



## INFORMATION SHEET – AUTUMN TERM 2008

### Term dates

Monday 1 September to Saturday 13 December inclusive. There are **fourteen teaching weeks** this term.

**Half Term** Monday 27 October to Saturday 1 November.

**Trinity Guildhall Examinations** Wednesday 3 and Thursday 4 December.

### Venue for classes

The Abbey Theatre, Westminster Lodge, Holywell Hill, St Albans AL1 2DL.

### Classes Timetable

Day	Time	Class	Age Guide	Tutor
Monday	4.30-5.30	The Rose	10-12	Rosemary Goodman
Tuesday	5.30-6.30	The Pembrokes	13-15	Miriam Simmons
Tuesday	5.30-6.30	The Curtain	15+	Rosemarie Partridge
Wednesday	4.45-5.45	The Chapel Children	7-10	Miriam Simmons
Wednesday	6.00-7.00	The Swan	9-11	Miriam Simmons
Thursday	4.30-5.30	The Little Eyes	5-7	Miriam Simmons
Thursday	5.30-6.30	The Lincolns	11-13	Miriam Simmons
Friday	6.00-7.00	The Warwicks	17+	Rosemary Goodman
Saturday	9.00-10.00	The Blackfriars	8-10	Miriam Simmons
Saturday	10.10-11.10	Musical Theatre 1	8-12	Edward Mitton
Saturday	11.20-12.20	Musical Theatre 2	13+	Edward Mitton
Saturday	10.10-11.10	The Chamberlains	9-12	Miriam Simmons
Saturday	11.20-12.20	The Admirals	13+	Miriam Simmons
Saturday	12.30-1.30	The Bel Savage	14-16	Miriam Simmons
Saturday	12.30-1.30	The Oxfords	16+	Rosemarie Partridge

### Tariff of Tuition Fees for students under 20 years of age – Autumn Term 2008

Type of Tuition	Term Fee	Notes
Classes – returning students	£117.00	£108.65 each for siblings
Classes – new students	£108.65	First lesson free
All classes – students joining during term	£ pro rata	First lesson free
Individual tuition	£234.00	£16.70 per half an hour
Shared tuition (2 students)	£155.85 (each)	£11.15 each per half an hour
Shared tuition (3 students)	£117.00 (each)	£8.35 each per half an hour

### Contacting your tutor

If you need to contact your tutor, eg if you are going to miss a lesson, please telephone them:

Rosemarie Partridge 01727 860217 or 07788 410304; Rosemary Goodman 01727 760932 or 07870 703292;

Miriam Simmons 01727 858575 or 07775 913636; Edward Mitton 07906 831318.

In an emergency, call Dennis O'Connell-Baker on 01727 860217 or 07713 931532.

### General enquiries

If you have a general enquiry, please telephone 01727 860217 during office hours.

### Phoning from the Abbey Theatre

There is a telephone in the Members' Room. The number is 01727 861731. It is not a Pay Phone. There is an 'honesty box' on the wall which is emptied daily and students should always make sure they carry a 20p coin in case they need to ring home. We cannot expect the Abbey Theatre or Theatrix to subsidise these private calls. Your co-operation is greatly appreciated.

### Contacting Theatrix during class times

You can contact Theatrix at the Abbey Theatre during class times on 01727 861731. Please be patient, because we are teaching and cannot always answer the telephone immediately.



*Theatrix*  
**TERMS AND CONDITIONS**

1. All fees are payable **in advance**. They can either be sent prior to the beginning of term to **Theatrix, 198 Sandridge Road, St Albans, AL1 4AL**, or be brought to the first lesson. We are sure you will appreciate that as a small business we depend on prompt payment to ensure we can continue to provide a high standard of service. We reserve the right not to admit a student to a class where outstanding fees have not been paid. We also reserve the right to charge an administrative fee of £5.00 if we have to send parents a second outstanding fees reminder.
2. We have a waiting list for most classes, so you will understand **that a half-term's notice is required, in writing if a student intends to leave**. Otherwise, we reserve the right to charge a half-term's fee in lieu of notice, unless a mutual arrangement has been agreed.
3. If at any time you should wish to visit a drama class you may do so by prior arrangement. Please feel free to discuss with us any query or concerns you may have regarding the progress being made in class work or examinations.
4. We reserve the right to ask any student to leave the school if their behaviour is disruptive or otherwise adversely affecting the progress of the class.
5. A student may not leave a lesson when it is in progress unless by prior arrangement with the parent(s). Please ensure that your child is collected promptly at the end of each lesson. While we do our best to keep an eye on all students who have finished their classes, we cannot guarantee 100% supervision once the next class has started.
6. We do ask that parents notify us if their child is going to be absent from a lesson. We will inform parents of two consecutive absences of which we have not been notified.
7. We do ask that all students take great care in respect of Abbey Theatre property. We are fortunate we are able to rehearse and perform in a working theatre and certain rules must be adhered to. All students are requested to pay special attention to keeping the theatre clean and tidy, and to make sure they have left nothing behind. We do have a small amount of lost property, but we cannot accept responsibility for anything left behind once the classes have finished.
8. A fire drill is performed each term.

## **METHOD OF PAYMENT**

1. Please make all cheques payable to **Theatrix**.
2. Payment, with completed invoice return slip should be handed in on the first day of term **in a sealed envelope with the student's name and class written clearly on the front**. Our Administrator will be at a collection point at the beginning of the first lesson of term and available to answer any queries. If you are paying by cash, please ask for a receipt as mistakes cannot be rectified later if there is no record of payment.
3. All other payments, eg for public examinations should also be sent **in a sealed envelope with the student's name and class written clearly on the front**.
4. If any parent is going through a period of financial difficulty, we are always happy to try to help, and come to some mutual agreement rather than lose a student. Please call either **Dennis O'Connell-Baker or Rosemarie Partridge on 01727 860217** who will be happy to talk to you.

**Rosemarie Partridge**

**Principal**

**July 2008**