

Glow Theatre Group Terms and Conditions of Enrolment and GDPR

FEES

Glow Theatre Group offers a two week trial for new members. To take part in the trial we require payment of a £50 joining fee per child. This fee must be received before your child begins the trial.

The £50 joining fee enables your child to attend the first two sessions.

Membership of Glow Theatre Group costs £5.60 per hour, or £16.80 per rehearsal and performance session. As such, total fees will vary slightly each term, depending on the number of sessions in a term.

The total session fees are payable in advance, and are due two weeks after the start of each term.

After attending the first two sessions, if your child decides to remain with the group and take part in the end of term production, the first term's fees will be invoiced to you. Your £50.00 joining fee will be deducted from this first invoice. It is a non-refundable fee.

Fees should be paid by direct bank transfer as directed on the invoice. Fees must be paid two weeks from the date of the invoice.

Non-payment of fees means that we cannot allow a child to continue with rehearsals, nor to attend the theatre rehearsals and performances.

Because our members are continually working towards their next theatrical performance, we request 6 weeks' notice if your child decides to leave the group, so that we can re-cast their role in the forthcoming show.

PRODUCTION REHEARSALS

Glow members are expected to attend all rehearsals, and we ask that you let us know in advance if your child is unable to attend for any reason. There are no refunds for any rehearsal sessions missed.

Production rehearsals run for 3 hour sessions on Saturday afternoons. We ask that your child arrive on time for each session. There will be a break during this time, for which the children should bring water or juice, and a fruit or bread based snack. We discourage sweets or fizzy drinks during rehearsals. Children should attend rehearsals wearing loose comfortable clothing, and with soft plimsolls or jazz shoes.

We hold full technical and dress rehearsals at the show venue before the performances, and all members are expected to attend these rehearsals. These take place during 'Theatre Weeks' when we are resident in the theatre. Rehearsals during this time can be called during whole days at the weekend and on weekday evenings.

Tickets for Glow Theatre Group productions will be available at least one month before the performances, and can be purchased online.

LAMDA CLASSES

LAMDA lessons run at designated times during the week.

Classes cost £8 per hour.

Fees are payable on a termly basis in advance. Invoices will be sent out just before the start of term. Non payment of fees means that we cannot allow the child to continue with the classes, nor to take part in our centre examination.

Children are coached in their chosen discipline in preparation for the LAMDA exam.

There is an additional Exam Fee, payable directly to LAMDA, in advance of the exam.

There are no refunds for missed classes.

GENERAL

Tickets for Glow performances are available online from the venue box office in advance of each production. You will be notified when ticket sales are released. Glow cannot guarantee availability.

All our children will be under the care of Glow Theatre Group staff for the duration of the rehearsal and performance sessions. Glow Theatre Group undertakes to provide a safe environment for our children and staff at all times.

As such, we

- Keep up to date registers of attendance
- Maintain appropriate supervision ratios
- Ask that you keep us informed of contact details and emergency contact numbers, and any changes to these, so that we may maintain up to date records
- Ask that you keep us informed of specific medical conditions, such as allergies, asthma, epilepsy, so that we can maintain up to date records
- Ensure that a first aid kit is available at the venue
- Ensure that those people working with the children as part of Glow Theatre Group have been subject to appropriate selection processes
- Do not allow children to leave the premises during or after sessions unless they are collected by a parent or a designated adult.
- Carry out appropriate Health and Safety risk assessments, and specify reasonable controls to reduce the risk of activities

Glow Theatre Group does not take responsibility for money or articles of value lost or damaged at their rehearsal or performance venues.

Glow Theatre Group reserves the right to alter the terms and conditions of the group at any time.

Glow Theatre Group believes that all its members should be allowed the opportunity to work and develop in an atmosphere of friendship and encouragement. All Glow

students are therefore expected to contribute to the wellbeing of the group and its projects by co-operative and considerate behaviour at all times. Glow Theatre Group will not accept behaviour which is, in our opinion, detrimental to the group, the children or the staff. In the interests of our students, Glow Theatre Group reserves the right to terminate membership of the group should this requirement be breached.

General Data Protection Regulation (GDPR)

The General Data Protection Regulation known as GDPR, is a positive step towards people having more control over how your data is used and how you're contacted. The changes help to better protect your personal data. Glow Theatre Group is committed to effective GDPR.

The information allows you to be fully informed as to how we are using the data you have provided us with.

Glow Theatre Group is the Data Controller and is responsible for collecting and processing data.

What information is being collected?

Glow Theatre Group will keep a record of all the information you have supplied on the Application Form.

How is it collected?

The information is collected through the Glow Theatre Group application form and other information you provide us with on events/consent forms.

Why is it being collected?

The information you provided is being used for the administration of Glow Theatre Group. It is considered the legitimate interest of the organisation and is necessary for compliance.

How will it be used?

The information will be used to communicate with members regarding rehearsals and performances and for other necessary communications regarding participation in events.

Who will it be shared with?

Glow Theatre Group team leaders will have access to the information to help them look after the children safely. They will have access to emergency contact details, medical details, and email lists for the purposes of sharing necessary information to members.

Your details will only ever be used by Glow Theatre Group.

Your details will not be given to other organisations for their own purposes.

How long will my data be stored for?

Your information will be kept from the moment your application form is received until you leave Glow Theatre Group.

You are free to withdraw consent to your information being held at any time, please contact Glow Theatre Group on the contact details below:

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Director

Glow Theatre Group

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