James Community Centre, St James, Northampton  
**Time** 6.30-8.30pm  
**Earlybird Price** £75 a term **Regular Price** £83 a term (Bursaries may be available)

**The Collective: Performers**
The Collective: Performers is our weekly theatre training group for adults. For the Autumn and Spring terms the group work on specific skills, details of each terms focus can be found on our website. Each term ends with an informal sharing of work to friends and family. In the Summer term the group work towards our yearly event called Scuff Night. Scuff Night is where we share the work of The Collective: Makers group to an audience, and the audience vote for which shows Warts and All Theatre will produce the following year.

The Collective is open to everyone regardless of experience. Experience is useful, but not essential!

It’s for the ‘trained’ and ‘un-trained’ artists to come together and develop their craft, whilst learning and growing as a collective.

**Day:** Tuesday  
**Venue:** Foodies.rocks, 19-21 Derngate, Northampton.  
**Time:** 7.00-9.00pm (2 hour session)  
**Earlybird Price** £75 a term **Regular Price** £83 a term (Bursaries may be available)

**Monthly Sessions**

**The Collective: Makers**
This group is for anyone who has an idea for a play. You might be an actor, writer, director, or theatre maker. You might have never written a play ever, but want to have a go! This group meets monthly and over the course of the academic year they work on writing activities, share their ideas and develop a 10-15 minute extract of their own play.
A selection of these extracts will be selected by Warts and All Theatre for our Scuff Night in the Summer term. The extracts will be performed by The Collective: Performers and the audience will vote on which ideas will be developed into full productions by Warts and All Theatre the following year.

The Collective: Makers is open to everyone. Experience is useful, but not essential!

**Day:** First Sunday of every month (7th October, 4th November, 2nd December, 6th January, 3rd February, 3rd March, 7th April, 5th May, 2nd June, 7th July)
**Venue:** Foodies.rocks, 19-21 Derngate, Northampton.
**Time:** 4-6pm (10 x 2 hour session + 1 hour 121 mentoring session on your idea before submission)

**Earlybird Price £85 for the year Regular Cost: £94 (Bursaries may be available)**

**So how do you join one of our groups?**

1) Read and make sure you agree to all of the Important Information explained in this pack.
2) Fill in an application form you can access these online- through our website. Just go to the relevant group page.
3) We will then contact you to make your payment for the group. Payments are made through our online box office, which you will be sent details of upon offer of a place in one of our groups.

**Communication**

Our primary method of communication is email. It is essential that you add hello@wartsandalltheatre.co.uk to your safe senders list so you receive our emails. Please remember to check your emails regularly as it is the quickest and easiest way of us communicating with you.

**Social Media**

Warts and All Theatre are on twitter, Facebook and Instagram. We encourage everyone to share, celebrate and discuss your involvement about both The Young Actors and The Collective activity. But we ask everyone to remember that as a participant of our groups you are also a representative of Warts and All Theatre. We ask you to not negatively comment on other participants involved in our work or the activity of the company. If you have a concern- please follow the instructions in this document and we will resolve it thoroughly and efficiently. Social media is an excellent tool, but can also be a risk for a participant’s social wellbeing. We ask you to be mindful of that when you tweet/post/comment.

Follow us on twitter and Instagram
@wartsandallco
Like us on Facebook
www.facebook.com/wartsandallco
# Term timetable 2018/2019

Each term is 10 weeks long.

