

THE YOUNG COMPANY THEATRE HANDBOOK

PLEASE NOTE:

TYC has the right to change/add/amend any information in this Handbook at any given time. We review it regularly so please feel free to pick up a copy at the Studio or download it from our website to keep updated.

CONTENTS

| | |
|---|-----------|
| ABOUT TYC | 3 |
| THE BENEFITS OF PARTICIPATING IN TYC | 5 |
| CONTACT DETAILS | 7 |
| WORKSHOP AND OFFICE HOURS | 7 |
| WORKSHOP TIMETABLE | 8 |
| DROP OFF AND PICK UP | 9 |
| OUR ADVENTURE THEATRE | 9 |
| CLASS DRESS CODE | 10 |
| CLASS CONDUCT | 10 |
| LEARNING LINES | 11 |
| CLASS OBSERVATION | 13 |
| DISCIPLINARY APPROACH | 13 |
| STUDENT WARNING SYSTEM | 14 |
| ABSENCES | 14 |
| CANCELLED CLASSES | 15 |
| FEES & PAYMENTS | 15 |
| LOST PROPERTY | 16 |
| END OF SEMESTER PRODUCTIONS | 16 |
| COSTUMES, SET AND PROPS | 18 |
| COMMUNICATION | 18 |
| AWARDS | 20 |
| SPECIAL PERMISSION FOR PHOTOGRAPHY | 20 |
| KEEPING YOUR SPOT EACH TERM | 20 |

ABOUT TYC

At TYC our theatre training is especially unique because we believe that the best place for young performers to learn their craft is on stage in front of an audience. We showcase young talent at the end of each semester, during term-time with our mainstage productions and also during the school holidays. We reinterpret classic stories for our time and also commission brave and relevant new writing. We are as ambitious as the young people we serve.

OUR VISION

Our Vision at TYC is to awaken children and young people's imaginations; inspiring a culture of true creativity.

OUR MISSION

Our Mission at The Young Company is to spark the imagination and fuel a sense of discovery in children and young people in regional Queensland. We do this through innovative theatre for, by and with children and young people as well as a creative programme of learning, in a welcoming and stimulating environment.

We create exceptional theatre experiences that educate, engage, challenge and inspire children, young people and their communities. We inspire generations to explore the wonder of their world and transform the way children and young people engage in and experience live theatre.

TYC is a not-for-profit organisation and a regional beacon of professional quality theatre for, with and by children and young people. We engage our community and regional Queensland in the power of theatre to enrich and transform the lives of children and young people.

OUR PHILOSOPHY

Our philosophy at TYC is to:

- Inspire, train, and showcase exceptional performers and theatre practitioners in a safe and positive environment.
- To provide creative pathways for young people interested in a creative career within our region.
- Provide stage performance opportunities for all students.
- Have FUN!

TYC achieve this through:

- Providing an informal and supportive context for personal and social development in between school and home.
- Developing young people's ability to be agents in their own development and use their own imagination.
- Providing a safe context for young people to take risks and responsibility and assert their independence.
- Providing young people with opportunities to explore self and experiment with personal identity in a supportive setting.
- Providing young people with opportunities to take responsibility in work-like contexts and develop a range of pre-vocational skills.
- Encouraging young people to participate more fully in their communities and consider the consequences of the roles they choose to play in the wider world.
- Providing young people with opportunities to participate in performance and the creative processes.

THE BENEFITS OF PARTICIPATING IN TYC

These days, the process of growing up has so many challenges for children. Participating in theatre classes can provide an escape or release from these everyday pressures. Drama isn't just for those children who are already a 'Drama King or Queen'. Yes, it is a great outlet for these children to express their creative ideas and talents but it also benefits those children who might be shy about raising their hand in class or putting their opinion forward. Drama can benefit a child's development in many ways and here's just a few of them:

1. Drama develops Creative Thinking: Through the development of the imagination, drama allows kids to think creatively. Thinking innovatively is a life-long skill and benefits all parts of their lives. Children who are able to think creatively often become the entrepreneurs of the future and leaders in industry – as they have the ability to invent solutions and create something where yesterday there was nothing.

