



Terms, Conditions and General Information

- All Duckegg Acting School courses, scripts, course materials, lessons and media are subject to copyright. Reprints of scripts are charged at £1; please look after your script!
- Payments must be made as stated by the invoice provided - you are signing up for the whole term and this is paid upfront at the start of each term. Alternatively the cost can be spread weekly over the course of the term via Direct Debit. All weeks of the term must be paid regardless of attendance.
- Current members must notify the company in writing (email or letter) of any changes to their membership by the cut off date specified on their invoice (4 weeks prior to the start of the next term). If they do not, the next term is payable.
- A membership deposit of £20 is payable upfront along with completed booking form. This will be returned at the end of your membership if payments remain up to date and on time to the end of the term you leave.
- If students fall 2 weeks into arrears they will be unable to attend sessions until they are up to date with payments.
- Students must come adequately prepared for their session. Uniform is jogging bottoms, trainers/ jazz shoes and comfortable top. The crucial thing is that they are able to move freely. No jeans please. Non mandatory Duckegg clothing is available via <http://www.duckegg.org.uk/shop>
- A large aspect of our company ethos is creating performers with initiative. We allow our students to make and learn from their own mistakes, and reward acts of high motivation and initiative. If you are looking for 'teacher show, student do' style classes please consider carefully whether our company is what you are looking for.
- When a Mini Egg/Junior student commences Duckegg classes, parents are welcome to stay for the first ten minutes of the session at the teacher's discretion to ensure settling in. On any other occasion parents are respectfully asked to leave the teaching space for the entire session as it is often distracting to students and creates child protection issues.
- Please ensure Mini Eggs and Juniors have been to the toilet before commencing session.
- No phones or toys to be used in sessions.
- All students may be issued with course materials. These should be brought to each session. It would be advisable for students to bring a file to sessions to store materials. A notepad is also useful.
- Courses within the Acting School are subject to change at the discretion of the lead tutor.
- Duckegg staff are covered by public liability insurance to £10 million.
- Senior students are required to let their teachers know of any absences in advance, to their email address (teacher name @duckegg.org.uk). It is helpful if Mini and Junior parents could also notify their teacher of absences to aid our planning.
- In the interest of fairness, if a student misses three consecutive sessions we cannot guarantee their role in the production that they are working towards.
- Students will be using photographic and video equipment and evidence as part of their coursework. Photographs taken during Duckegg classes, courses and performances may be used in company marketing.
- Parents/guardians have an obligation to inform Duck Egg of any medical conditions or concerns, past or present, that may affect the student's well being. If not informed in writing of this prior to the student commencing on a course, Duckegg will not be held liable.
- Duckegg reserves the right to occasionally switch day or venue. Your teacher will inform you via letter when this is the case, and sessions are still chargeable.
- Please bring a soft drink to your session. No carbonated beverages or food please (unless medical reasons deem this necessary).
- Duckegg may on occasion offer students professional work within the Theatre Company. Students are under no obligation to take this work.

- Students should endeavour to arrive at their class at least 5 minutes before the start of the session.
- Duckegg has the right to remove a student from the course without prior notice.

It is important that students try their best to attend every week where possible.

Classes break for Christmas, Summer and Bank holidays, running through school half term holidays.