<table>
<thead>
<tr>
<th>Term</th>
<th>First session of term</th>
<th>Holiday week</th>
<th>Last session of term</th>
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<tbody>
<tr>
<td>Autumn Term</td>
<td>Tuesday 18th September</td>
<td>w/b 22nd October 2018</td>
<td>Tuesday 27th November</td>
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<tr>
<td>EARLYBIRD PAYMENT DEADLINE: 13th September 2018</td>
<td>The Collective: Performers 7-9pm</td>
<td>October Half Term -No Weekly Sessions!</td>
<td>The Collective: Performers 7-9pm</td>
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<td></td>
<td>Wednesday 19th September</td>
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<td>Wednesday 28th November</td>
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<td>Young Actors 14-21-6.30-8.30pm</td>
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<td>Young Actors 14-21-6.30-8.30pm</td>
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<td>Thursday 20th September</td>
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<td>Thursday 29th November</td>
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<td>Young Actors -4-6</td>
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<td>Young Actors -4-6</td>
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<td>4.15-5.00pm</td>
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<td>Young Actors -7-10</td>
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<td>Young Actors -7-10</td>
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<td>5.15-6.45pm</td>
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<td>Young Actors -11-13</td>
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<td>Young Actors -11-13</td>
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<td>7-8.30pm</td>
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<td>October Half Term -No Weekly Sessions!</td>
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<td>More information at: <a href="http://www.wartsandalltheatre.co.uk">www.wartsandalltheatre.co.uk</a></td>
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<tr>
<td>Spring Term</td>
<td>Tuesday 15th January</td>
<td>w/b 18th February</td>
<td>Tuesday 26th March</td>
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<tr>
<td>EARLYBIRD PAYMENT DEADLINE: 8th January 2019</td>
<td>The Collective: Performers 7-9pm</td>
<td>February Half Term -No Weekly Sessions!</td>
<td>The Collective: Performers 7-9pm</td>
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<td></td>
<td>Wednesday 16th January</td>
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<td>Wednesday 27th March</td>
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<td>Young Actors 14-21-6.30-8.30pm</td>
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<td>Young Actors 14-21-6.30-8.30pm</td>
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<td></td>
<td>Thursday 17th January</td>
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<td>Thursday 28th March</td>
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<td>Young Actors -4-6</td>
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<td>Young Actors -4-6</td>
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<td>4.15-5.00pm</td>
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<td>Young Actors -7-10</td>
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<td>Young Actors -7-10</td>
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<td>5.15-6.45pm</td>
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<td>Young Actors -11-13</td>
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<td>Young Actors -11-13</td>
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<td>No sessions &amp; Christmas Holidays</td>
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<td>No sessions &amp; Easter Holidays</td>
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<td></td>
<td>w/b: 3rd, 10th, 17th, 24th, 31st December &amp; 7th January.</td>
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<td>W/b 1st, 8th, 15th, 22nd April</td>
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<tr>
<td>Summer Term</td>
<td>Tuesday 30th April</td>
<td>w/b 27th May</td>
<td>Tuesday 9th July</td>
</tr>
<tr>
<td>EARLYBIRD PAYMENT DEADLINE: 25th April 2019</td>
<td>The Collective: Performers 7-9pm</td>
<td>May Half Term -No Weekly Sessions!</td>
<td>The Collective: Performers 7-9pm</td>
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<tr>
<td></td>
<td>Wednesday 1st May</td>
<td></td>
<td>Wednesday 10th July</td>
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<tr>
<td></td>
<td>Young Actors 14-21-6.30-8.30pm</td>
<td></td>
<td>Young Actors 14-21-6.30-8.30pm</td>
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<tr>
<td></td>
<td>Thursday 2nd May</td>
<td></td>
<td>Thursday 11th July</td>
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<td></td>
<td>Young Actors -4-6</td>
<td></td>
<td>Young Actors -4-6</td>
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<td>4.15-5.00pm</td>
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<td>Young Actors -7-10</td>
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<td>Young Actors -7-10</td>
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<td>5.15-6.45pm</td>
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<td>Young Actors -11-13</td>
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<td>Young Actors -11-13</td>
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<td>7-8.30pm</td>
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<td>7-8.30pm</td>
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</tbody>
</table>
Important information

The rest of this pack includes all of our important information that you need to read and understand. When you apply to become a member of one of our groups you are agreeing to all of the details in this pack.

- We are inclusive in our practice.
- Our weekly sessions are focussed on process, this means that the main objectives of the sessions are about learning and not the final product.
- In the first instance our relationship is always with the participant - even if they are 8! We create a transparent relationship with everyone we engage with. At times communication is required with parents/guardians, but we ask them to support us in empowering the participants in their own decision making and taking responsibility for their development.