2. Drama builds Confidence and Self-Esteem: Drama gives children a way to build their confidence and self-esteem within a fun and empowering learning environment whereby they can work towards achievable personal goals while leaving their particular shyness and fears behind. Children obtain self-assurance by understanding there is no ultimate answer within drama and that their own personal point of view, as well as their own contribution, is very important.

3. Drama supports Literacy and Numeracy Skills: Drama is a wonderful way for children to interact with, and interpret literature, or text of any sort, even their own. By memorising a scripted play or devising their own creative story, drama allows kids to analyse how a character's personality and actions influence a storyline. In doing so they practice many of the higher order thinking skills in a playful context. They must think critically, apply knowledge to new situations, analyze, solve problems, make decisions, – all skills that will benefit not just their literacy and numeracy work, but every core subject at school.

4. Drama promotes a 'Get Up and Go' attitude: Drama pushes the 'get up and go' back into recreation. Children have the chance to connect with other people in a more worthwhile way because drama encourages spoken communication advancement, recognition regarding body language as well as enabling the child to become a lot more socially aware.

5. Drama helps develop Language and Communication Skills: Drama allows children to explore their own facial expressions and apply them to different scenarios and characters. They also experiment with their vocal abilities through voice training and specific body movements to get

their character's message across to its audience; habits which transfer into their normal everyday lives.

6. Drama develops Emotional Intelligence: By participating in drama, children can transport themselves into the hearts, minds, bodies and stories of other characters. In this way, deeper levels in the understanding of others can be reached. We learn tolerance by walking a mile in another's shoes, and drama is a way to do that.

7. Drama encourages children to learn how to co-operate with others: In our rush to have children acquire academic learning, we often forget their personal and social development. The emphasis in drama is on being a team member and working collaboratively rather than hogging the limelight. Drama students learn to be active, reflective, flexible, responsible and responsive within a team – all skills that will benefit them in every facet of their lives.

8. Drama helps children understand the world around them: Through drama games and activities, children are introduced to a variety of real and imagined situations. This in turn sparks their interest in the world in which they live and making them more inquisitive citizens.

9. Drama nurtures Friendship: By its very nature drama has the ability to create strong lifelong friendships with children as they laugh, learn and grow together week after week after week!

10. Drama is Fun: It's important to have a place where children can be creative, silly, and use their imagination, body and voice all at once, it might be just what they need.

Whether your child decides to pursue an acting career or not the lessons learned through drama last a lifetime.

CONTACT DETAILS

Location:

169 Bunda St, Cairns City 4870

Postal Address:

PO Box 8040, Cairns Qld 4870

Phone:

4041 4066

Mobile/SMS:

0409263502

Email:

info@theyoungcompany.com.au

Facebook:

The Young Company, theatre for children, young people and their families.

Website:

www.theyoungcompany.com.au

WORKSHOP AND OFFICE HOURS

Workshop Hours:

- Mondays 230pm – 630pm
- Tuesday 230pm – 7pm
- Wednesday 5pm – 7pm
- Thursday 230pm – 7pm
- Friday 230pm – 6pm
- Saturday 830am – 230pm

Admin Hours:

TYC conducts a number of in-school workshops during the business working day. Please feel free to drop by our office during work hours Tuesday – Friday, however to ensure that we are there please give us a call or email us to organise a meeting time.

WORKSHOP TIMETABLE

Please refer to our website.

DROP OFF AND PICK UP

Students are more than welcome to be dropped off out the front of TYC prior to their class commencing. We do ask that they wear shoes into and out of the venue for safety.

For students attending a workshop at one of our school locations, one of TYCs staff members will be on hand 15mins prior to the workshop starting.

Please let us know if another person will be collecting your child, other than immediate family members, to ensure our pick up protocol is adhered to. If you are running more than 15mins late, please just sms or phone us so that we can pass on the message to your child.

