



**ICONIC**  
—THEATRE SCHOOL—

**WELCOME PACK**  
TERMS AND CONDITIONS  
FOR PARENTS AND CARERS





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Hello parents & Carers,

**Welcome to Iconic Theatre School** – we're delighted to have you join our creative community!

At Iconic Theatre School, we are passionate about providing high-quality training in singing, dancing, and drama for young people aged 3–17. Our aim is to nurture confidence, creativity, and self-expression while helping students develop essential life skills such as teamwork, communication, and resilience

Our sessions are led by a dedicated and experienced team of performing arts professionals Zane, Michael and Chris. Each class runs for 90 minutes and is carefully structured to give students a well-rounded experience across the three disciplines of drama, dance and singing. Short breaks are included where appropriate, and all sessions are thoughtfully adapted to suit the age and ability of each group, ensuring a fun, supportive, and engaging learning environment for every student.

Each class lasts 90 minutes and costs £3 per class, or £9 for the full session. Sessions run on Mondays from 4:30 to 6:00pm and are open to children and young people aged 3 to 17 years. Additional days may be available soon. We are excited to support each student on their performing arts journey and can't wait to see them grow in confidence, skill, and creativity.

Thank you for being part of Iconic Theatre School. We look forward to an inspiring and enjoyable term ahead!

Warm regards,



**The Iconic Theatre School Team**

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## **Our Policies at Iconic Theatre School**

### **1. Attendance Policy**

Regular attendance is important to ensure students gain the full benefit of classes and to support group learning, rehearsals, and performances. Students are expected to arrive on time and be collected promptly at the end of each session. If a student is unable to attend a class, parents or guardians should inform the theatre school as soon as possible. Repeated unexplained absences or persistent lateness may affect a student's ability to take part in performances or progress within the school.

### **2. Behaviour Policy**

We aim to provide a safe, supportive, and respectful environment for all students. Good behaviour is expected at all times, including showing respect to teachers, staff, and fellow students. Disruptive, unsafe, or inappropriate behaviour (including bullying or use of offensive language) will not be tolerated. Any behaviour concerns will be discussed with parents or guardians, and in serious or repeated cases, the theatre school reserves the right to suspend or remove a student from classes.

### **3. Payment Policy**

Class fees must be paid in advance as outlined at the time of booking. Payments are non-refundable for missed classes unless otherwise agreed in exceptional circumstances. Failure to make payments on time may result in a student being unable to participate in classes until the account is settled. The theatre school reserves the right to review fees and payment structures, with notice given to parents or guardians.

### **4. Costume Policy**

Costumes may be required for performances, showcases, or special events. Parents or guardians will be informed in advance of any costume requirements and associated costs. Costumes must be treated with care and returned in good condition if provided by the theatre school. Students are expected to wear appropriate rehearsal clothing and footwear to classes, allowing safe movement and participation.

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## **5. Allergy and Medical Information Policy**

Parents or guardians must inform the theatre school of any medical conditions, allergies, learning needs, or additional support requirements before the student starts classes. This includes food allergies, asthma, epilepsy, or any other relevant health information. All information will be treated confidentially and used only to ensure the safety and wellbeing of the student. Parents or guardians are responsible for ensuring that any required medication is clearly labelled and provided when necessary.

## **6. Fire Safety and Emergency Procedure**

In the event of a fire or emergency at St Chad's Church, Rubery, all students and staff will calmly and promptly leave the building via the nearest fire exit. Everyone will then assemble in the car park on New Road, which is the designated meeting point. Students must remain with their group leader at all times and should not re-enter the building until it has been confirmed safe to do so.