Payment details

<table>
<thead>
<tr>
<th>Group</th>
<th>Earlybird &amp; New Member (First Term) Price 2018/2019 (see term dates for information on payment dates)</th>
<th>Regular Price 2018/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Young Actors 4-6</td>
<td>£50 per 10 week term.</td>
<td>£55</td>
</tr>
<tr>
<td>The Young Actors 7-10 &amp; 11-13</td>
<td>£65 per 10 week term.</td>
<td>£72</td>
</tr>
<tr>
<td>The Young Actors 14-21 &amp; The Collective: Performers</td>
<td>£75 per 10 week term.</td>
<td>£83</td>
</tr>
<tr>
<td>The Collective: Makers</td>
<td>£85 for the whole year course.</td>
<td>£94</td>
</tr>
</tbody>
</table>

Earlybird Price: To be eligible for Earlybird price we should receive your payment before the Earlybird deadline which is outlined on the term dates page of this pack.

If you join midway through a term, your term fees will be calculated pro-rata of the ‘Earlybird and New Member’ price, for how many sessions remain in that term.

All payments must be made online through our online box office. This allows us to easily track the many payments we receive each term. We unfortunately cannot except cheque or cash for payment of term fees.

Unfortunately, we are unable to offer a weekly payment system and we do not offer refunds for ‘missed’ sessions, or if you decide to leave mid-way through a term. Term Fees are non-refundable. You should also be aware that half a terms notice is required if you decide to stop being a member - more information is available in our signing up and engagement policy below.

It is the responsibility of the parent/guardian or participant to pay their fees, and we expect parents and guardians to contact us if they are unsure of session dates or Earlybird payment dates.

If you are having difficulty paying your term fees, then please let us know. We may be able to help. It also saves us time chasing, and we don’t want to cause any unnecessary stress. We have a bursary scheme available for full or part payment of term fees if you are unable to engage in our work because of financial hardship.

The Agreement

The promise to all of our participants inspired by the Arts Council England’s 7 quality principles of excellent practice with children and young people.

1. Striving for excellence and innovation
2. Being authentic
3. Being exciting, inspiring and engaging
4. Ensuring a positive and inclusive experience
5. Actively involving children and young people
6. Enabling personal progression
7. Developing belonging and ownership

Warts and All Theatre promise to you:

- Create a safe and respectful environment.
- Act professionally at all times.
• Listen to and accommodate where possible the needs of our participants.
• Have high expectations.

**Participant promise to us:**
• Commitment and enthusiasm.
• A positive attitude in workshops and rehearsals
• Respect everyone.
• Take responsibility.
• To wear appropriate clothing. (no skirts, dresses, jeans or tight trousers, and inappropriate jewellery- in case of movement work) T-Shirts, Sweatshirts and jogging bottoms are perfect!
• Give half a terms notice, if you decide to cancel your membership.

**Signing up and engagement policy**

As a member of one of our programmes, we automatically renew your place every term. This means that your place will be reserved in one of our groups for as long as you engage with us.

*If for any reason you decide to leave the group you are registered to take part in, you must give us half a terms notice that you intend to leave.* This notice must be given in writing by emailing hello@wartsandalltheatre.co.uk.

We have created this timetable so that you know when you will need to give your notice in relation to when you intend to leave us.

<table>
<thead>
<tr>
<th>Your proposed final session with us.</th>
<th>When you need to inform us that you want to leave.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 10 - Autumn Term</td>
<td>Week 6 of Autumn Term</td>
</tr>
<tr>
<td></td>
<td>(October Half term)</td>
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<tr>
<td>Week 10 - Spring Term</td>
<td>Week 6 of Spring Term</td>
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<td></td>
<td>(February Half term)</td>
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<tr>
<td>Not returning in September</td>
<td>You must notify us by 31st July</td>
</tr>
</tbody>
</table>

**Please Note:**

• If you decide to not inform us that you are leaving or won’t be returning, we will still be expecting you at sessions, and we will keep you on our register.