OUR ADVENTURE THEATRE

TYC Adventure Theatre Features:

Your child will definitely enjoy their experience at TYC because we provide a professionally fit out air-conditioned theatre studio with:

- Exciting foyer area with funky artwork and student memorabilia to make you feel welcome
- Tiered seating (please feel free to bring a cushion along for performances)
- Surround sound system with mixer
- 3 lapel microphones and a handheld microphone
- 3 heightened projections for cinematic theatre
- Fully equipped LED lighting system with computerized programming
- 15 various sized theatre boxes
- Backstage area including props and sets storage/making area
- 2 theatre flats
- A hat wall, full with exciting character based hats, wigs and accessories
- An extensive costume room for students to access and explore their creative character costume ideas.
- Noticeboard and regular e-newsletters to keep you up to date with upcoming events. It is IMPORTANT you read them. Communication means Success for everyone!
- Clean and convenient amenities
- Situated close to shops – Cairns Central is right across the road and The Green Ant is a 2minute

walk. A great place to grab dinner before seeing your child's performance.

CLASS DRESS CODE

It is essential that appropriate clothing be worn to TYC classes in order for students to feel as creative and confident as possible. Therefore we encourage all students wear a comfortable t-shirt and shorts (or leggings) to class. We encourage students to express themselves through their clothing. If students do wear a skirt or dress, please ensure tights/shorts are worn underneath so underwear is not exposed. We also do require students to wear shoes to their drama class. Shoes are taken off for the actual class. This is for young performers to establish a grounded body for their creative floor work.

CLASS CONDUCT

At The Young Company, we value teaching respect for self, others and respect for property. Therefore these rules have been put in place to ensure TYC runs professionally and positively:

- Turn up early – lateness disrupts the class and affects the confidence of the student. If late – please enter quietly.
- Attend all classes throughout the term – if you miss more than 3 classes, you will not be permitted to perform (due to classes based on a progressive format, students fall too far behind in their rehearsals if they miss classes).
- Go to the toilet before class.
- Enter the classroom when the previous class has finished or when permitted .
- Walk into the classroom (once entered – do not leave the room unless permitted).
- Bring a drink bottle to class to keep hydrated.
- The only tap available is in the toilets.
- No chewing gum, swearing or screaming. No physical or verbal abuse of any kind.
- Mobile/iphones/ipods must be switched off during class.
- Listen to the Teacher at all times - if talking is excessive see: *Disciplinary Approach* in this Handbook. Note:
- **Be persistent** when learning something new – your attitude in class makes a huge difference.

LEARNING LINES

TYC perform both **devised** and **scripted** performances. Devised performances for our Drama Club and Drama Studio means that the students create their-own characters, their own storyline and also develop their own lines of dialogue through the dramatic process of improvisation. These lines are then rehearsed over the course of the semester during workshop time. Please refer to The Benefits of Drama in regards to how this enhances self-expression, creativity and self-confidence.

Devised performances for our Acting Troupe and Theatre Lab groups mean that the students research and explore the specific dramatic style selected for the semester. Students will explore a variety of dramatic conventions throughout the devising process, and may also explore playwriting techniques during this time. TYCs Artistic Director then collates all of the students' materials and weaves their concepts, ideas and creative work into a fully scripted production, which will then be distributed for students to learn.

Scripted performances for our Drama Club, Drama Studio, Acting Troupe and Theatre Lab groups mean that students are provided with a scripted story. They will audition for a role within their scripted story and then their youth theatre director will then cast them in a role that they will achieve dramatic success with. All students in each of our classes are cast in their scripted story. Students are then required to learn their scripted lines over an eight-week period. **Please see below for some tips about learning lines:**

1. **Highlight your lines:** With a yellow highlighter, highlight your lines so you do not have to look all through your script to find them. Then highlight the last 3-6 words of the previous speaker's lines with a pink highlighter pen. The lines marked in pink are your cue lines that will trigger what you're supposed to say next as soon as you hear them.
2. **Read your lines out loud!** Grab your script and read your lines aloud to yourself. Always practice your lines out loud. If you only read them silently when you're by yourself, you're not going to be as sharply focused and energized. A great time to do this is just before bed!
3. **Break Your Lines Up When Memorizing:** Try to conquer small parts of your script at a time. It is difficult to memorize all your lines at once. By taking small parts of your script (for example: scene one, scene two etc), you can add lines one at a time until you have your full script memorized.