## **7. Safeguarding Policy**

The theatre school is committed to safeguarding and promoting the welfare of all children and young people. All staff are responsible for creating a safe, positive, and inclusive environment. Any safeguarding concerns will be taken seriously and dealt with in line with safeguarding procedures. The theatre school has a full safeguarding policy in place – you will fi

## **8. Photography and Video Policy**

Photographs or videos may occasionally be taken during classes, rehearsals, or performances for promotional or educational purposes. Written consent will be obtained from parents or guardians before any images are used. Students will never be identified by full name alongside images. Parents or guardians who do not wish their child to be photographed or filmed must inform the theatre school in writing.9. Access to Full Policies

Full versions of the Safeguarding Policy, Photography Policy, and any other relevant policies are available upon request. Please contact the theatre school if you would like to see these documents.

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## **Our Safeguarding Policy**

### **1. Policy Statement**

Iconic Theatre School is fully committed to safeguarding and promoting the welfare of all children and young people in our care. We believe that every child has the right to feel safe, supported, respected, and confident in an inclusive and creative environment. Safeguarding is the responsibility of everyone working with or on behalf of Iconic Theatre School.

### **2. Scope of the Policy**

This policy applies to:

All children and young people aged 3–17, All staff, volunteers, freelancers, and assistants, All activities, classes, rehearsals, performances, trips, and online interactions connected to Iconic Theatre School

### **3. Key Safeguarding Principles**

We are committed to: Putting the child's welfare first, Listening to children and taking them seriously, Creating a safe, inclusive, and supportive environment, Working in partnership with parents/carers and external agencies where appropriate, Acting promptly on any safeguarding concerns.

### **4. Designated Safeguarding Lead (DSL)**

The DSL is responsible for - Overseeing safeguarding procedures, Receiving, recording, and responding to safeguarding concerns, Liaising with local safeguarding authorities when required, Ensuring staff are aware of safeguarding responsibilities and procedure All staff and volunteers must: Hold an Enhanced DBS check (where required by role), Follow this safeguarding policy at all times, Report any concerns immediately to the DSL, Maintain appropriate professional boundaries with children

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## **5. Safe Recruitment**

Iconic Theatre School ensures that - Enhanced DBS checks are in place for all adults working regularly with children, References are obtained where applicable, Staff receive safeguarding induction and guidance, Ongoing suitability is monitored

## **6. Recognising Abuse**

Staff are trained to recognise signs of: Physical abuse, Emotional abuse, Sexual abuse, Neglect, Bullying or peer-on-peer abuse, Online safety concerns, No member of staff should investigate safeguarding concerns themselves.

## **7. Responding to Safeguarding Concerns**

If a child discloses abuse or a concern is observed, staff must: Listen calmly and carefully, Not promise confidentiality, Reassure the child they have done the right thing, Record the concern accurately (dates, times, and factual information only), Report the concern immediately to the DSL, If a child is in immediate danger, emergency services will be contacted.

## **8. Record Keeping**

All safeguarding concerns are recorded securely, Records are factual, dated, and confidential, Information is shared strictly on a need-to-know basis, Records are stored in line with GDPR and data protection requirements

## **9. Behaviour, Boundaries & Physical Contact**

All physical contact must be appropriate, necessary, and consent-based, Staff should avoid being alone with a child wherever possible, One-to-one situations are avoided unless essential and conducted in visible or open environments. Positive behaviour is encouraged; humiliation, intimidation, or punishment is never acceptable

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## **10. Equality, Diversity & Inclusion**

Iconic Theatre School is committed to: Providing an inclusive environment for all children, Challenging discrimination, bullying, or harassment, Respecting differences in background, ability, gender, culture, and identity, Safeguarding includes protecting children from discrimination, exclusion, or harm.

## **11. Photography, Filming & Use of Images**

Iconic Theatre School recognises the importance of photography and filming for safeguarding, training, and the promotion of our theatre school, while ensuring children's, safety, dignity, and privacy at all times. Consent is Written parental/carer consent is required for photography and filming involving children, Consent for photography, filming, and promotional use of images is included within the enrolment contract signed at the point of joining Iconic Theatre School. Parents/carers confirm whether they consent to their child appearing in photographs and video footage used for promotional purposes, including on the Iconic Theatre School website and official social media platforms.