• If you are a member and we are holding a place for you, you are expected to make payment for your term fees.

• If you do not attend, you will be expected to pay for half a terms fees as per the notice period.

**The Bursary Scheme**
The Warts and All Theatre Bursary Scheme provides the opportunity for participants to apply for funding to cover all or part of their term fees. We fundraise all year round to help contribute towards the costs of bursary participants taking part in our activity.

The bursaries are available to contribute towards the fees of both *The Young Actors* and *The Collective*.

If you would like to apply for a bursary, please do so through our website using our online form. You can find these next to each group. If you require any support in making this application, you can arrange an appointment over the phone and we can complete the form on your behalf, or you can arrange a meeting to go through it in person.

**Bursary Deadlines 2018/2019 Academic Year**
Term | Bursary Application Deadline | Notified of bursary outcome by
--- | --- | ---
Autumn | Friday 7th September 2018 | Wednesday 12th September 2018
Spring | Wednesday 2nd January 2019 | Monday 7th January 2019
Summer | Friday 19th April 2019 | Wednesday 25th April 2019

After you apply for a bursary you will be notified if your application has been successful. If you are awarded a bursary, it will be for the remainder of the academic year in which you applied. (up to 3 terms)

**Sharings and Performances**

**Sharings**

All of the participants in our programmes will take part in 3 Sharings every year (if appropriate). A Sharing is driven by the process of sharing the learning experience with friends and family. This is not advertised to the general public. It is an informal celebration of the work that has been achieved through weekly workshop sessions.

As a member of our programmes, you will not be required to attend additional rehearsals outside of your weekly sessions times. Preparation for sharings takes place as part of the weekly sessions.

Once a year we may decide to make one of the sharings part of a festival or a special event such as our annual Scuff Night with The Collective. This means we may decide to share our work on a stage with lights and sound. In this instance it may be advertised to an audience. Friends and family will need to buy tickets to attend. For example, if we decided to bring all of the Young Actors groups together for a festival to celebrate all of their work, this would be a ticketed event. In this scenario the ticket sales purely cover the costs of venue hire and cover the costs of delivering the project in a performance space. In this scenario additional rehearsal/s may be required outside of your normal weekly sessions in preparation for the event.

Warts and All Theatre will also present performances every year, which require a greater level of commitment than our weekly programmes. These additional opportunities are advertised on our website, and as a member of our programmes you will hear about them first, before the general public, so you can apply to take part! Taking part in the Young Actors or The Collective Weekly or monthly sessions does not guarantee you a part in a Warts and All Theatre Production. More information about this can be found in our ‘Performances Information Pack’.

**Casting for sharings**

Our casting process for sharings is based on a number of elements:

- Previous attendance and attitude
- Suitability for the part.
- Ability to handle the responsibility required.
- An opportunity for developing skill and ability.

Casting is at the discretion of Warts and All Theatre. All casting is final unless stated. Whilst we understand that participants may be disappointed with a part offered, we ask they trust in the process and understand that we have their long term development in mind.

**Swearing and Themes**

Sometimes our groups may work on plays or projects which contain bold themes and swearing. We do not condone swearing in our rehearsals and sessions. We will discuss the themes and use of language as part of the rehearsal process. This includes discussing its appropriateness and why it is there.

It is important to us that we present work that is relevant. But we understand that some people may find this uncomfortable. We will treat all subject matters sensitively and responsibly.

**Safety and Discipline Procedure**

If a participant acts inappropriately, we will issue a formal warning. The warning system may be carried over to the following academic year.

*First Formal Warning*
This is given verbally to the participant at the end of a session.

*Second Formal Warning*
We will discuss the details of the first and second warning at the end of the session. We will then outline our expectations for improvement, followed up by email. In the case of The Young Actors - we will have this conversation with a parent/guardian as well as the young person.

**Third Formal Warning**

We will arrange a meeting with the participant (and parent/guardian if appropriate) to discuss in detail. At this stage the participant may be asked to stop attending either The Young Actors or The Collective.