4. **Write it Out:** Write out your lines repeatedly. This gets the lines in your subconscious memory. To save on paper, you can also type them out, then simply erase and start again.
5. **Write it out; with the other hand:** If you are right-handed, write out your lines with your left hand, and vice versa. By using your less familiar hand, your brain has to think three times as hard about what you are writing. This should be quite a fun and challenging activity!
6. **Recruit friends, other performers and relatives to read lines out loud with you:** Ask the other person to read your script while you rehearse it to them. Ask them to circle parts that you skipped or jumbled the words. Another great way is to set up telephone calls with your fellow actors and run lines back and forth as quickly as you can. Since it's not always easy to physically get together in-between scheduled rehearsals, a phone call fills the bill nicely and can be done at any time that's convenient for both of you.
7. **Electronically record your lines.** Get a recorder, or if you're sophisticated enough record onto your phone, your parents phone, or your computer (and then burn it to a CD). There are two methods to this trick; the first method is to record everyone's lines (including your own) and play the recording wherever you go. Whether you're travelling on the bus, in the car or doing household chores, the repetition of hearing lines over and over will cause them to sink in. The second method is to record everyone else's lines but silently mouth your own lines so as to leave gaps on the recording device. This is a good exercise for not only getting used to hearing verbal cues but also perfecting your delivery time since you have a limited space in which to respond with the correct line. It's like learning the lyrics to a song... the more you listen to it, the better you are at "singing" along with the recording.
8. **Palm Cards:** Another great way to learn your lines is too create some palm cards for yourself. Cut up some cardboard as big as your palm and then use one card for each line of dialogue/paragraph that you have in the play. You could also do this on your computer by selecting you lines and formatting them into columns. Then printing them out and cutting them up into palm sized pieces.
9. **Write your blocking (stage movements) in your script.** Learning your stage blocking (stage movement) at the same time you are learning your lines. If the location permits, when you are practicing by yourself, go through all of the physical movements (sitting, standing, turning, walking) and handling of props. Whatever you are physically doing will help you to associate the lines of dialogue being spoken.
10. **Bite-Sized Pieces.** There's a reason (among many others), for instance, that telephone numbers are written as (123) 456-7891 instead of 1234567891. Small segments are easier to remember than a long, cumbersome string of data. If you have a large paragraph in the play, you will probably need to retype it for study. Divide your paragraph into several short sections (no more than 3 sentences each) that will be

easier for your mind to digest. Even this act of retyping is instrumental because of the amount of proofreading you'll be doing to make sure you copied it accurately.

CLASS OBSERVATION

The Young Company does not allow parents to watch their child's class as this distracts both the teachers and students. We invite parents into classes at the end of Term One and Term Three, and at the end of Term Two and Term Four students perform in their production, giving parents an opportunity to see your child's progress.

DISCIPLINARY APPROACH

If a student misbehaves we have a process to which we follow in class. These rules have been put in place so that the teacher and fellow classmates are respected, therefore providing an enjoyable class for everyone:

1. If a student disobeys the class rules/conduct, he/she will be asked to rectify the behaviour immediately. We approach this in a calm yet assertive way.
2. If the behaviour continues, the student will be asked to sit out of the current activity in order to focus on a more positive attitude/behavior. After some time, if he/she is refocused they may return to the class.
3. If the behaviour does not improve after several attempts, the following may occur:

The student will be asked to leave the classroom and will be supervised in the reception area. Depending on the severity of the behavior/attitude, the parent will be called and a plan of action will be discussed to create a positive outcome for all. The student will also be issued with a warning as per the Warning System below.

Note: If behaviour is not rectified after 3 warnings, enrolment will be cancelled without refund.

Parents: If you would like to discuss your child's progress or behaviour with the Teacher – note that during class is not a great time - therefore please leave a message with Reception for the Teacher/Director to call you at a more appropriate time. We would love to chat with you so your child enjoys his/her time here at TYC. *Thank you for your co-operation.*

STUDENT WARNING SYSTEM

As per our Disciplinary approach, please see below our student warning system:

Unofficial Warning – parents will not be contacted.

Official Warning No. 1 – you will receive this if your behaviour/attitude does not improve after an unofficial warning. Your parents will then be contacted.

Official Warning No. 2 – you will receive this if your behaviour/attitude has not improved after receiving your first official warning.