## **12. Permitted Uses**

Photography and filming may take place during classes, rehearsals, and performances for: Safeguarding and child protection purposes, Staff and student safety, Marketing and promotional use (where parental consent has been given), Safeguarding Recordings For safeguarding purposes, classes may be video recorded. These recordings: Support a safe and respectful learning environment, Protect children's wellbeing, Protect staff and students should any concerns or allegations arise

## **13. Safeguarding recordings**

Are not used for assessment, marketing, or social media, Are stored securely with restricted access, are only viewed if a safeguarding concern or complaint is raised, Are retained for a limited period and deleted in line with data protection requirements, Promotional Images & Footage, When using images or footage for promotional purposes: Children's full names are never used publicly, Images are respectful, appropriate, and professionally presented, No image will be used that could reasonably place a child at risk

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#### **14. Online & Digital Safety**

Online communication with children is professional, appropriate, and transparent - Staff do not engage in private messaging with children, Any online sessions follow the same safeguarding standards as in-person activities

#### **15. Allegations Against Staff**

If an allegation is made against a member of staff: The DSL will be informed immediately, Appropriate action will be taken in line with safeguarding guidance, Confidentiality will be maintained, External agencies will be contacted where necessary

#### **14. Review & Monitoring**

This policy:

Is reviewed annually or following any safeguarding incident

Is shared with staff, volunteers, and parents/carers

Reflects current safeguarding legislation and best practice

#### **15. Commitment Statement**

**Iconic Theatre School is dedicated to creating a safe, nurturing environment where every child can grow in confidence, creativity, and self-belief. – if you would like our safeguarding document – it is available on request.**

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## What will The Students need for the Classes?

### What to Bring:

To ensure all students are safe, comfortable, and ready to learn, children attending the theatre school should come prepared with the following:

All students should wear the theatre school uniform. Anyone with long hair should have it tied back and always kept off the face for safety. No jewellery should be worn during classes.

Students must wear safe footwear suitable for dancing. Jazz shoes may be purchased if desired, however they are not compulsory — a clean pair of trainers is perfectly acceptable.

Each child should bring a bottle of water to stay hydrated throughout the session. Please also ensure they bring all lyric sheets, scripts, or any materials required for rehearsals, as outlined by their teacher

Our theatre school offers a fun, supportive, and creative environment where students can build confidence and develop performance skills.

Classes include a mix of acting, singing, and dance, alongside improvisation exercises designed to encourage creativity, teamwork, and self-expression. The focus of our sessions will be rehearsals and developing performance content for our two annual shows each year — one taking place in July and one during the Christmas season.

Students will work on vocal technique, movement, character development, and ensemble skills while preparing for these performances through structured rehearsals and group work. Sessions are energetic, engaging, and tailored to suit different age groups and abilities, with a strong emphasis on teamwork, confidence-building, and enjoyment.

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## **Show Expectations for Parents**

Our theatre school productions are a key part of the learning experience, and parental support is essential to their success. Students are encouraged to take part in performances, as shows help build confidence, teamwork, and stage experience.

Parents and guardians should be prepared to support their child's commitment to rehearsals, including ensuring regular attendance, punctuality, and time spent practising lines, lyrics, or choreography at home when required. Additional rehearsals may be scheduled closer to show dates, and advance notice will be given wherever possible.

Parents are responsible for ensuring students arrive on time for rehearsals and performances, wearing the correct costume, footwear, and hairstyle as specified. Any costume items provided by the theatre school must be cared for and returned promptly after performances.

Tickets for performances will be available to purchase, and details regarding show dates, venues, and ticketing will be communicated in advance. Parents are expected to follow venue rules during performances and to be respectful of staff, volunteers, and other audience members.

We appreciate parents' cooperation and support in helping make each show a positive and enjoyable experience for all students.

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## **Staff Contact Information**

We're always here to support our Iconic families and ensure communication runs smoothly. The contact details below are shared for emergency situations only and should not be used for general enquiries or day-to-day communication.