**If you have a concern**

If you have a concern it’s really important that you speak to us, so we can address it. You should speak with your group director in the first instance, who will try and resolve the issue. The group director will also inform the Warts and All Theatre staff team. If you are still unhappy you should contact Christopher Elmer-Gorry, Artistic and Executive Director or Kate Hearn, Heritage and Learning Director. They will contact you directly to discuss your concern.

**Safeguarding Policy**

We have a Safeguarding policy that all staff adhere to. If you would like to see a copy please contact us for more information.

**Confidentiality**

Warts and All Theatre holds confidential information about everyone we work with. We are committed to ensuring people’s rights to confidentiality and will not release any information to anybody outside our organisation.

However, in relation to safeguarding and the welfare of our participants, there are some standard additional factors you should be aware of:

- Information will only be forwarded on a ‘need to know’ basis in order to safeguard the child/young person or vulnerable adult
- Giving such information to others for the protection of a child/young person or vulnerable adult is not a breach of confidentiality.
- We cannot guarantee total confidentiality where the best interests of the child/young person or vulnerable adult are at risk.
- Primary carers, children/young people and vulnerable adults, have a right to know if personal information is being shared and/or a report is being made to other agencies. Unless doing so could put the child or young person at further risk.
- Staff must keep any information they may learn whilst working with Warts and All Theatre strictly confidential. This includes any information about participants and their families.

**Data and what we do with it**

Our full privacy policy is available upon request, but it in this pack we want to share with you a brief outline about how we will use the data you share with us.

- It is necessary for us to hold data (Name, health, access needs and contact information) of the participants that engage in our work. This is so we can communicate directly with you about the programme you are involved in.
- We may share this data with funders, to demonstrate the impact of this work, but this is usually limited to Name, Date of Birth and Postcode of the participant.
- We also store the data of an emergency contact that you provide to us, this is so that in an emergency we can contact someone to support you.
- Whilst you are an active participant of Warts and All Theatre we keep this data in a secure online Customer Relationship Management system called Capsule. More information on this can be found at Capsule.co.uk.
- We will continue to hold your data for one year after you stop engaging with us, then it will be destroyed!
Any questions?

Can I have a taster session?
You are welcome to come and try a session. This means you can come along (You still need to complete a form!) and try us out. If you decided to join (we are pretty sure you will!!) you will then be charged for the term at the ‘Early Bird & New Member Rate’. This is only applicable for your first term. You should make a note of the future Earlybird payment dates for the following terms, and make your payment for future terms in advance of these dates to receive the Earlybird Price.

What if a group is full?
If the group is full, we will let you know and add you to the waiting list.

Can I pay weekly?
We only accept payment on a term by term basis to ensure good levels of commitment from our participants. It is not possible to pay weekly.

How many participants are in each group?
We limit numbers to a maximum of 24 participants per group. There is always a Director and Assistant Practitioner with each group to ensure that everyone feels included and gets the most out of the session.

“My son is aged 10, but he’s very advanced for his age, can he join the 11-14 group with his sister?”
Unfortunately, not. Our age groups are specific to what the groups are going to be working on. In some cases we might approach you to suggest moving groups for a particular project. But under normal circumstances the age groups are set.

What if we don’t want to return next term?
We require half a terms notice if you intend to not return the following term. Your notification to leave the group should be made by email. More information is available on this in our signing up and engagement policy in this pack.

How do we pay?
All payments for our programmes are made through our online box office system, Eventbrite. We are unable to accept cash or cheques as payments for our programmes.

If we pay our term fees and decide to leave can we get a refund?
Because we have to contract our staff on a termly basis, we use our participant figures to calculate a budget for each term. With this in mind our fees are non-refundable.

If you have any further questions please do not hesitate to contact us!

Contact Details

Registered Office: Warts and All Theatre,
The Doddridge Centre,
St James’ Road,
Northampton,
NN5 5LD

Website: www.wartsandalltheatre.co.uk
Email: hello@wartsandalltheatre.co.uk
Telephone: 07765171549