Official Warning No. 3 – if you receive this, you will be suspended from TYC for a time period to be discussed between the parent and the General Manager.

ABSENCES

Attendance is taken at each class. Good attendance is imperative as absences and tardiness can hold back an entire class; the whole class can be affected by one student so please make every effort to be at every class.

- A call/email to the studio for the absence is appreciated.
- Communication = Understanding.
- Attendance at technical and full dress rehearsals is compulsory.
- If a student misses more than 3 classes in a term, the student will not be permitted to perform in the end of semester production, unless prior notice is given (ie: holidays)
- There are no refunds given for missed classes. If a class is missed, normally students can catch up in the next class they attend.
- If you/your child is ill, especially if it is infectious, it is advised not to attend the studio as this can affect other student's health and wellbeing. If a student is injured they are able to sit in the class to observe the rehearsal of their production, but permission needs to be gained from the Teacher/Studio before this can be allowed. A child sitting in the classroom can actually demotivate active students in the classroom – therefore this is permitted under special circumstances.

CANCELLED CLASSES

All classes will be cancelled on all public holidays. Every effort will be made to make these up – which may include other extended rehearsals or a class on another day of the week. (*refer to the regular e-newsletters and noticeboard for updates on make-up classes*)

TYC reserves the right to cancel classes due to natural disasters. If in doubt, call the studio for a recorded message/a note on the front door of the studio. If classes are cancelled, the lost time may/may not be made up at another time – pending studio availability and time left over in the term. View your -newsletter or our website for details.

TYC reserves the right, if required, to change teachers, cancel classes or change times at any given time. If a class is changed on the timetable before the term starts, you will be notified via email/phone.

FEES & PAYMENTS

Payment of Fees

New Students: Full term payment is due by the student's second class. If a student completes 3 classes, you are required to pay fees in full (even if you pull out after the 3rd class). A late fee of \$50 will be charged if you don't pay your fees on time (discretion of Managers). When enrolling your child you agree to this condition.

Current Students: You are committed to the classes you have chosen (as we have secured your spot). Therefore full fees will be charged and are due BEFORE your 1st class of the term, unless you have either:

- 1) Signed up for a Payment Plan
- 2) Received an extension from General Manager
- 3) Cancelled your re-enrolment BEFORE the term has commenced (via email only)

Please also note:

- We take payment by cash, cheque, money order and credit card (Visa & Mastercard) & EFT

transactions (add a 0.50c fee for ALL EFT transactions)

- All fees are non-refundable and non-transferrable, NO EXCEPTIONS
- TYC reserves the right to expel a student if fees are not paid by the 3rd week of the term. TYC also reserves the right to take payment for fees from a credit card (if supplied). If any payment is outstanding, a Debt Collecting Agency will be called upon and their fees will be added to the bill.
- A late fee of \$50 may be charged to you if term fees are not paid on time.
- It is the responsibility of the parent to pay fees and other payments on time

The Young Company Theatre Bank Details

Receipts are given upon request.

BANK: Suncorp Metway

BSB: 484799

ACC: 085506506

NAME: The Young Company Theatre

REF: Invoice Number / Student First Name

LOST PROPERTY

We have a lost property bin that is stored in the TYC Box Office. If anything has been left behind, it will be put in this bin at the end of the day. Please check it regularly. TYC take no responsibility for lost property. The lost property box is emptied at the end of each term.

END OF SEMESTER PRODUCTIONS

Why perform?

It is our philosophy to provide students with the opportunity to perform on stage not just once a year, but at the end of each semester. It has been proven that short-term goals improve confidence, keep enthusiasm at a continual high and provide a regular sense of achievement.

A SURGE IN CONFIDENCE is not achieved by staying in the class room all the time – it is achieved by stepping out of the class room and onto the stage in front of family, friends and the public and showcasing what you have learnt. Performing in front of an audience requires courage and it is this courage that brings confidence.

Where are the productions held?

We hold all our productions in our Adventure Theatre (*see Our Adventure Theatre for resources*)

Who can perform?

It is positively encouraged that ALL students perform, however, there is no pressure to do so.

Is it compulsory?