For all non-urgent matters, including questions, updates, or absences, we kindly ask that parents and carers contact us via our official email address or through the appropriate channels such as our social media platforms. This allows us to respond promptly and ensures your message reaches the right member of the team.

**Michael – Principal of the School - 07805 112101 Chris – Head of Musical Theatre – 07841999972 Zane – Creative Director - 07878 746867**

## **Show Commitment Agreement**

I understand that participation in theatre school productions is an important part of my child's learning and development.

By signing this agreement, I confirm that I will support my child's commitment to rehearsals and performances, including:

- Ensuring regular attendance and punctuality for classes, rehearsals, and show days
- Supporting my child with practising lines, lyrics, and choreography at home where required
- Ensuring my child arrives with the correct costume, footwear, and hairstyle as instructed
- Attending additional rehearsals scheduled in the lead-up to performances where possible

I understand that the theatre school presents two annual shows each year, one in July and one during the Christmas season, and that participation requires commitment and cooperation from both students and parents.

I agree to communicate promptly with the theatre school regarding any issues that may affect my child's participation.

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## Acknowledgment and Agreement

We kindly request that you read and understand **all information contained within this Welcome Pack** prior to signing below. The policies, guidelines, expectations, and agreements outlined in this pack have been designed to ensure the safety, welfare, and positive experience of all participants and families involved in our program.

By signing this document, you acknowledge and agree that:

1. You have received, read, and fully understand the contents of this Welcome Pack.
2. You agree to **abide by all policies, procedures, and expectations** as stated herein.
3. You understand that participation in our program requires compliance with these terms at all times.
4. You consent to any responsibilities, permissions, and commitments described within this document and the accompanying materials.
5. You understand that failure to adhere to these terms may result in suspension or termination of participation in the program.
6. You acknowledge that the organization retains the right to amend policies as needed to ensure safety, consistency, and operational integrity.

By signing below, you confirm that you are the legal parent or guardian of the participant(s), and that you voluntarily agree to the terms and conditions set forth within this Welcome Pack.

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**Parent/Guardian Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Child/Participant Name:** \_\_\_\_\_

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*Thank you for being part of our community. We appreciate your cooperation and commitment to making this experience positive and successful for everyone involved.*

## Theatre School Class Calendar Plan

All regular weekly classes take place on Mondays during term time. Below is the full calendar of planned class dates for each term.

### Spring Term 2026

**Term Dates:**

**Term starts:** Monday 26 January 2026

**Half-term:** Monday 16 February – Friday 20 February 2026

**Term ends:** Friday 27 March 2026

**Class Dates:**

- Monday 26 January – **Launch Day**
- Monday 2 February
- **No class – Half-term (16 February)**
- Monday 23 February
- Monday 2 March
- Monday 9 March
- Monday 23 March

### Summer Term 2026

**Term Dates:**

**Term starts:** Monday 13 April 2026

**Half-term:** Monday 25 May – Friday 29 May 2026

**Term ends:** Monday 20 July 2026

**Class Dates:**

- Monday 13 April
- Monday 20 April
- Monday 27 April
- Monday 4 May
- Monday 11 May
- Monday 18 May
- **No class – Half-term (25 May)**
- Monday 1 June
- Monday 8 June
- Monday 15 June
- Monday 22 June

### Autumn Term 2026

(School Year 2026–2027)

**Term Dates:**

**Tuesday 1 September 2026 – Friday 18 December 2026**

**Half-term: Monday 26 October – Friday 30 October 2026**

**Class Dates:**

- Monday 7 September
- Monday 14 September
- Monday 21 September
- Monday 28 September
- Monday 5 October
- Monday 12 October
- Monday 19 October
- Monday 2 November
- Monday 9 November
- Monday 16 November
- Monday 23 November
- Monday 30 November

(These dates are subject to change and we will communicate changes to parents and carers if needed)

**And that's it!**

**That's all the information you need**

If you have any questions please don't hesitate to ask!

It's now time to focus on your child's journey here at

**ICONIC!** And we can't wait to be a part of it!