Absolutely not. However, because the performances are so beneficial to self-esteem and having fun – 99% of students decide to perform every semester. Students need something to look forward to – performances give you motivation to attend classes with enthusiasm. Everyone needs a reason to do something – performances are one reason to practice drama.

What if I choose not to perform?

If you choose NOT to participate in the end of semester productions for whatever reason, students will still be included in all classroom activities and given a “pretend” stage position. However you MUST inform the office by the 8th week of the semester due to stage positioning purposes, otherwise we expect you to perform and we will make arrangements to do so. Pulling out at the last minute is not acceptable – it can affect the confidence of the rest of the class. Therefore please check your diary to determine your availability for the compulsory full dress rehearsals and the production. If a student misses 3 classes or more within a term – the student will not be permitted to perform (refer to ABSENCES section).

When are they held?

Read the monthly newsletters and the website for all rehearsal and production details. Also note that the term dates and production dates for the whole year is listed on the website (what's on page).

Show Tickets:

Ticket prices range from \$3 to \$15 per person per show. Ticket details and costs are listed in the monthly newsletters for these productions as well as our festival posters.

COSTUMES, SET AND PROPS

All costumes, sets and props for your child's performance are provided by TYC, however if your child would like to create their own unique costume/props/sets or have one at home, they are more than welcome to do so. We do ask however that they wear their theatre blacks (black tights, trousers etc and black TYC Performer t-shirt or plain black t-shirt) to their performance and to their technical and costume rehearsal.

COMMUNICATION

We aim to be professional – therefore we ensure that we are as organised as possible so we can keep you well informed. Communication is important so we are all on the same page.

Quarterly Newsletters

Regular newsletters are made available. You **MUST** read them in detail as they contain IMPORTANT information, especially about upcoming rehearsals or change of class times. Therefore we have provided a variety of ways for you to obtain the newsletter and keep updated:

- Handed out to students in class each term.
- Extra copies are available at Reception.
- E-newsletters are emailed.
- Important dates and events are listed on the website on the WHAT'S ON page.
- Our website is updated regularly.

Questions

Teachers would love to chat to parents, however, our focus is on teaching the students during class time. If you have any questions relating to rehearsals, productions, costumes, fees, etc – you can direct this to us via an email (however, note that many questions are answered in the newsletters and details listed on the website). If you have any questions about your child's progress or behaviour, please email us, (or the Teacher best equipped to answer your question) call/meet you at an appropriate time.

Feedback

We are also open to feedback, especially positive feedback – we pass this on to the whole team, as they all deserve the credit for the extraordinary success of the award winning TYC. Therefore we appreciate the time if you do so. **Encouragement inspires us to keep doing our best.**

Update Your Details

If your contact details have changed since you have completed the enrolment form, please ensure to notify us (email is the best). This is important for emergency reasons.

Financial

Invoices are sent electronically by email. Initial Tax Invoices are sent by email.

Email

We use email as our main communication method – due to its ability to quickly deliver large amounts of information at low cost. Please make sure we know your email address, and let us know immediately if it changes.

Mobile

High priority information may be sent out by text message to the registered mobile number of the account holder. Emergency situations may require us to use your mobile to contact you. Please make sure we know your mobile number, and let us know immediately if it changes.

Web

Our web page www.theyoungcompany.com.au is frequently updated with the latest information. If you need to know something, try looking on there first.

Facebook

We also have a Facebook page The Young Company that is a good way of getting in touch with us any time of day or night if you need answers.

AWARDS

All students receive a Certificate of Achievement at the end of a completed semester (performance). Upon the completion of every year (every 4 drama terms), students receive a creative achiever trophy. This is at no extra cost – it is our gift to you to recognize your commitment.

SPECIAL PERMISSION FOR PHOTOGRAPHY:

Being a student of TYC automatically gives consent to allow photography and/or video footage to be taken and used for the purpose of TYC promotion, example: website, printed material, newspaper, and social media. If you do not wish for this to occur, please feel free to email us.

KEEPING YOUR SPOT EACH TERM

Once you enrol at TYC for your position, it will be confirmed via an email booking confirmation letter. Your position will be rolled over each term, each year, unless advised via email 14 days in advance, that your child will not be continuing. If you do not attend your class for more than three consecutive weeks, without written advice, your spot will become open to the public.